

AGENDA
Lower Cape Fear Water & Sewer Authority
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina
9:00 a.m. – Regular Monthly Board Meeting
November 18, 2024

MEETING CALL TO ORDER: Chairman Knight

INVOCATION

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

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
- NB2 – Resolution Approving Owner-Advisor’s Scope of Services for Project #2 of Phased 10-mile Parallel Raw Water Line Project
- NB3 – Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0196
- NB4 – Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0197
- NB5 – Resolution Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI Project No.: SRP-D-134-0198
- NB6 – Resolution Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile Parallel Raw Water Line Project

ENGINEER’S COMMENTS

ATTORNEY COMMENTS

EXECUTIVE DIRECTOR REPORT

- EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending October 31, 2024
- EDR2 – Operating Budget Status, Ending September 30, 2024
- EDR3 – Summary of Activities

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

PUBLIC COMMENT

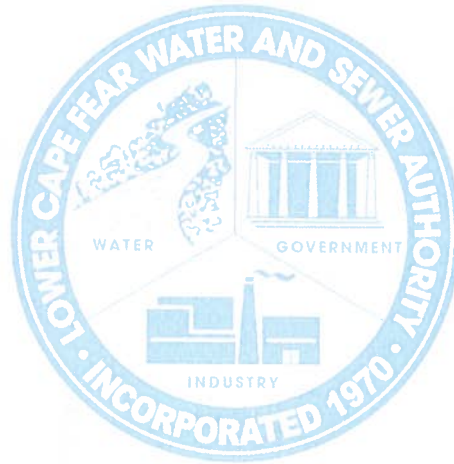
CLOSED SESSION

CS1 - Closed session pursuant to N.C.G.S. § 143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege.

CS2 - Closed session pursuant to N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property.

ADJOURNMENT

The next board meeting of the Lower Cape Fear Water & Sewer Authority is scheduled for Monday, December 9th at 9:00 a.m. in the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.



AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Consent Agenda

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Please find enclosed the items of a routine nature for consideration and approval by the Board of Directors with one motion. However, that does not preclude a board member from selecting an item to be voted on individually, if so desired.

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

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Report

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

Action Requested: Motion to approve/disapprove Consent Agenda.

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
October 14th, 2024

Chairman Knight called to order the Authority meeting scheduled on October 14th, 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, Scott Phillips, Charlie Rivenbark, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Al Leonard, Jackie Newton, Bill Saffo, and Chris Smith

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: Jorgen Holmberg, Computer Warriors; Glenn Walker, Brunswick County Water Resources Manager; Anthony Colon, Pender County Director of Utilities; James Proctor, Pender County Deputy Director of Utilities

Guests Virtual Attendance: Larry Froelich, Stepan Company Plant Manager; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of September 9, 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 August 31, 2024

Motion: Director Rivenbark **MOVED**; seconded by Director Blanchard, approval of the Consent Agenda Items C1-C4. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NEW BUSINESS

NB1- Resolution Accepting the Lower Cape Fear Water and Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2024-2025 Annual Inspections Report (Tony Boahn, P.E., McKim and Creed)

As required by the Authority's authorizing bond order and water supply agreements with its customers, McKim & Creed conducted the annual inspection of the King Bluff Raw Water Pump Station (KBRWPB) and submitted the Lower Cape Fear Water & Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2024-2025 Annual Inspection Report. Mr. Powell provided a PowerPoint presentation of the King's Bluff annual report with an overview of the system, including intake and pier, pump station, electrical building, generator facilities, the three-million-gallon ground tank, the booster pump station, raw water main right of way, the 48-inch raw water main, and the 54-inch parallel raw water main. Mr. Powell commended Brunswick County for doing a magnificent job maintaining Kings Bluff due to only finding minor concerns during the inspections. Mr. Powell advised there is a leak in the check valve on pump number one, and Russell Underwood is working to repair the leak. A copy of the report is hereby incorporated as part of these minutes.

Motion: Director Rivenbark **MOVED**; seconded by Director Williams, to approve the *Resolution Accepting the Lower Cape Fear Water & Sewer Authority Kings Bluff Regional Raw Water Supply Facilities FY 2024-2025 Annual Inspection Report* as presented Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Resolution Accepting the Lower Cape Fear Water and Sewer Authority Bladen Bluffs Regional Raw Water Supply Facilities FY 2024-2025 Annual Inspections Report (Tony Boahn, P.E., McKim and Creed)

The Authority's Special Facility Revenue Bond Series 2010 requires an annual inspection of the Bladen Bluffs Regional Surface Water Treatment facilities by a qualified engineer to report on readiness, identify deficiencies, and make recommendations on needed repairs and capital improvements. McKim & Creed conducted the inspection and submitted the report dated September 2024. Mr. Powell presented a PowerPoint presentation of the inspection's results and findings, including the intake and raw water pump station, treatment processes, residual basins, chemical

systems, and administrative facilities. Mr. Powell concluded that the items identified in the report are minor maintenance items, and the facility is well maintained. Jess advised there is a new item, which is the Chemical Building chlorine tank leak and corroding column, and that will be addressed by staff. Chairman Knight is concerned that both inspection reports show routine maintenance items listed for multiple years. Director Williams requested a quarterly update for the board on outstanding items on the annual inspection if the item is from the previous year, the urgency for the repair, and the consequences of not completing the repair. A copy of the report is hereby incorporated as part of these minutes.

Motion: Director Phillips **MOVED**; seconded by Director Blanchard, approval *of the Resolution Accepting the Lower Cape Fear Water & Sewer Authority Bladen Bluffs Regional Surface Water Treatment Facilities Fiscal Year 2024-2025 Annual Inspection Report* as presented. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3- Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors Establishing Criteria for a Design-Build Delivery Method and Authorizing Use of the Design-Build Delivery Method for the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement

Executive Director Holloman advised that the air backwash building and access walkway at the Kings Bluff Raw Water Pump Station need replacement, and the walkway replacement is KB-6 of the Master Planning Document approved by the Board. Due to the nature, size, scope, complexity, and anticipated schedule of the proposed project, the Executive Director recommends that the Board consider the design-build delivery method. Director Zapple wanted to confirm the design team will be looking at all possible options. Executive Director Holloman advised that they would look at all possible options to make the best decision

Motion: Director Edge **MOVED**; seconded by Director Rivenbark, approval of the Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors Establishing Criteria for a Design-Build Delivery Method and Authorizing Use of the Design-Build Delivery Method for the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement. 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 August 31, 2024

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

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Chairman Knight adjourned the meeting at 9:46 a.m.

