



## **AGENDA**

**Lower Cape Fear Water & Sewer Authority  
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina  
9:00 a.m. – Regular Monthly Board Meeting  
July 10, 2023**

**MEETING CALL TO ORDER:** Chairman Blanchard

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF CONSENT AGENDA**

- C1** - Minutes of June 5, 2023, Regular Board Meeting
- C2** - Minutes of June 5, 2023, Personnel Committee Meeting
- C3** - Kings Bluff Monthly Operations and Maintenance Report
- C4** - Bladen Bluffs Monthly Operations and Maintenance Reports

**NEW BUSINESS**

- NB1** - North Carolina Capital Management Trust
- NB2** - Resolution to Approve Standardization of 4<sup>th</sup> Pump Assembly

**ENGINEER'S COMMENTS**

**ATTORNEY COMMENTS**

**EXECUTIVE DIRECTOR REPORT**

- EDR1**–Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date  
Ending June 30, 2023
- EDR2**–Operating Budget Status, Ending May 31, 2023
- 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, August 21<sup>st</sup> 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 BLANCHARD AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: July 10, 2023

Re: Consent Agenda

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

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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 June 5, 2023, Regular Board Meeting

**C2** - Minutes of June 5, 2023, Personnel Committee Meeting

**C3** - Kings Bluff Monthly Operations and Maintenance Report

**C4** - Bladen Bluffs Monthly Operations and Maintenance Report

**Action Requested:** Motion to approve/disapprove Consent Agenda.

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
June 5<sup>th</sup>, 2023

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Vice-Chairman Knight called to order the Authority meeting scheduled on June 5<sup>th</sup>, 2023, 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 Vice-Chairman Knight:**

**Present:** Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Phil Norris, Scott Phillips, Chris Smith, Frank Williams, and Rob Zapple

**Present by Virtual Attendance:** Norwood Blanchard and Bill Saffo

**Absent:** Charlie Rivenbark and Bill Sue

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

**Guests Present:** Glenn Walker, Brunswick County Water Resources Manager; Jordan Clark, Computer Warriors; Kenny Keel, Pender County Public Utilities Director; Jess Powell P.E., McKim & Creed; and Richard K. Spruill Principal Hydrogeologist Groundwater Management Associates, Inc.

**Guests Virtual Attendance:** Craig Wilson, Cape Fear Public Utility Authority Engineering Manager.

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

**APPROVAL OF CONSENT AGENDA**

**C1 – Minutes of June 5, 2023, Regular Board Meeting**

**C2 – Minutes of June 5, 2023, Personnel Committee Meeting**

**C3 – Kings Bluff Monthly Operations and Maintenance Report**

**C4 - Bladen Bluffs Monthly Operations and Maintenance Reports**

**C5 - Final Master Plan for 25-Year Planning Period FY 2023-2047**

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

**OLD BUSINESS**

**OB1 – Finance Committee Recommended Budget for Fiscal Year 2023-2024.**

**Motion:** Director DeVane **MOVED**; seconded by Director Edge, approval of the Fiscal Year 2023-2024 Budget and Budget Ordinance. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NEW BUSINESS**

**NB1 – RFQ Engineering Services Associated with Kings Bluff Raw Water Pump Station Air Backwash Building & Access Walkway.**

**Motion:** Director Phillips **MOVED**; seconded by Director Williams, approval to award McKim & Creed with Kings Bluff Raw Water Pump Station Air Backwash Building and access walkway. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB2 - Consider approval of Personnel Policy Leave and Compensation amendments.**

Executive Director Holloman proposed four updates to the current holiday and leave policies. Update one would change an employee's fifty days of annual leave to sixty days. Update two would change the leave credit over thirty days of annual leave may be carried over to forty-five days. Update three would allow anything over forty-five days of annual carryover to be rolled over to sick leave at the end of each year. Update four would add employees shall be eligible to request up to one week of pay for one week of accumulated leave each fiscal year.

