

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
May 12<sup>th</sup>, 2025

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Chairman DeVane called to order the Authority meeting scheduled on May 12<sup>th</sup>, 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 Phillips gave the invocation.

**Roll Call by Chairman DeVane:**

**Present:** Damien Buchanan, Patrick DeVane, Wayne Edge, Jerry Groves, Harry Knight, Al Leonard, Scott Phillips, Charlie Rivenbark, Chris Smith, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

**Present by Virtual Attendance:** Bill Saffo

**Absent:** None

**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; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Glenn Walker, Brunswick County Water Resources Manager; Sean Kenyon, McKim & Creed Senior Project Engineer; and David Fournier, HDR Construction Services

**Guests Virtual Attendance:** James Proctor, Pender County Utilities Deputy Director; Jason Cook P.E. HDR Inc; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; John Nichols, Brunswick County Public Utilities Director; Eileen Callori, Brunswick County Deputy Finance Officer

**PLEDGE OF ALLEGIANCE:** Chairman DeVane led the Pledge of Allegiance.

**APPROVAL OF CONSENT AGENDA**

**C1 – Minutes of April 14, 2025, Regular Board Meeting**

**C2 – Minutes of April 14, 2025, Long Range Planning Committee Meeting**

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

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

**C5 – Retainer for General Counsel Services Agreement: Matthew Nichols, Attorney at Law**

**C6 – Line-Item Adjustment for March 31, 2025**

**C7 A – Resolution of Lower Cape Fear Water & Sewer Authority Exempting Lower Cape Fear Water & Sewer Authority from the Provisions of N.C.G.S. §143-64.31 for C7 B**

**C7 B – Retainer for Engineering Services Agreement: McKim & Creed in the amount of \$34,800 for Fiscal Year 2025-2026**

**Motion:** Director Zapple **MOVED**; seconded by Director Williams, approval of the Consent Agenda Items C1-C7B. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**PUBLIC HEARING: PRESENTED DRAFT BUDGET FOR THE FISCAL YEAR 2025-2026 BUDGET AND BUDGET ORDINANCE:**

**Motion to open Public Hearing per North Carolina General Statute Section 159-12**

**Motion:** Director Leonard **MOVED**; seconded by Director Williams, to open Public Hearing. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**NB1- Finance Committee Comments and Review of Draft Recommended Budget for the Fiscal Year 2025-2026 (Finance Committee Chairman Patrick DeVane)**

Executive Director Holloman reviewed essential cost items for the FY 2025-2026 draft budget. Our customers have projected using 10,519,390 gallons of water for an estimated revenue of 5.1 million. Health insurance ends with

NCLM on June 30, 2025, and we will go with Blue Cross Blue Shield with a savings of \$10,000. The property and liability insurance expenses will increase by 8%. State retirement will increase from 13.6% to 14.85%. LCFWASA will purchase a fourth pump through either state appropriation, financing, or partner contribution for the Kings Bluff Plant. We will have Pay-Go for the Air Backwash and Walkway for \$4,200,000. Rates will increase by 0.04 to 0.48 from the current .44, as recommended by the rate forecast needed for the Master Plan. The FY 2025-2026 budget is a 31% increase from the FY2024-2025 budget due primarily to operating capital expenses, building the R & R Fund, and the Parallel Line Project. No written or public comments were received regarding the Draft Budget and Budget Ordinance for Fiscal Year 2025–2026.

**Motion to close Public Hearing per North Carolina General Statute Section 159-12**

**Motion:** Director Rivenbark **MOVED**; seconded by Director Knight, to close Public Hearing. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NEW BUSINESS**

**NB2- Appointment of Jerry Groves to the Calendar Year 2025 Personnel Committee and Finance Committee by Chairman DeVane**

**Motion:** Director Leonard **MOVED**; seconded by Director Phillips, approval of the Appointment of Jerry Groves to the Calendar Year 2025 Personnel Committee and Finance Committee by Chairman DeVane. 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 March 31, 2025**

Executive Director Holloman reported that during March, CFPWA exceeded projections.

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

No comments.

**PUBLIC COMMENT**

No comments.

**ADJOURNMENT**

There being no further business, Chairman DeVane adjourned the meeting at 9:15 a.m.

Respectfully Submitted:

  
Al Leonard, Secretary