Respectfully Submitted:

Scott Phillips, Secretary

BRUNSWICK COUNTY PUBLIC UTILITIES

Kings Bluff Pump Station/LCFWASA

246 Private Rd. 703
Riegelwood, NORTH CAROLINA 28456

MAILING ADDRESS
P. O. Box 249
BOLIVIA, NORTH CAROLINA 28422

TELEPHONE (910) 655-4799
FAX (910) 655-4798

TO: Tim Holloman

FROM: David Carson

DATE: 11/1/2024

SUBJECT: Monthly maintenance report for October 2024

Mr. Holloman,

The Maintenance and Operations of the King's Bluff facility (KB) for the month of October were performed as prescribed in the station SOP'S and other items are as follows. The diesel drive booster pumps along with the standby System Computer and Data Acquisition (SCADA) generator located at the raw tank and the SCADA generator located at INVISTA / CFPWA vaults off HWY 421 were run and tested weekly and verified standby ready.

KB personnel completed all locates issued by the Boss 811 system.

KB personnel assisted Underwood pump with disassembly and replaced a missing pin for check valve on pump #5.

KB personnel changed oil on air compressors as per preventative maintenance protocol.

KB personnel ran air back wash system at river.

KB personnel assisted I&E with trouble shooting Programable Logic Controller (PLC) at Generator building.

KB personnel aided Anderson flooring with application of seal in offices at Kings Bluff.

KB personnel helped Allstar custom flag with installation of flagpole.

KB personnel filled sink holes throughout Kings Bluff with soil and tamped down. (Annual Inspection punch list item)

KB personnel hung signage in and around Raw Water Tank.

KB personnel assembled new office furniture for offices.

Contractors:

Underwood Pump.

Pursuit Cleaning came to Kings Bluff offices for weekly cleaning.

LJ's landscaping cut grass at Kings Bluff and Authority property.

Highland Roofing continued work on replacing the roof on the old side of plant

Anderson flooring refinished the office floors at Kings Bluff.

Allstar custom flags.

David Carson

Smithfield®

To: Tim Holloman - LCFWASA

From: James Kern – Bladen Bluffs SWTP ORC

Date: 11/1/24

Subject: September 2024 Operations

During the month of October, Bladen Bluffs SWTP operated a total of 19 days, treating 50.04 million gallons of water.

We used:

36,386 lbs. of aluminum sulfate (Alum)

10,448 lbs. of sodium hydroxide (Caustic)

1,369 lbs. of sodium hypochlorite (2,749 gallons of 6% Chlorine Bleach)

James Kern
Water Treatment Plant
Supervisor

(910) 862-3114
(910) 862-3146
(910) 733-0016 mobile
jkern@smithfield.com

Smithfield.
Good food. Responsibly.®

Bladen Bluffs Surface Water Treatment
Plant
17014 Highway 87 West
Tar Heel, NC 28392
www.smithfieldfoods.com

Bladen Bluffs SWTP Maintenance Report

Date: 11/1/2024

ISSUE:

PLAN OF ACTION:

All PLC need updated	Getting new quote – Using new company
Vault intrusion electrical needs sealed	Quote approved
Need to do full chemical pump PM	Getting Parts - Tencarva
One section of insulation on GAC off during storm	Planning repair
Level indicator in septic pit not working	Ordering part
Issue with polymer pump #1	Need to troubleshoot
Auto mechanism on louvers not working – blower room	Part ordered
Replace few handrails on walkway at river	Scheduled
Piping for diesel fuel needs painting	Planning for repair
Leaks in water hose supply lines	IN PROGRESS
Multiple flooded vaults	Pumping out and getting plan in place
Corrosion on exposed GAC	Planning for repair
Leak on chlorine day tank	Have parts – scheduling repair
Corrosion on column in chemical building	Will repair after leaking hose is replaced
Blower room needs to be cleaned	Will do thorough cleaning after louver is repair

Highlighted items are items noted on annual engineer inspection.

Monthly Operating Reports (MORs) Summary

(No user data entry – all values are auto-populated.)

Year: <u>2024</u>	PWS Name: <u>Bladen Bluffs Water System</u>	PWSID#: <u>NC5009012</u>
Month: <u>October</u>	Facility Name: <u>Bladen Bluff</u>	

Combined Filter Effluent (CFE) Turbidity

Samples exceeding 1 NTU (count): <u>0</u>	Number of samples required: <u>103</u>
Samples exceeding .3 NTU (count): <u>0</u>	Number of samples taken: <u>104</u>
Samples exceeding .3 NTU (pct): <u>0.0%</u>	Highest single turbidity reading NTU: <u>0.114</u>
	Monthly average turbidity NTU: <u>0.070</u>

Individual Filter Effluent (IFE) Turbidity

1) Was each filter <u>continuously</u> monitored for turbidity?	Yes	<u>X</u>	No	
2) Was each filter's monitoring results <u>recorded every 15 minutes</u> ?	Yes	<u>X</u>	No	
3) Was there a failure of the continuous turbidity monitoring equipment?	Yes		No	<u>X</u>
4) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements?	Yes		No	<u>X</u>
5) Was any individual filter turbidity level > 0.5 NTU in two consecutive measurements at the end of 4 hours of operation after the filter has been backwashed or otherwise taken offline?	Yes		No	<u>X</u>
6) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements in each 3 consecutive months?	Yes		No	<u>X</u>
7) Was any individual filter turbidity level > 2.0 NTU in two consecutive measurements in 2 consecutive months?	Yes		No	<u>X</u>

Entry Point Residual Disinfectant Concentration (EPRD)

Disinfectant Used: <u>Chlorine</u>	Number of samples required: <u>103</u>
Minimum EPRD concentration: <u>0.7600</u>	Number of samples taken: <u>104</u>

Distribution Residual Disinfectant Concentration

Number of samples under 0.010 mg/L (without any detectable) excluding where HPC is ≤ 500/mL	<u>0</u>
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Contact Time (CT) Ratio

Lowest CT ratio reading: <u>21.40</u>	Number of CT ratios required: <u>19</u>
Number of CT ratios below 1.0: <u>0</u>	Number of CT ratios calculated: <u>19</u>

Remarks From General Info Worksheet

By checking this box, the ORC certifies that the requirements of 15A NCAC 18C .1301 "General Requirements", .1302 "Tests, Forms, and Reporting", and .1303 "Facility Oversight" have been met for the month of October, 2024 and that records documenting compliance with this rule are maintained on the premises and available for inspection upon request.