**Motion:** Director Zapple **MOVED**, seconded by Director Newton, to approve Personnel Policy Leave and Compensation amendments. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB3 - Consider approval of Interlocal Agreement Amendment**

Executive Director Holloman advised the agreement to be updated to remove all state funds that must be expended on construction. Due to cash flow issues and due to the need to pay invoices, a request for funds to be released from the state has been sent. Director Zapple wanted to confirm that Matt Nichols reviewed the agreement. Matt Nichols advised extensive discussions between LCFWASA and CFPWA were had, and they all feel this is the most efficient way to strike the one sentence.

**Motion:** Director Newton **MOVED**; seconded by Director Phillips, to approve approval of Interlocal Agreement Amendment. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB4 - Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0170 48" Parallel Raw Water Main Project American Rescue Plan-S.L.2022-74 Leland, NC**

**Motion:** Director Williams **MOVED**; seconded by Director DeVane, to approve Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0170 48" Parallel Raw Water Main Project American Rescue Plan-S.L.2022-74 Leland, NC. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB5 - Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0138 Pre-Construction Planning Grant and Rate Study American Rescue Plan-S.L.-2022-74 Leland, NC**

**Motion:** Director Norris **MOVED**; seconded by Director Zapple, to approve Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0138 Pre-Construction Planning Grant and Rate Study American Rescue Plan-S.L.-2022-74 Leland, NC. 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 May 31, 2023**

Executive Director Holloman reported that during May 2023, Brunswick County and Pender County were above projections.

**DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS**

Vice-Chairman Knight appointed Director Scott Phillips as the new treasurer due to Director Phil Norris stepping down.

**PUBLIC COMMENT**

No comments

**PRESENTATION by Richard K. Spruill****ADJOURNMENT**

There being no further business, Chairman Blanchard adjourned the meeting at 9:59 a.m.

Respectfully Submitted:

\_\_\_\_\_  
Patrick DeVane Secretary

**Lower Cape Fear Water & Sewer Authority**

Personnel Committee Meeting Minutes

June 5<sup>th</sup>, 2023

Vice-Chairman Knight called to order the Personnel Committee Meeting on June 5<sup>th</sup>, 2023, at 8:30 a.m. The meeting was held at the Authority’s office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

**Present:** Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, and Scott Phillips

**Present by Virtual Attendance:** Norwood Blanchard

**Absent:** Charlie Rivenbark, Bill Saffo, and Bill Sue

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

**Guest:** Director Patrick DeVane, Director Chris Smith, and Jordan Clark, Computer Warriors

**Discussion: Vacation**

Executive Director Holloman proposed four updates to the current holiday and leave policies. Update one would change an employee's fifty days of annual leave to sixty days. Update two would change the leave credit over thirty days of annual leave may be carried over to forty-five days. Update three would allow the forty-five days of annual carryover to be rolled over to sick leave at the end of each year. Update four would add employees shall be eligible to request up to one week of pay for one week of accumulated leave each fiscal year.

**Motion:** Director Leonard **MOVED**; seconded by Director Phillips, to update holiday and leave policies. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**ADJOURNMENT**

There being no further business, Vice-Chairman Knight adjourned the meeting at 8:42 a.m.

Respectfully Submitted,

\_\_\_\_\_  
Tim Holloman, Executive Director

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COUNTY OF BRUNSWICK  
PUBLIC UTILITIES DEPARTMENT  
Kings Bluff Pump Station



246 Private Road  
Riegelwood, NC 28456  
(910) 655-4799 Office  
(910) 655-4798 FAX

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TO: Tim Holloman

FROM: Greg Lazorchak

DATE: 7/01/2023

SUBJECT: Monthly maintenance report for June 2023

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Mr. Holloman,

The Maintenance and Operations of the king's bluff facility for the month of June were performed as prescribed in the station SOP'S and other items are as follows.

The diesel drive booster pumps along with the standby 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 811 system.

KB personnel along with Underwood Pump, Sanford Electric, & TMEIC load tested Pump #5 before being put back in service.

