
Lower Cape Fear Water & Sewer Authority

Finance Committee Meeting Minutes

May 10, 2021

Chairman Leonard called to order the Finance Committee Meeting on May 10, 2021, 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: Al Leonard, Norwood Blanchard, Charlie Rivenbark, Phil Norris, and Patrick DeVane

Absent: Chris Smith

Staff: Tim Holloman, Executive Director; Patrick Flanagan, COG; and Danielle Hertzog, Financial Administrative Assistant

Guest: Al Milliken

A) Preliminary Discussions of Annual Budget Fiscal Year 2021-2022

Executive Director Holloman reviewed essential cost items for the FY 2021-2022 draft budget. Video equipment has been removed due to the equipment being installed. Director Holloman mentioned special thanks to Smithfield Foods for purchasing the television and mount. Bladen Bluff's budget increased from 5.7 million to 6.3 million but is a pass-through cost. VFD replacement needed occur last year in the fiscal year, and we have it budgeted as a capital expense this year. We are building the renewal and replacement fund and will allocate \$75,000 towards it. Executive Director Holloman researched and feels it is best not to purchase the phone and computer equipment outright. However, it would be best to go with a company that will provide the server, networking, new phones, another phone for the conference room, and power over Ethernet connection, monthly computer maintenance, firewall, annual evaluation, and computer equipment. The three companies from most expensive to least expensive are VC3 located in Morehead City (currently being used by Town of Leland), Computer Warriors located in Leland, and ATMC corporate entity with many locations. No increase in engineering cost for this year for the annual inspection report. The water rate did increase. Director Holloman reviewed a list of projects that need completing by next year: immediate intermediate booster pump station, engineering permitting for the generator project, the concrete walkway, and surveying right away surveying. The Board will vote on the FY 2021-2022 budget on June 7th, 2021.

Director Rivenbark's concern with the phone and computer system is that we have gotten references to make sure customer service and service agreements are favorable to the customer. Director Blanchard advised looking back at ATMC after three years to see if their service has changed and for cost considerations. Director Rivenbark, Blanchard, and DeVane stated Executive Director Holloman should make the decision.

The FY 21-22 budget is a 4% increase from the FY20-21 budget due primarily to operating capital expenses and building the R & R Fund.

ADJOURNMENT

There being no further business, Chairman Leonard adjourned the meeting at 9:56 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director