NCDENR/DEH
PWSS
Version: V02.10-00

COMPLETED BY:	James Kern	
CERTIFICATE GRADE:	A - Surface	CERTIFICATE NUMBER: 120147

CONSENT AGENDA (C4)

Lower Cape Fear Water & Sewer Authority

CONSENT ITEM- Background: Line-Item adjustments are made to align revenues and expenditures more closely to actuals without exceeding or decreasing the approved or amended budget.

LINE-ITEM ADJUSTMENTS FOR 09/30/2024

Operating Fund:	Line-Item Budget Amount prior to Adjustment	Decrease	Increase	Budget Amount as of 09/30/2024
Expenses				
4048-01 Miscellaneous Expense	\$25,000	\$(10,000)		\$15,000
4081-01 Dues & Subscription	\$0		\$10,000	\$10,000
Total	\$ 25,000	\$(10,000)	\$10,000	\$ 25,000

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

WHEREAS, as the largest regional water system in Eastern North Carolina, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) seeks to operate in an efficient manner consistent with the laws and regulations of the United States and State of North Carolina, as well as best practices of water and sewer utilities;

WHEREAS, the Board previously limited the Executive Director’s contracting authority for purchases of apparatus, supplies, materials and equipment to matters where the total expenditure or contracted amount is \$10,000 or less;

WHEREAS, the Board previously limited the Executive Director’s contracting authority for construction and repair services to matters where the total expenditure or contracted amount is \$10,000 or less; and

WHEREAS, the Board has determined that the \$10,000 limitations on the Executive Director’s contracting authority as stated above should be increased to \$30,000, subject to certain conditions.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority, that the Board hereby delegates the following contracting authority to the LCFWASA Executive Director as follows, and subject to the following limitations and conditions:

1. Delegation is granted to the Executive Director for purchases of apparatus, supplies, materials, or equipment on behalf of LCFWASA for matters where the total expenditure or contracted amount is \$30,000 or less.
2. Delegation is granted to the Executive Director for construction and repair services on behalf of LCFWASA for matters where the total expenditure or contracted amount is \$30,000 or less.
3. Delegation is not granted for any contracts that must be sent to the Board for approval pursuant to Federal or State law.
4. Delegation is not granted for any contracts associated with the purchase or lease of real property.
5. The Executive Director shall comply with all requirements of N.C.G.S. Chapter 143, Article 8 that would otherwise apply to the Board and all other applicable provisions of Federal and State law.
6. The Executive Director shall comply with all LCFWASA contract and purchasing policies.

7. The Executive Director shall prepare periodic reports and presentations as directed by the Board regarding purchases and contracts entered into on behalf of LCFWASA pursuant to the authority granted in this Resolution.

THEREFORE, BE IT FURTHER RESOLVED that a copy of this Resolution shall be recorded in the permanent minutes of this Board.

Adopted this ____ day of November, 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

New Business (NB1)

Lower Cape Fear Water & Sewer
Authority

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors Authorizing Amendment to Owner-Advisor's Scope of Services for Project #1 of Phased 10-mile Parallel Raw Water Line Project

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: To meet project funding and planning requirements, and 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.

Action Requested: Motion to approve/disapprove.

**LOWER CAPE FEAR WATER AND SEWER AUTHORITY RESOLUTION AUTHORIZING
AMENDMENT TO OWNER-ADVISOR'S SCOPE OF SERVICES FOR PROJECT #1 OF
PHASED 10-MILE PARALLEL RAW WATER LINE PROJECT**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA” or “Authority”) serves Brunswick, Bladen, Pender, New Hanover, Columbus Counties, and the City of Wilmington with a Board of Directors representing those local governments. As the largest regional water system in Eastern North Carolina, the Authority’s primary role is to provide raw water from the Cape Fear to supply treatment facilities that serve 550,000 customers;

WHEREAS, on October 10, 2022, the Authority’s Board of Directors passed a Resolution authorizing a phased 10-mile parallel raw water line project, subject to appropriate funding (the “Project”);

WHEREAS, on November 14, 2022, the Authority’s Board of Directors passed a Resolution authorizing seeking a firm to act as Owner’s Advisor for the Authority as an extension of staff aligning the entire integrated Project team with the Owner’s priorities throughout the course of the Project;

WHEREAS, on January 12, 2023, the Authority’s Board of Directors passed a Resolution awarding the contract for Owner-Advisor for the Project to HDR Engineering Inc. of the Carolinas (“HDR”);

WHEREAS, on February 13, 2023, the Authority’s Board of Directors authorized the Scope of Services with HDR as Owner-Advisor for preconstruction services related to the first approximately 7 miles of the Project;

WHEREAS, due to project funding and planning requirements, upon consultation with LCFWASA’s Owner-Advisor and participating entities, LCFWASA has divided the phased 10-mile parallel raw water line project into Project #1, which consists of the first approximately 7 miles of the project, and Project #2, which consists of the remaining approximately 3 miles of the Project;

WHEREAS, Project #1 consists of multiple phases, including Phases 1A and 1B for preconstruction services and Phases 2A and 2B for final design and construction services;

WHEREAS, LCFWASA has now agreed upon a scope of services with Owner-Advisor HDR for Phases 2A and 2B of Project #1 of the phased 10-mile parallel raw water line project; and

WHEREAS, LCFWASA wishes to amend its agreement with HDR as Owner-Advisor to include the agreed-upon scope of services for Phase 2A and 2B of Project #1, of the phased 10-mile parallel raw water line project as set forth in “Amendment 1” dated October 6, 2024, in a not-to-exceed amount of \$578,800.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority, that the Authority hereby approves an amendment to its agreement with HDR Engineering Inc. of the Carolinas for the scope of services as Owner-Advisor to LCFWASA for Project #1, Phase 2A and 2B, of the phased 10-mile parallel water line project, as set forth in “Amendment 1” dated

October 6, 2024, in a not-to-exceed amount of \$578,800. The Chairman and Executive Director are authorized to execute all required contract documents with HDR Engineering Inc. of the Carolinas consistent with this Resolution, subject to review and approval as to form by the Authority's attorney.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this ____ day of November, 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary



AMENDMENT 1

LOWER CAPE FEAR WATER AND SEWER AUTHORITY PROJECT 1 - OWNER ADVISOR FOR 54" RAW WATER TRANSMISSION MAIN October 6, 2024

Background and Scope of Services

Background

Lower Cape Fear Water and Sewer Authority's (LCFWASA) has elected to install approximately 10-miles of new 54-inch transmission main to improve conveyance of raw water. LCFWASA divided the 10-miles of new main into two separate projects. Project 1 includes 7-miles of new 54-inch transmission main between the existing 3-MG ground storage tank by the North Brunswick Water Treatment Plant and Pender County's raw water connection. Project 2 includes approximately 3-miles of new 54-inch main between Pender County's raw water connection and Cape Fear Public Utility Authority's (CFPUA) raw water connection off US Highway (HWY) 421.