KB personnel installed new Sonde backing board and piping for later install.

KB personnel cleaned & power washed basement of pump rooms.

KB personnel mixed and poured concrete at Raw Tank for valve platform.

KB personnel cut concrete at pump station in preparation for new airline install.

KB personnel bled and cleaned meters of sediment on Pump #1 & #4.

**Contractors:**

Sanford Electric finished wiring pump #5.

Underwood pump finalized installation of Pump #5.

TMIEC technician calibrated VFD #5.

Newcomb Repaired #2 HVAC

Pursuit Cleaning came to Kings Bluff office for bi-monthly cleaning.

Power Secure serviced pumps at Raw Tank and generators as per annual contract.

LJ's Landscaping cut grass at Kings Bluff pump station.

Thank you,  
Gregory Lazorchak

# Smithfield®

To: Tim Holloman - LCFWASA

From: James Kern – Bladen Bluffs SWTP ORC

Date: 7/5/23

Subject: June 2023 Operations

During the month of June, Bladen Bluffs SWTP operated a total of 19 days, treating 49.61 million gallons of water.

We used:

36,043 lbs. of aluminum sulfate (Alum)

10,332 lbs. of sodium hydroxide (Caustic)

1,518 lbs. of sodium hypochlorite (3,048 gallons of 6% Chlorine Bleach)

**James Kern**  
**Water Treatment Plant**  
**Supervisor**

(910) 862-3114  
(910) 862-3146  
(910) 733-0016 mobile  
[jkern@smithfield.com](mailto:jkern@smithfield.com)

**Smithfield.**  
*Good food. Responsibly.®*

Bladen Bluffs Surface Water Treatment  
Plant  
17014 Highway 87 West  
Tar Heel, NC 28392  
[www.smithfieldfoods.com](http://www.smithfieldfoods.com)

## Bladen Bluffs SWTP Maintenance Report

Date: 7/5/2023

### ISSUE:

### PLAN OF ACTION:

Air on finished water line (from GAC)	Installed – closer to solving issue
All PLC need updated	Getting quotes
Found small leak in lagoon liner	Contractor has inspected
Clearwells Repair/Maintenance	COMPLETE
Lost signal to three cameras at river	Fiber FIXED
Vault intrusion electrical needs sealed	Quote approved
Replacing all faded ARC Flash/safety outdoor labels	IN PROGRESS
Need new keypad/intercom system front gate	Temp. in place, IN PROGRESS for new
Install lights and camera at river	Quote approved
Few lights out on basin	Renting lift
Few railing boards need replacement at river	FIXED
Septic Pit Filter needs cleaning	COMPLETE
Settle Basin need cleaning	Land App COMPLETE



**NEW BUSINESS (NB1)**

**Lower Cape Fear Water & Sewer  
Authority**

## **AGENDA ITEM**

To: CHAIRMAN BLANCHARD AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: July 10th, 2023

Re: North Carolina Capital Management Trust

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

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Background: After reviewing LCFWASA accounts, we worked with Truist for better interest arrangements, and we have also been working with John Frye of NCCMT to move funds for a better return.

**Action Requested:** Informational purposes only.

**NEW BUSINESS (NB2)**

**Lower Cape Fear Water & Sewer  
Authority**

## **AGENDA ITEM**

To: CHAIRMAN BLANCHARD AND BOARD MEMBERS  
From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR  
Date: July 10th, 2023  
Re: Resolution to Approve Sole Source Contracting Procedures

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

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Background: After investigation of the procurement of the fourth pump and 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:** Consider Approval

**Lower Cape Fear Water and Sewer Authority Resolution To Allow for Purchase of New Pump and VFD Using Sole-Source Exception Pursuant to N.C.G.S. § 143-129(e)(6)**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“Authority” or “LCFWASA”), needs to procure a new fourth pump and variable-frequency drive (“VFD”) 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 a fourth pump and VFD, including discussions with LCFWASA’s consulting engineers, has determined that standardization or compatibility of the new fourth pump and VFD with the existing three 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 fourth pump and VFD, 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 pump and VFD will maintain this standardization with the existing pumps as all parts would be interchangeable between all four pumps.
4. Any spare parts that are in stock (or will be purchased) will be usable on any of the four pumps. If a different pump is purchased, separate spare parts would be required for that specific pump.
5. Maintenance on the four 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 should also be purchased concurrently and 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 fourth pump and VFD for 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 fourth pump and VFD for 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 Executive Director shall present any proposed contract for the purchase of the new fourth pump and VFD to the Board for approval prior to awarding any contract for same.

