

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
March 9th, 2026

Chairman Phillips called to order the Authority meeting scheduled on March 9th, 2026, 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 Chairman Phillips:

Present: Damien Buchanan, Chakema Clinton-Quintana, Patrick DeVane, Wayne Edge, Jerry Groves, Harry Knight, Al Leonard, Scott Phillips, Bill Saffo, Chris Smith, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: None

Absent: None

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

Guests Present: Jorgen Holmberg, Computer Warriors; Sean Kenyon, McKim & Creed Senior Project Engineer; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Chris Giesting, Brunswick County Water Resources Manager; Jeff Gramm, Cape Fear Public Utility Authority Treatment/Engineering Services Administration; David Fournier, HDR Construction Services; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Christopher "CJ" Cahoy, Garney Construction; Wilson Hudspeth, Duke Energy CEM Account Executive

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Aaron Smith, Brunswick County Director of Fiscal Operations; Eileen Callori, Brunswick County Deputy Finance Officer; John Nichols, Brunswick County Public Utilities Director; James Proctor, Pender County Interim Utilities Director; Erin Jones, Pender County Utilities Water Treatment Plant Superintendent; Will Shull, HDR Associate Vice President; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment; Mark Kametches, Duke Energy Program Manager

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

AMENDING THE AGENDA

Chairman Phillips requested the Board's consideration to revise the agenda to include the Personnel Committee's recommendation to remove Section C, Part 8, from the Remote Participation Policy and Procedure, thereby eliminating the requirement for a roll-call voice vote. The Board retains the ability to call for a voice vote at any time.

Motion: Director Leonard **MOVED**; seconded by Director Knight, approval to amend the agenda. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

APPROVAL OF CONSENT AGENDA

C1 – Minutes of February 9, 2026, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Line-Item Adjustment for January 31, 2026

Motion: Director Knight **MOVED**; seconded by Director Williams, approval of the Consent Agenda Items. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

PRESENTATION: Wilson Hudson with Duke Energy to review the Transition of DRA Participant to the New DEP PowerShare Program

A copy of the presentation will be included with the minutes.

NEW BUSINESS

NB1 - Personnel Committee's recommendation to remove Section C, Part 8, from the Remote Participation Policy and Procedure, thereby eliminating the requirement for a roll-call voice vote

Chairman Phillips advised the full board that the Personnel Committee's recommendation to remove Section C, Part 8, from the Remote Participation Policy and Procedure, thereby eliminating the requirement for a roll-call voice vote. The Board retains the ability to call for a voice vote at any time.

Motion: Director Leonard **MOVED**; seconded by Director DeVane, approval to remove Section C, Part 8, from the Remote Participation Policy and Procedure, eliminating the requirement for a roll-call voice vote. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB2- Resolution Approving Agreement for Governmental Affairs Consulting and Legislative Lobbying Services

Motion: Director DeVane **MOVED**; seconded by Director Buchanan, approval of the Resolution Approving Agreement for Governmental Affairs Consulting and Legislative Lobbying Services. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB3- Resolution to Approve Lump Sum Proposal No. 2 for Project #2, Phase 3, of the Phased 10-Mile Parallel Raw Water Line Project

A copy of the presentation will be included with the minutes.

Motion: Director DeVane **MOVED**; seconded by Director Williams, approval of the Resolution to Approve Lump Sum Proposal No. 2 for Project #2, Phase 3, of the Phased 10-Mile Parallel Raw Water Line Project. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

NB4- Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #2, Phased 10-Mile Parallel Raw Water Line Project

Motion: Director Zapple **MOVED**; seconded by Director Buchanan, approval of the Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #2, Phased 10-Mile Parallel Raw Water Line Project. 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 February 2026

Executive Director Holloman reported that Pender County exceeded projections in February.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Zapple would like a VFD report at the April 2026 Board Meeting.

PUBLIC COMMENT

No comments.

CLOSED SESSION

Chairman Phillips requested a motion to go into a closed session in accordance with NCGS §143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege.

Motion: Director Leonard **MOVED**; seconded by Director Knight, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 10:32 a.m., the board went into closed session. At 10:52 a.m., the board returned to open session. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman Phillips adjourned the meeting at 10:53 a.m.

Respectfully Submitted:



Chakema Clinton-Quintana, Secretary