LCFWASA elected to utilize Progressive Design-Build (PDB) for Project 1 and Project 2, with Garney Companies, Inc. (Garney) being selected as the Design-Builder (DB) for both Projects. HDR Engineering, Inc. of the Carolinas (HDR) is currently serving as LCFWASA's Owner Advisor (OA) on Project 1. Project 1 has been broken into two segments to capture early procurement opportunities and start construction sooner. Segment A is located between the 3-MG ground storage tank by Brunswick County's Water Treatment Plant to Mount Misery Road and Segment B is located from Mount Misery Road to Pender County's raw water connection.

Project 1 is being delivered in multiple phases: Phase 1A – Preconstruction Services for Segment A, Phase 1B – Preconstruction Services for Segment B, Phase 2A - Final Design and Construction Services for Segment A, and Phase 2B - Final Design and Construction Services for Segment B. The scope of services included within this Amendment defines HDR's OA services to be completed as a part of Phase 2A and 2B

Approach

HDR will continue to serve as an extension of LCFWASA's staff and work to align the project team with their priorities through Phase 2 of the Project. Under this contract, the OA can provide, but is not limited to, the following services: project administration and support, general advisory services, funding assistance, project design reviews, cost estimating, technical support services, construction support services, resident project representative for construction observation services, and start-up support. The OA services listed below do not relieve the DB or the Engineer of Record (EOR) of their contractual responsibilities.

General Tasks and Activities

Unless noted otherwise, the following assumptions are used for all tasks:

- Phase 2 is anticipated to last approximately 24 months, including around 17 months of construction activities.



- Meetings will be held at the LCFWASA offices or within a 20-mile radius.
- Unless otherwise noted, the DB will be responsible for arranging meeting times, handling meeting agendas, notes, and materials.
- The OA will support LCFWASA's decision-making processes throughout the Project, but acknowledge that LCFWASA holds the decision-making authority, not the OA.
- The OA will not perform geotechnical or field investigation studies. These studies will be performed by the DB team.
- DB team is responsible for addressing LCFWASA and OA comments. The OA has no responsibility for updates or modifications to design documents or other DB team deliverables.
- By performing these services, the OA shall not have authority or responsibility to supervise, direct, or control the DB team's work, means, methods, techniques, sequences, or procedures of construction.
- The RPR shall not have responsibility for the superintendence of construction, site conditions, safety, operation, equipment, or personnel other than employees of the OA.
- No third-party testing or special inspection is included in this scope of services. Scheduling of these services is the responsibility of the DB.

Scope of Services – Phase 2

Task 1 – Project and DB Contract Administration

The purpose of this task is to monitor, control, and adjust scope, schedule, and budget for the OA, as well as provide monthly status reporting, accounting, and invoicing. This task has been amended to cover project administration services through Phase 2.

OA Services

1. Project Administration Services
 - a. Provide a monthly progress report that summarizes work completed, work expected to occur, DB and OA invoicing status, total Project budget status, status by Project component, approved contract amendments, potential change orders, and other relevant Project information.
 - b. Prepare monthly invoices provided in the OA's invoicing format.
 - c. Review and provide comments on DB monthly pay requests.
 - d. Coordinate with the OA project team. Coordinate with the OA project team.
2. Risk Management
 - a. Review schedule and identify changes and potential impacts.
 - b. Monthly review of schedule and cost risks and update risk register.
 - c. Support the management of the mitigation actions for each critical Project risk.
 - d. Develop value engineering recommendations about how to mitigate and/or avoid risks. Provide various recommendations for new value engineering opportunities.
3. Project Meetings
 - a. Attend monthly project progress meetings with LCFWASA and the DB team.
 - b. Attend weekly DB update meetings. No weekly update meeting is expected to occur the week monthly progress meetings are held.

LCFWASA Responsibilities

1. Participate in requested meetings and workshops.



2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions

1. The Phase 2 task is scheduled to last 24 months.
2. It is assumed that 24 monthly project meetings will be held with the LCFWASA. Monthly progress meetings are expected to be 2 hours or less.
3. It is assumed up to 72 weekly DB update meetings will be held. No weekly update meeting will be held during weeks when monthly progress meetings are held. Weekly update meetings are expected to be 30 minutes or less.

Deliverables

1. Monthly reports and invoices (one copy with invoice will be emailed as a PDF file).
2. Monthly project schedule and budget updates.

Task 2 – Project Criteria Development and Permitting Matrix

There are no proposed changes to Task 2 as a part of this Amendment for Phase 2 services.

Task 3 – DB Procurement and Phase 1 Negotiations

There are no proposed changes to Task 3 as a part of this Amendment for Phase 2 services.

Task 4 – Funding Assistance

The purpose of this task is to assist in the preparation of documentation required for submittal of ARPA grant and/or direct allocation grant under House Bill 529.

OA Services

1. Confirm general grant compliance and coordinate with LCFWASA for signature and submittal DB and OA reimbursement request to DWI.
2. Submit documentation to DWI for review and approval.
3. Hold up to 2 meetings with NCDEQ staff to gain concurrence on specific approaches. Meetings may include items such as reviewing funding opportunities, DB adjustments for the funding process, and compliance with funding program requirements.

LCFWASA Responsibilities

1. Sign reimbursement request in a timely manner.

Assumptions

1. Meeting(s) with DWI is anticipated to be held virtually.
2. DB entity will complete any required documents and plan approval as required by funding agencies.

Deliverables

1. Reimbursement request including DB and OA invoices.
2. Submittals to DWI to meet funding application requirements.



Task 5 – Independent Cost Estimating

There are no proposed changes to Task 5 as a part of this Amendment for Phase 2 services.