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

Adopted this \_\_\_\_\_ day of July 2023.

\_\_\_\_\_  
Norwood Blanchard, Chairman

**ATTEST:**

\_\_\_\_\_  
Patrick DeVane, Secretary

3. Purchasing an identical pump and VFD will maintain this standardization with the existing three pumps as all parts would be interchangeable among all four pumps.
4. Any spare parts that are in stock (or will be purchased) will be usable on any of the four pumps. If a different pump is purchased, separate spare parts would be required for that specific pump.
5. Maintenance on the four 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 should also be purchased concurrently and 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

# **AGENDA ITEM**

To: CHAIRMAN BLANCHARD AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: July 10th, 2023

Re: Executive Director's Report

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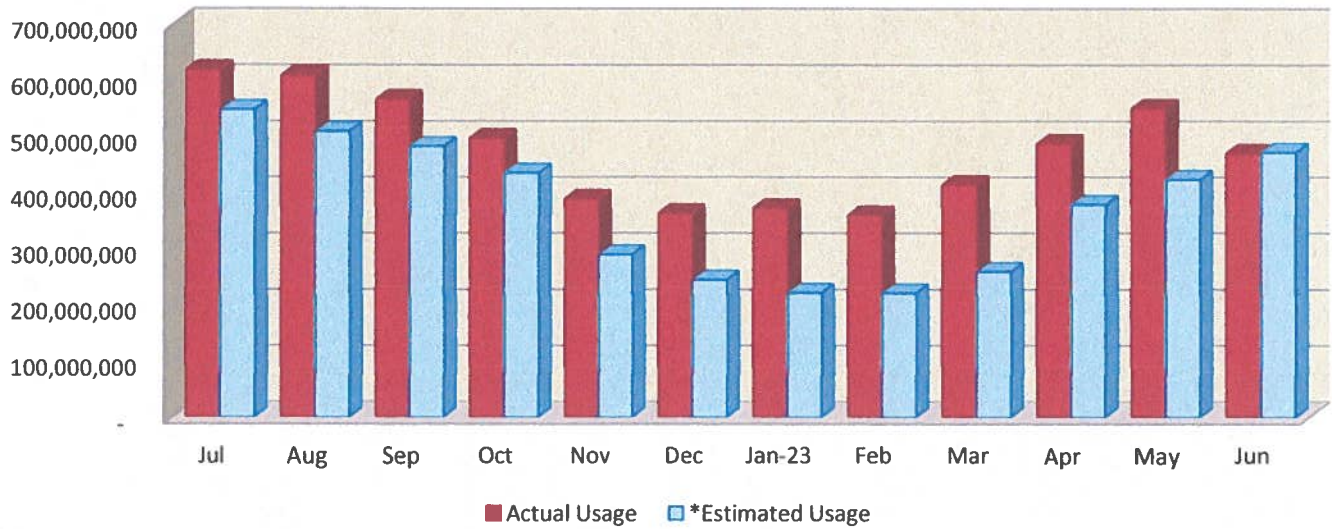
**EDR1** - Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending June 30, 2023

