

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes

June 7, 2021

Chairman Leonard called to order the Authority meeting scheduled on June 7, 2021, at 9:11 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 Milliken gave the invocation.

Roll Call by Chairman Leonard:

Present: Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Al Milliken, Jackie Newton, Phil Norris, Charlie Rivenbark, Bill Saffo, William Sue, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Chris Smith

Absent: None

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

Guests Present: Kenny Keel, James F. Merritt Ph.D. Studies Lower Cape Fear River Research and Education Program

Guests Virtual Attendance: Carel Vandermeijden

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

APPROVAL OF CONSENT AGENDA

C1 - Minutes of Regular Board Meeting May 10, 2021

C2 - Minutes of Finance Committee Meeting May 10, 2021

C3 - Minutes of Long Range Planning Committee Meeting May 10, 2021

C4 - Kings Bluff Monthly Operations and Maintenance Report

C5 - Bladen Bluffs Monthly Operations and Maintenance Reports

C6 - Line-item adjustments for April

Motion: Director Zapple **MOVED**; seconded by Director Williams, approval of the Consent Agenda Items as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Al Milliken	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	0

PRESENTATION: Lower Cape Fear River Research and Education Program with James F. Merritt, Ph.D.
 Professor of Environmental Studies.

OLD BUSINESS

OB1- Finance Committee Recommended Budget for Fiscal Year 2021-2022

Chairman Leonard advised the public hearing on the budget was held last month, May 10, 2021. Executive Director Holloman identified the budget did increase by four thousand four hundred and fifty-six dollars due to reviewed and finalized items. Also, he adjusted the debt services to show the correct amount. There were no written comments.

Motion: Director Norris **MOVED**; seconded by Director Knight, approval of the Consent Agenda Items as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Phil Norris	X			
Al Milliken	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	14	0	0	0

NEW BUSINESS

NB1 – Consider creating the position of Kings Bluff Administrator

Executive Director Holloman described the Kings Bluff Raw Water Pumping Station Administrator position and concern about opening up this position. Chairman Leonard advised the Personnel Committee to meet, and they do not recommend this position. Director Zapple is concerned about filling the position if the current staff member leaves with all their knowledge and experience. Director Williams spoke with Brunswick County on the matter. They did advise it would be a hit for the moment if the staff member did leave, but they have other people they can bring in and train to do the job. Director Williams also advised that if we move away from Brunswick County, it should move to CFPWA, not LCFWASA. Director Knight feels we need to give Brunswick County time to fix the issue with the Kings Bluff Pump Station staff. Director Norris believes the board should follow the Personnel Committee recommendation. We need to make sure we are communicating with Brunswick County as this a partnership that has been working significantly well.

Motion: Director Norris **MOVED**; seconded by Director Blanchard, approval of the Consent Agenda Items as presented. Upon vote, the **MOTION CARRIED.**

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard		X		
Jackie Newton	X			
Phil Norris	X			
Al Milliken	X			

Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
	13	0	0	1

NB2 – Report on Aerial Crossing Structure Assessment

Tony Boahn advised McKim and Creed, Inc. to provide a structural assessment and review the support assemblies for the existing aerial crossing. He reported for the structure to be forty years old, found everything was to be in good condition, and the issues they did find were minor. A review of these supports would include above and below waterline conditions. It was not necessarily part of our inspection, but they did notice the pipe joints grout diaper came off. The grout diaper protects the joint from water getting into the joint, which can seep in and start damaging the joint and damaging reinforcing concrete. They believe this needs to be addressed but are not a critical issue right now. They think it makes sense to put a benchmark on the top of the piles and have a survey, and monitor that once a year, to make sure things are not moving the piles around. Conducting a structural review is recommended every five years.

ENGINEER’S COMMENTS

We had a 37.2 million dollar contract. We did have one change order that has been approved previously for \$25,812. Our substantial completion date for the parallel is January 2022. We also have a significant secondary date for interconnections between the 54 inch and 48-inch raw water main in May 2022. They are four to five months ahead of schedule. The total feet of pipes are 75,000 feet. They have installed 69,000 feet to date. Garney anticipates somewhere around the end of July 2021 to have the entire pipe in place. The Bladen Bluff Water treatment plant site review was completed, and observed some minor erosion has occurred. That erosion is stable, and they believe it would cause more harm than good to fix it. They do recommend adding some additional dogwoods and black willows with the landscaper.

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, 2021

Executive Director Holloman reported that Brunswick County was over projections during May 2021, while Pender County and CFPWA were slightly below projections. Monthly revenue was slightly up as well.

EDR2 – Operating Budget Status, Ending April 30, 2021

Executive Director Holloman reported operating revenue is at seventy-four percent. Administration expenditure is at sixty-nine percent. Operating expenditure is at fifty-four percent.

EDR3 – Summary of Activities

Executive Director Holloman informed the board he sent letters requesting opposition on HB 640 and 687 regarding Inter Basin Transfers. Holloman sent an inquiry to Secretary Dionne Delli-Gatti regarding the Lock and Dam disposition. Continue working on Authority Comparison with Bill Rivenbark and the UNC Financial Center- Received fourth still waiting on the fifth submission. The administrative assistant position was filled. Each partner was contacted with a monthly update, and cyber review with partner utilities started May 25, 2021.

CLOSED SESSION

CS1 - Closed Session in Accordance with NCGS§143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Norris would like members to have advanced notice of a guest speaker at the upcoming board meeting. Chairman Leonard spoke with Tony Boahn and would like to address malware concerns or issues.

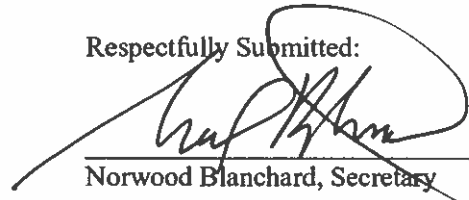
PUBLIC COMMENT

No comments

ADJOURNMENT

There being no further business, Chairman Leonard adjourned the meeting at 10:58 a.m.

Respectfully Submitted:



Norwood Blanchard, Secretary