Task 6 – Design Review, Quality Assurance (QA), and Value Engineering (VE)

The Project has been broken up into two segments. Segment A is located from the 3 MG ground storage tank to Mt Misery Road. Segment B is located from Mt Misery Road to Pender County's raw water connection. The purpose of this task is to assist LCFWASA in receiving and reviewing final design submittals for both Segment A and Segment B.

OA Services

1. Review and provide comments on the final design documents for both Segment A and Segment B. Review by the OA will include constructability and risk quality assurance.
2. Coordinate comments with the Owner and DB.
3. Participate in design review workshops for Segment A and Segment B.

LCFWASA Responsibilities

1. Provide comments on the design deliverables and participate in design review workshops.

Assumptions

1. It is assumed there will be one design workshop for Segment A and a separate design workshop for Segment B. Constructability and risk is assumed to be a part of the design review workshops for both Segments. Design review workshops are expected to be a maximum of two hours long.

Deliverables

1. Consolidated set of comments on design deliverables including LCFWASA comments for delivery to the DB.

Task 7 – Early Work Package / Early Procurement Support

There are no proposed changes to Task 7 as a part of this Amendment for Phase 2 services.

Task 8 – Lump Sum Review and Phase 2 Negotiations

There are no proposed changes to Task 8 as a part of this Amendment for Phase 2 services.

Task 9 – As-Needed Support

There are no proposed changes to Task 9 as a part of this Amendment for Phase 2 services.

Task 10 – Construction Administration and Observation

The purpose of this task is to provide construction administration and observation support to LCFWASA during Project construction.



OA Services

1. Review DB's key equipment and material construction submittals for quality assurance.
2. Review DB's requests for information (RFIs) for quality assurance.
3. Perform site visits and quality assurance observations to verify DB compliance.
4. Provide the following Resident Project Representative (RPR) services:
 - a. Site Observations and Liaison with Owner and BD Contractor.
 - b. Monitor site conditions.
 - c. Review onsite materials testing and special inspections reports.
 - d. Observe field tests.
 - e. Support substantial and final completion document preparation.
 - f. Attend design review meetings.
 - g. Attend monthly progress meetings.
 - h. Submit monthly progress reports.
 - i. Review payment applications.
 - j. Maintain the following documents (at the jobsite):
 - i) Daily logbook.
 - ii) Correspondence files.
 - iii) Reports of jobsite conferences, meetings, and discussions among the Owner's Advisor, Owner, and Design-Builder/Contractors.
 - iv) DB contract documents.
 - v) Change orders / Field orders.
 - vi) Additional drawings issued after execution of the contract documents.
 - vii) Progress reports.
 - viii) Contact information of all contractors, subcontractors, and major suppliers of materials and equipment.

Assumptions

1. It is anticipated that up to 20 submittals will be reviewed.
2. It is anticipated that there will be up to 20 RFIs.
3. It is anticipated that there will be up to four (4) change orders.
4. 4 non-RPR site visits are anticipated with up to 2 OA staff in attendance.
5. A maximum of 40 hours per week of RPR time is assumed when full-time observation is required and 20 hours per week during times of part-time observation. A total of 2 months part-time and 15 months of full-time observation has been assumed. Overtime is not included as a part of the fee estimations.
6. Observations are not intended to be exhaustive or to extend to every aspect of the Construction or to involve detailed observations of the Construction, but rather are to be limited to visual spot checking, quality assurance, and similar methods of general observation of the Construction. The RPR will report to LCFWASA and the DB whether Construction is proceeding in general accordance with the Construction Drawings and Construction Specifications prepared by the DB's engineer. The RPR shall not, during such observations of the Construction, supervise, direct, or have control over the Construction, nor shall the RPR have authority over or responsibility for the means, methods, techniques, sequences, or procedures of Construction selected or used by the DB, for security or safety at the site, for safety precautions and programs incident to any DB's work in progress, for the coordination of the DB's work or schedules, nor



for any failure of the DB's to comply with Laws and Regulations applicable to furnishing and performing of its work.

Deliverables

1. Daily observation logs.
2. Review comments on submittals, change orders, and RFIs.
3. Progress reports.

Schedule

The term for the Phase 2 scope of services is approximately 24 months starting in October 2024 with construction beginning in January 2025.

Compensation

Compensation to the OA for Phase 2 scope of services will be on a time and materials basis with a not to exceed amount of \$578,800. The table below provides compensation by task, which was based on the attached rate schedule (Attachment A). Hours may be shifted around tasks as the project develops.

Total fee will not be exceeded without written approval by LCFWASA.

Task	Task Description	Original Contract	Amendment No. 1	Total Contract
1	Project and DB Contract Administration	\$145,174	\$130,000	\$275,174
2	Project Criteria & Permitting Matrix	\$15,520	-	\$15,520
3	DB Procurement and Phase 1 DB Negotiations	\$26,220	-	\$26,220
4	Funding Assistance	\$19,091	\$36,000	\$55,091
5	Cost Estimating Review	\$22,812	-	\$22,812
6	Design Reviews, QA, and VE	\$23,898	\$20,000	\$43,898
7	Early Work Package / Early Procurement Support	\$9,648	-	\$9,648
8	GMP Review and Phase 2 Negotiations	\$10,736	-	\$10,736
9	As-Needed Support	\$25,000	-	\$25,000
10	Construction Administration	-	\$60,000	\$60,000
10	Construction Observation	-	\$332,800	\$332,800
TOTAL		\$298,099	\$578,800	\$876,899



Attachment A – Hourly Rates Schedule

Services will be performed on an hourly rate basis using the rates shown in the table below.

Job Title/Classification	2024 Hourly Rate	2025 Hourly Rate	2026 Hourly Rate
Principal in Charge / Senior Management Consultant	\$324	\$337	\$350
Senior Project Manager	\$292	\$304	\$316
Senior Technical Specialist	\$260	\$270	\$281
Senior Project Engineer/Designer	\$239	\$249	\$259
Project Engineer	\$173	\$180	\$187
Engineering Intern	\$130	\$135	\$141
Senior Estimator	\$291	\$303	\$315
Estimator	\$166	\$173	\$180
Construction Inspector	\$130	\$135	\$141
Accounting / Project Coordinator	\$140	\$146	\$151
Administrative	\$95	\$99	\$103

Additional codes and classifications may be utilized in the implementation of the services if authorized by LCFWASA.