**EDR2** - Operating Budget Status, Ending May 31, 2023

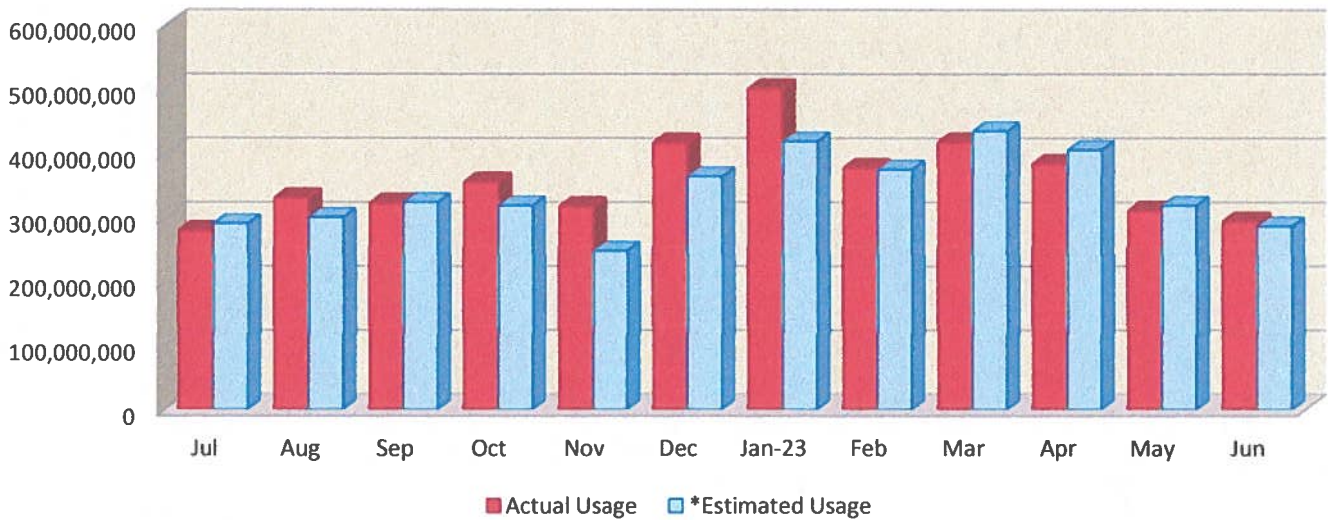
**EDR3** - Summary of Activities.

**Action Requested:** For information purposes.

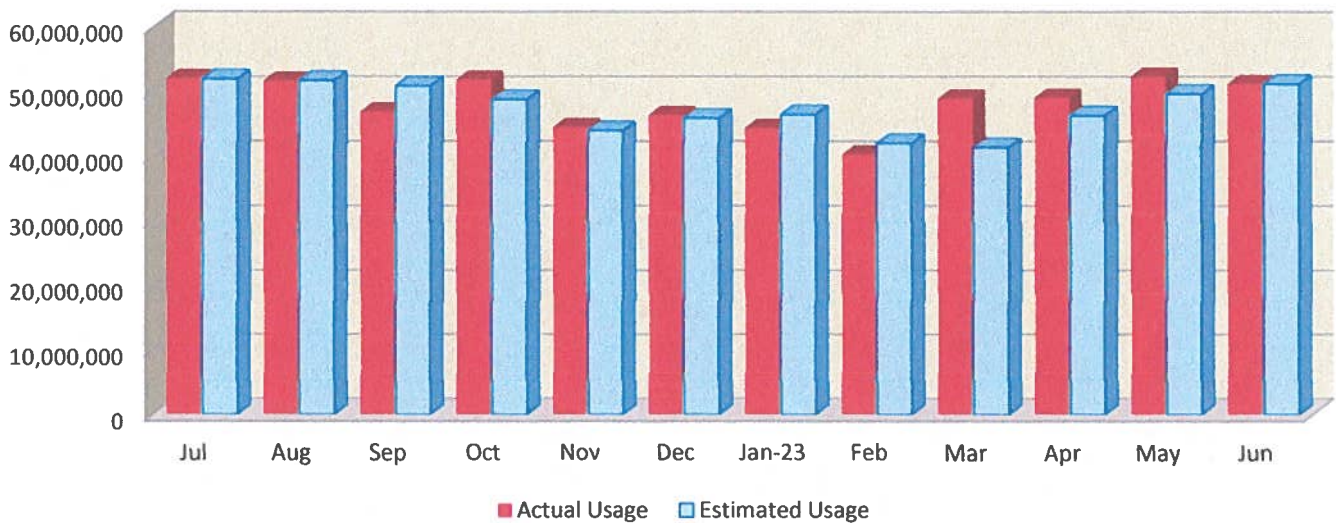
### Brunswick County Water Usage FY 22-23



