

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
November 18th, 2024

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Chairman Knight called to order the Authority meeting scheduled on November 18<sup>th</sup>, 2024, 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 Knight:**

**Present:** Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Jackie Newton, Charlie Rivenbark, Chris Smith, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

**Present by Virtual Attendance:** Al Leonard, Scott Phillips, and Bill Saffo

**Absent:** None

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

**Guests Present:** Jorgen Holmberg, Computer Warriors; Devon Moore, Computer Warriors; Katie Elliott P.E. Water Group, McKim & Creed; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Jason Cook P.E. HDR Inc.

**Guests Virtual Attendance:** Larry Froelich, Stepan Company Plant Manager; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director.

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

**APPROVAL OF CONSENT AGENDA**

**C1 – Minutes of October 14, 2024, Regular Board Meeting**

**C2 – Kings Bluff Monthly Operations and Maintenance Report**

**C3 – Bladen Bluffs Monthly Operations and Maintenance Reports**

**C4 – Line-Item Adjustment for September 30, 2024**

**C5 – Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors Delegating Certain Contracting Authority to Executive Director**

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

**PRESENTATION TO:** Jackie Newton, Pender County Commissioner, by Chairman Harry Knight

**NEW BUSINESS**

**NB1- Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #1 of Phased 10-mile Parallel Raw Water Line Project**

Executive Director Holloman advised that this is for the project funding and planning requirements. In consultation with LCFWASA's Owner-Advisor and participating entities, the 10-mile phased parallel raw water line project has been divided into two distinct phases. Project #1 encompasses the first approximately 7 miles of pipeline.

Project #2: Covers the remaining approximately 3 miles of the pipeline. This division will support more efficient allocation of resources and align with funding parameters. Jason Cook advised HDR is responsible for quality control, ensuring that things are happening per the plans and specifications, and having somebody on-site during construction to ensure we can verify quantity takeoffs. Chairman Knight advised that HDR is acting as LCFWASA's engineering department.

**Motion:** Director Blanchard **MOVED**; seconded by Director Williams, to approve Resolution Authorizing Amendment to Owner-Advisor's Scope of Services for Project #1 of Phased 10-mile Parallel Raw Water Line

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Project with an updated contract amendments and clarifying language at the January 2025 meeting. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NB2- Resolution Approving Owner-Advisor’s Scope of Services for Project #2 of Phased 10-mile Parallel Raw Water Line Project**

Jason Cook with HDR advised that this resolution would mimic NB1 and is to assist with keeping ARPA and SRF funds separate.

**Motion:** Director Blanchard **MOVED**; seconded by Director Williams, approval of Resolution Approving Owner-Advisor’s Scope of Services for Project #2 of Phased 10-mile Parallel Raw Water Line Project with updated contract amendments and clarifying language at the January 2025 meeting. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NB3- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0196**

**Motion:** Director Williams **MOVED**; seconded by Director Newton, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0196. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NB4- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0197**

**Motion:** Director Rivenbark **MOVED**; seconded by Director Williams, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0197. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NB5- Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0198**

**Motion:** Director Blanchard **MOVED**; seconded by Director Rivenbark, approval of the Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0198. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**NB6- Resolution Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile Parallel Raw Water Line Project**

Executive Director Holloman advised the Interlocal Agreement (ILA) outlines the responsibilities, obligations, and rights of the parties involved in a joint project to design and construct approximately 36,200 linear feet of pipeline infrastructure. This infrastructure will be installed parallel to an existing raw water line, starting from a point near the 3-million-gallon ground storage tank at Brunswick County’s Northwest Water Treatment Plant. The pipeline will extend through 6.86 miles of unpaired infrastructure within easements held by the Lower Cape Fear Water & Sewer Authority (LCFWASA). It will connect to the existing 48-inch transmission main at a 48” X 36” tee near the Pender County supply line in New Hanover County. The ILA addresses various tasks, including design, construction, scheduling, funding, operation, maintenance, usage, and ownership of the pipeline and related facilities. This pipeline project aims to bolster redundancy and capacity for the water supply network in the region.

**Motion:** Director Rivenbark **MOVED**; seconded by Director Williams, approval of the Resolution Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile Parallel Raw Water Line Project. Upon voting, the **MOTION CARRIED UNANIMOUSLY.**

**ENGINEER’S COMMENTS**

Jess Powell advised that he worked with Executive Director Holloman to tabulate a spreadsheet for the annual inspection for the past five years showing repeat items. McKim & Creed will work with Kings Bluff and Bladen Bluffs to check in quarterly to confirm repairs are being completed. This report will also be presented to the Board quarterly.

**ATTORNEY COMMENTS**

No comments.

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**EXECUTIVE DIRECTOR REPORT**

**EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending October 31, 2024**

Executive Director Holloman reported that during September, Brunswick was above projections.

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

No comments.

**PUBLIC COMMENT**

No comments.

**CLOSED SESSION**

Chairman Knight requested a motion to go into a 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 and N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property.

**Motion:** Director Rivenbark **MOVED**; seconded by Director DeVane, 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 and N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 10:11 a.m., the board went into closed session. At 11:16 a.m., the board returned to open session. Discussion only; no action taken.

**ADJOURNMENT**

There being no further business, Chairman Knight adjourned the meeting at 11:17 a.m.

Respectfully Submitted:

  
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Scott Phillips, Secretary