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Approving
Owner-Advisor's Scope of Services for Project #2 of Phased 10-mile Parallel
Raw Water Line Project

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: To meet project funding and planning requirements, and 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.

Action Requested: Motion to approve/disapprove.

**LOWER CAPE FEAR WATER AND SEWER AUTHORITY RESOLUTION APPROVING
OWNER-ADVISOR'S SCOPE OF SERVICES FOR PROJECT #2 OF PHASED 10-MILE
PARALLEL RAW WATER LINE PROJECT**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA” or “Authority”) serves Brunswick, Bladen, Pender, New Hanover, Columbus Counties, and the City of Wilmington with a Board of Directors representing those local governments. As the largest regional water system in Eastern North Carolina, the Authority’s primary role is to provide raw water from the Cape Fear to supply treatment facilities that serve 550,000 customers;

WHEREAS, on October 10, 2022, the Authority’s Board of Directors passed a Resolution authorizing a phased 10-mile parallel raw water line project, subject to appropriate funding (the “Project”);

WHEREAS, on November 14, 2022, the Authority’s Board of Directors passed a Resolution authorizing seeking a firm to act as Owner’s Advisor for the Authority as an extension of staff aligning the entire integrated Project team with the Owner’s priorities throughout the course of the Project;

WHEREAS, on January 12, 2023, the Authority’s Board of Directors passed a Resolution awarding the contract for Owner-Advisor for the Project to HDR Engineering Inc. of the Carolinas (“HDR”);

WHEREAS, on February 13, 2023, the Authority’s Board of Directors authorized the Scope of Services with HDR as Owner-Advisor for preconstruction services related to the first approximately 7 miles of the Project;

WHEREAS, due to project funding and planning requirements, upon consultation with LCFWASA’s Owner-Advisor and participating entities, LCFWASA has divided the phased 10-mile parallel raw water line project into Project #1, which consists of the first approximately 7 miles of the project, and Project #2, which consists of the remaining approximately 3 miles of the Project;

WHEREAS, Project #2 consists of two phases, including Phase 1 for preconstruction services and Phase 2 for final design and construction services;

WHEREAS, LCFWASA has now agreed upon a scope of services with Owner-Advisor HDR for Phase 1 of Project #2 of the phased 10-mile parallel raw water line project; and

WHEREAS, LCFWASA wishes to approve HDR’s scope of services as Owner-Advisor for Project #2, Phase 1, of the phased 10-mile parallel water line project as set forth on the “Scope of Services” document for Project #2 dated October 6, 2024, in a not-to-exceed amount of \$195,000.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority, that the Authority hereby approves the scope of services for HDR Engineering Inc. of the Carolinas as Owner-Advisor to LCFWASA for Project #2, Phase 1 of the Phased 10-Mile Parallel Water Line Project, as set forth in the “Scope of Services” document dated October 6, 2024, in a not-to-

exceed the amount of \$195,000. The Chairman and Executive Director are authorized to execute all required contract documents with HDR Engineering Inc. of the Carolinas consistent with this Resolution, subject to review and approval as to form by the Authority's attorney.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this ____ day of November, 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary



SCOPE OF SERVICES

LOWER CAPE FEAR WATER AND SEWER AUTHORITY PROJECT 2 - OWNER ADVISOR FOR 54" RAW WATER TRANSMISSION MAIN OCTOBER 6, 2024

Background and Scope of Services

Background

Lower Cape Fear Water and Sewer Authority (LCFWASA) is in the process of designing and constructing a new 7-mile parallel raw water transmission main project between the existing 3 MG ground storage tank and Pender County's raw water connection point (Project 1). LCFWASA desires to install an additional 3-miles of parallel raw water transmission main from Pender County's raw water connection to Cape Fear Public Utility Authority's (CFPUA) raw water connection off US Highway (Hwy) 421 (Project or Project 2). The route for Project 2 will primarily be located within LCFWASA owned easements and parallel to US Hwy 421. Funding for the project includes a portion of the direct allocated grant to LCFWASA received from Session Law (SL) 2023-134 under Section 12.2.(e)(108) and CFPUA's a Drinking Water State Revolving Fund (DWSRF) loan. Through an interlocal agreement, CFPUA is a financial partner on Project 2.

Approach

HDR Engineering, Inc. of the Carolinas (Owner Advisor or OA) will serve as an extension of LCFWASA's staff and will work to align the project team with the Owner's priorities through the project. Under this Contract, the OA can provide, but is not limited to, the following services: project administration and support, general advisory services, funding assistance, Design-Build (DB) contract review and negotiation support, project design reviews, cost estimating, technical support services, construction support services, resident project representative/observation services, and start-up support services for the project. The scope of services presented herein is split into two phases:

- Preconstruction OA Services, covers services through the 75% design phase and Lump Sum (LS). Preconstruction OA services are expected to last 14 months.
- Construction OA Services, will cover services following completion of the 75% design and LS approval. Construction is anticipated to last 15 months. It is anticipated that an amendment to this agreement and authorized at a later date.

General Tasks and Activities

Unless noted otherwise, the following assumptions are used for all tasks:

- Meetings will be held at LCFWASA offices or within a 20-mile radius.
- LCFWASA will be responsible for attendance of required LCFWASA staff.
- OA will support the LCFWASA decision-making processes throughout the Project, but acknowledge that LCFWASA holds the decision-making authority, not the OA.
- OA will not perform geotechnical or field investigation studies. These studies will be performed by the DB team.



- DB team is responsible for addressing LCFWASA/OA comments; OA has no responsibility for updates or modifications to design documents or other DB team deliverables.
- By performing these services, the OA shall not have authority or responsibility to supervise, direct, or control the DB team's work, means, methods, techniques, sequences, or procedures of construction.
- Services provided under this agreement are calculated as an assumed number of days per week of support that will be required based on the scope of services and Project requirements.
- LCFWASA is responsible for communication with all other governmental agencies and community groups not otherwise noted below.
- LCFWASA is responsible to provide access to all properties that need to be accessed during the duration of this project.
- LCFWASA to pay for all permitting and agency review fees unless included in DB's scope.

Phase 1 - Scope of Services

Task 1 – Project and DB Contract Administration

The purpose of this task is to monitor, control and adjust scope, schedule, and budget of the OA as well as provide monthly status reporting, accounting, and invoicing. This task also includes project progress meetings and workshops.