### CFPUA Water Usage FY 22-23



### Pender County Water Usage FY 22-23



OPERATING FUND BUDGET PERFORMANCE

Jul-1 through May 31

Income	Approved	Approved	Jul 1- May 31	Jul 1- May 31	Jul 1- May 31	Budget
	Annual Budget	Adjusted Budget	Kings Bluff	Bladen Bluffs	OF BUDGET	As of 05/31/2023
<b>3000-01 · OPERATING REVENUE</b>						
3001-01 · 01 Bruns County Public Utility	1,566,597	1,606,437	1,881,567		1,881,567	117%
3002-01 · 01 CFPUA	1,428,403	2,869,315	2,874,197		2,874,197	100%
3003-01 · 01 Pender County	199,518	551,428	534,324		534,324	97%
3004-01 · 01 HWY 421 - Stepan	79,618	141,566	197,523		197,523	140%
3005-01 · 01 Praxair, Inc	2,095	61,179	67,423		67,423	110%
3006-01 · 01 Bladen Bluffs Revenue	3,654,318	4,673,818		4,733,265	4,733,265	101%
Bladen Admin Reimb	102,190	102,190		127,499	127,499	125%
3007-01 · Sales Tax Refund Revenue	100,000	100,000		114,314	114,314	114%
<b>Total 3000-01 · OPERATING REVENUE</b>	<b>7,132,739</b>	<b>10,105,933</b>	<b>5,555,035</b>	<b>4,975,078</b>	<b>10,530,113</b>	<b>104%</b>
<b>3100-00 · OF NONOPERATING REVENUE</b>						
3120-00 · Revenue-Other						
Interest & Investment Revenue	500	500	168		168	34%
FEMA Reimbursement	0	0	6,630		6,630	
Refunds / Insurance Proceeds/ Other	0	0	4,349	1,251	5,600	
3156-00 · Rental Income	0	0	14,713		14,713	
3180-00 · SRF/Parallel Revenue	0	1,900,000	1,596,000		1,596,000	
3900-01 R&R Fund Appropriated	0	0	0		0	
2900-00 Fund Balance	0	0	0		0	
<b>Total 3100-00 · OF NONOPERATING REVENUE</b>	<b>500</b>	<b>1,900,500</b>	<b>1,621,880</b>	<b>1,251</b>	<b>1,623,111</b>	<b>324622%</b>
<b>Total Income</b>	<b>7,133,239</b>	<b>12,006,433</b>	<b>7,176,895</b>	<b>4,976,329</b>	<b>12,153,224</b>	<b>101%</b>
<b>Expense</b>						
<b>4000-01 · ADMINISTRATION EXPENDITURES</b>						
4001-01 · Salary - gross	187,024	187,024	111,976	51,432	163,408	87%
4010-01 · Per Diem= mileage+per diem pay	62,500	62,500	33,508	17,188	50,695	81%
4012-01 · Vehicle Allowance	5,200	5,200	3,370	1,430	4,800	92%
4070-02 · Phone Allowance	520	520	337	143	480	92%
4015-01 · Payroll Taxes	19,542	19,542	11,218	5,374	16,592	85%
4029-01 · Retirement Employer's Part	22,462	22,462	13,820	6,177	19,797	88%
4035-01 · 401K Employer PD Contribution	5,311	5,311	3,408	1,481	4,888	92%
4036-01 · Payroll Processing Exp	2,900	2,900	2,476		2,476	85%
4038-01 · Insurance Group	38,074	38,074	20,280	9,519	29,798	78%
4039-01 · Insurance, Property	94,301	94,301	76,372	23,575	99,948	106%
4046-00 Professional Services General	15,000	15,000	0	0	0	0%
4046-01 · Attorney	30,000	45,000	40,136		40,136	89%
4046-02 · Auditor	9,000	9,000	5,400	2,800	8,200	91%
4046-03 · Engineer	253,041	239,541	152,060	0	152,060	63%
4049-01 Information Technology	14,000	14,000	3,644	0	3,644	26%