OA Services

1. Project Administration Services
 - a. Prepare a Project Management Plan (Project Guide) outlining the project scope, team organization, schedule, and communications information.
 - b. Coordinate and manage the OA project team.
 - c. Prepare monthly invoices.
2. Project Meetings and Workshops
 - a. Participate in the following meetings:
 - Monthly DB Progress Meetings (DB will lead)
 - 30% Design and Cost Estimate Review (DB will lead)
 - Early Work Package/Pipe Procurement Review (DB will lead)
 - 75% Design and Cost Estimate Review (DB will lead)
 - GMP Proposal Review (DB will lead)
3. Project Controls and Schedule
 - a. Review DBs schedule for compliance with the contract and funding milestones.
 - b. Risk Management
 - i. Review and identify project risks. (DB will create a risk register.)
 - ii. Provide various recommendations for new value engineering opportunities.

LCFWASA Responsibilities

1. Participate in all project management meetings and workshops.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions

1. DB contractor will develop, update and own the overall project schedule.



2. DB contractor will utilize a project document management software (i.e. Procore) in which LCFWASA and OA have access.
3. Workshops will be up to three hours in duration and will include 1 to 3 OA representatives depending on the agenda topics.
4. Additional meetings and workshops after the 75% Design and GMP approval, will be held under the Phase 2 amendment.

Deliverables

1. Meeting notes.
2. Monthly reports and invoices (one copy with invoice will be emailed as a PDF file).
3. Monthly project schedule and budget updates.
4. LCFWASA Risk register. (DB will keep their own Risk Register.)
5. Project management meetings and workshops agenda and notes.

Task 2 – Project Criteria Development and Permitting Matrix

The purpose of this task is to develop the initial Project Criteria and Permitting Matrix.

OA Services

1. Collect and review currently available information provided by the LCFWASA. Identify additional information required.
2. Develop Owner’s Project Criteria Document.
3. Review list DB list of permits required, responsible party, required application date, potential phasing, etc to confirm compliance

LCFWASA Responsibilities

1. Provide necessary information for acquiring all necessary Project permits.
2. Pay permitting fees unless in DB’s scope to pay for fees.

Assumptions

1. DB team is responsible for acquiring all necessary Project permits.

Deliverables

1. Owner’s Project Criteria

Task 3 – DB Procurement and Phase 1 DB Negotiations

The purpose of this task is to assist the LCFWASA with DB procurement including developing contract documents and assisting with contract negotiations.

OA Services

1. Assist the LCFWASA in DB Procurement and Contract Negotiations
 - a. Assist LCFWASA with development of DBIA 520/525/535 contract documents.
 - b. Assist LCFWASA in negotiating the DB contract agreement, General Conditions, Pre-construction and 75% Design Services scope with the selected DB team through meetings and workshops.

LCFWASA Responsibilities

1. Provide legal services to review DB RFQ and contract.
2. Review DB proposals and select the DB team.



3. Provide Commercial Non-Discrimination Certification, E-Verify Certification, and other information necessary for the procurement process.

Assumptions

1. DB contract and RFQ will be based on DBIA standard documents.
2. Up to two DB contract negotiation meetings will be held.
3. LCFWASA will purchase right to use DBIA documents.

Deliverables

1. Answers to questions during procurement process.
2. Provide red-line comments to DBIA documents.
3. Keep DB contract negotiations notes.

Task 4 – Funding Assistance

The purpose of this task is to assist in the preparation of documentation required to support grants issued through SL 2023-134 under Section 12.2.(e)(108) and requirements of CFPWA's DWSRF loan.

OA Services

1. Prepare reimbursement requests for LCFWASA signature and submit to NCDEQ for processing
2. Collate required submittal application material and necessary documentation to NCDEQ and DWSRF for review and comment.
3. Coordinate with DB staff and coordinate with NCDEQ staff on necessary DWSRF loan compliance requirements.
4. Hold up to four meetings meeting with NCDEQ staff to gain concurrence on specific approaches. Meetings may include items such as reviewing funding opportunities, DB adjustments for the funding process, and compliance with funding program requirements.

LCFWASA Responsibilities

1. Prepare or assist in completing the documents listed under OA Services.
2. Execute and submit forms and templates in accordance with SL 2023-134.
3. Attend meeting(s) with NCDEQ staff.
4. Provide previous funding applications.

Assumptions

1. Meeting(s) with NCDEQ is anticipated to be held virtually.
2. DB entity will complete any required engineering reports / environmental information documents and plan approval as required for funding agencies.

Deliverables

1. Reimbursement requests.
2. Potential milestone applications and necessary funding support documentation to NCDEQ.

Task 5 – Independent Cost Estimating Review

The purpose of this task is to review cost estimates prepared by DB to validate the project budget and the LS.

OA Services

1. Review the DB's cost estimates at 30% Design and 75% Design



2. Review one early work package / early procurement package
3. Review LS

LCFWASA Responsibilities

1. Attend workshops and meetings.

Assumptions

1. DB will provide necessary design information to complete independent cost estimates and reviews.

Deliverables

1. 30% Cost Estimate
2. 75% Cost Estimate
3. Early work package / early procurement package review comments.
4. LS review comments

Task 6 – Design Reviews, Quality Assurance (QA), and Value Engineering (VE)

The purpose of this task is to perform design reviews at the 30% and 75% submittal stages, assist owner with QA, review DB's QC Plan, and participate in a VE session.

OA Services

1. Design Reviews:
 - a. 30% Design
 - b. 75% Design
2. Review DB's QC Plan
3. Participate in a VE session with DB

LCFWASA Responsibilities

1. Attend workshops and meetings

Assumptions

1. DB will provide necessary design information to complete design reviews.

Deliverables

1. Design Review Comments
2. QC Plan Comments
3. Summary of VE Ideas from both OA and DB

Task 7 – Lump Sum Review and Phase 2 Negotiations

The purpose of this task is to assist LCFWASA in reviewing and negotiation the LS.

OA Services

1. Assist LCFWASA with DB LS negotiations.

LCFWASA Responsibilities

1. Attend workshops and meetings.

Assumptions

1. Two negotiation meetings with DB.



2. LS will be based on 75% Design documents.

Deliverables

1. Review comments and recommendations to proceed with LS.
2. Letter of recommendation for approval of LS.

Task 8 – Unallocated Engineering Allowance

Provide as-needed technical support to the project.