4055-01 · Office Maint/Repair	23,902	23,902	12,683		12,683	53%
4058-01 Office Utilities	5,000	5,000	1,600		1,600	32%
4059-01 Office Expense	14,000	17,500	16,064		16,064	92%
4062-01 Office Equipment	10,000	15,000	11,645		11,645	78%
4064-01 Printing & Advertising	6,500	7,500	6,750		6,750	90%
4065-01 Telephone and Internet	3,500	3,500	2,913		2,913	83%
4070-01 · Travel & Training	26,000	33,000	31,567		31,567	96%
4080-01 · Miscellaneous Expenses	15,000	23,000	21,201		21,201	92%
<b>Total 4000-01 · ADMINISTRATION EXPENDITURES</b>	<b>862,777</b>	<b>888,777</b>	<b>582,226</b>	<b>119,097</b>	<b>701,323</b>	<b>79%</b>
<b>4500-01 · OPERATING EXPENDITURES</b>						
4501-00 · Sales Tax Expense - Other	100,000	100,000		100,336	100,336	100%
4510-01 · Bladen Bluffs Expenses	2,335,094	3,315,596		3,170,529	3,170,529	96%
4520-01 · Utilities-Energy Pump Station	756,336	730,336	663,595		663,595	91%
4530-01 · Kings Bluff O&M Expenses	510,822	549,822	490,890		490,890	89%
4535-01 Kings Bluff Hurricane Other FEMA	0	0	0		0	0%
4543-01 · Series 2012 Bond Principal (ST)	0	0	0		0	0%
4544-01 · Series 2012 Bond Interest (ST)	0	0	0		0	0%
4545-01 · Series 2010 Bond Principal (BB)	850,000	910,000		910,000	910,000	100%
4546-01 · Series 2010 Bond Interest (BB)	297,500	256,998		396,089	396,089	154%
5180-00 SRF/Parallel Expenditures	0	1,900,000		0	0	0%
7400-01 · Operating Capital Expense	911,875	2,848,089		2,219,441	2,219,441	78%
4998-05- Transfer to R&R- KB R&R Expense	250,000	250,000	250,000		250,000	100%
2041-01- 421 Relocation NHC Loan Principal	258,835	258,835		258,835	258,835	100%
<b>Total 4500-01 · OPERATING EXPENDITURES</b>	<b>6,270,462</b>	<b>11,117,656</b>	<b>1,154,485</b>	<b>7,055,230</b>	<b>8,459,714</b>	<b>76%</b>
<b>Total Expense</b>	<b>7,133,239</b>	<b>12,006,433</b>	<b>7,176,895</b>	<b>7,174,327</b>	<b>9,181,038</b>	<b>76%</b>



Executive Director Highlighted Activities:

- Kickoff meeting with Kevin Knapp, new project lead from CFPUA and Design Build team
- Multiple meetings with Rick McClung of Willdan regarding rate study.
- Attended ACE 2023 along with Directors Rivenbark and Saffo
- Worked with Administrative Finance assistant to provide a year's worth of electrical billing expenses for evaluating solar power as an alternate power source for Kings Bluff. This is a continuation of last month.
- Evaluate Quotes to replace the roof on the original plant site of Kings Bluff.
- Continue working with Glenn Walker, Matt Nichols, and Tony Boahn on a method to use the same equipment standardization we currently have for the 4th pump.
- The director took PTO leave.
- Met with Frank Williams Hurricane Preparedness Brunswick County Seminar