OA Services

1. Assist LCFWASA with scope items not currently identified. This may include, but is not limited to stakeholder coordination, regulator agency review meetings, specialized services, easement acquisition support, and technical support.
2. Provide other as-needed support services to LCFWASA.

LCFWASA Responsibilities

1. Provide timely authorization to proceed with this support.

Assumptions

1. An allowance of \$15,000 has been provided for this task.

Deliverables

1. TBD

Schedule

The term for Project 2 preconstruction phase scope of services is approximately 14 months from notice to proceed (NTP) and assumes a NTP in October 2024.

Compensation

Compensation to Consultant for Project 2 scope of services will be on a time and materials basis with a not to exceed amount of \$195,000. The table below provides compensation by task based on the attached rate schedule (Attachment A). Hours may be shifted around tasks as the project develops. Total fee will not be exceeded without written approval by the LCFWASA.

Phase 1 Tasks	Hourly Not to Exceed Budget
Task 1 – Project and DB Contract Administration	\$80,000
Task 2 – Project Criteria Development and Permitting Matrix	\$8,000
Task 3 – DB Procurement and Phase 1 Negotiations	\$15,000
Task 4 – Funding Assistance	\$25,000
Task 5 – Independent Cost Estimating	\$10,000
Task 6 – 30%, 60% Design Reviews, QA and VE	\$30,000
Task 7 – Lump Sum Review and Phase 2 Negotiations	\$12,000
Task 8 – Unallocated Engineering Allowance	\$15,000
TOTAL	\$195,000



Attachment A – Hourly Rates Schedule

Services will be performed on an hourly rate basis using the rates shown in the table below.

TABLE 3
HDR's Hourly Rate Schedules

Job Title/Classification	2024 Hourly Rate	2025 Hourly Rate
Principal in Charge / Senior Management Consultant	\$324	\$337
Senior Project Manager	\$292	\$304
Senior Technical Specialist	\$260	\$270
Senior Project Engineer/Designer	\$239	\$249
Project Engineer	\$173	\$180
Engineering Intern	\$130	\$135
Senior Estimator	\$291	\$303
Estimator	\$166	\$173
Construction Inspector	\$130	\$135
Accounting / Project Coordinator	\$140	\$146
Administrative	\$95	\$99

Additional codes and classifications may be utilized in the implementation of the services if authorized by LCFWASA.

New Business (NB3)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Board
Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI
Project No.: SRP-D-134-0196

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: The Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0196).

Action Requested: Motion to approve/disapprove.

**RESOLUTION OF THE LOWER CAPE FEAR WATER AND SEWER AUTHORITY BOARD
ACCEPTING THE 2023 APPROPRIATIONS ACT DIRECTED PROJECTS GRANT OFFER FOR
DWI PROJECT NO.: SRP-D-134-0196**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$9,748,230 to perform work detailed in the submitted application; and

WHEREAS, the Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0196).

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority:

That the Lower Cape Fear Water and Sewer Authority does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$9,748,230.

That the Lower Cape Fear Water and Sewer Authority does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Tim H. Holloman, Executive Director of the Lower Cape Fear Water and Sewer Authority, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this ____ day of November 2024, at Leland, North Carolina.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

New Business (NB4)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Board
Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI
Project No.: SRP-D-134-0197

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: The Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0197).

Action Requested: Motion to approve/disapprove.

**RESOLUTION OF THE LOWER CAPE FEAR WATER AND SEWER AUTHORITY BOARD
ACCEPTING THE 2023 APPROPRIATIONS ACT DIRECTED PROJECTS GRANT OFFER FOR
DWI PROJECT NO.: SRP-D-134-0197**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$13,351,000 to perform work detailed in the submitted application; and

WHEREAS, the Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0197).

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority:

That the Lower Cape Fear Water and Sewer Authority does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$13,351,000.

That the Lower Cape Fear Water and Sewer Authority does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Tim H. Holloman, Executive Director of the Lower Cape Fear Water and Sewer Authority, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this ____ day of November 2024, at Leland, North Carolina.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

New Business (NB5)

**Lower Cape Fear Water & Sewer
Authority**

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Board
Accepting the 2023 Appropriations Act Directed Projects Grant Offer for DWI
Project No.: SRP-D-134-0198

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: The Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0198).

Action Requested: Motion to approve/disapprove.

**RESOLUTION OF THE LOWER CAPE FEAR WATER AND SEWER AUTHORITY BOARD
ACCEPTING THE 2023 APPROPRIATIONS ACT DIRECTED PROJECTS GRANT OFFER FOR
DWI PROJECT NO.: SRP-D-134-0198**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$6,450,770 to perform work detailed in the submitted application; and

WHEREAS, the Lower Cape Fear Water and Sewer Authority intends to perform said project in accordance with the agreed scope of work (DWI Project No.: SRP-D-134-0198).

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority:

That the Lower Cape Fear Water and Sewer Authority does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$6,450,770.

That the Lower Cape Fear Water and Sewer Authority does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Tim H. Holloman, Executive Director of the Lower Cape Fear Water and Sewer Authority, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this ____ day of November 2024, at Leland, North Carolina.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Resolution of the Lower Cape Fear Water and Sewer Authority Board
Approving Amendment No. 2 to Interlocal Agreement for a Phased 10-mile
Parallel Raw Water Line Project

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: 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 currently unpaired infrastructure within easements held by the Lower Cape Fear Water & Sewer Authority (LCFWASA) and will connect to the existing 48-inch transmission main at a 48"X36" tee near the Pender County supply line in New Hanover County.

The ILA addresses a wide range of 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

Action Requested: Motion to approve/disapprove.

**LOWER CAPE FEAR WATER AND SEWER AUTHORITY RESOLUTION APPROVING
AMENDMENT NO. 2 TO INTERLOCAL AGREEMENT FOR A PHASED 10-MILE
PARALLEL RAW WATER LINE PROJECT**

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”), Cape Fear Public Utility Authority, Pender County and Brunswick County, entered into an Interlocal Agreement Regarding Raw Water Pipeline System Improvements (“ILA”) dated March 24, 2023, for the purposes of a phased 10-mile parallel raw water line project, as more particularly set forth in the ILA;

WHEREAS, the ILA memorialized the parties’ respective duties, responsibilities, and entitlements regarding the design, construction, scheduling, funding, operation, maintenance, use, and ownership in the design and construction of approximately 36,200 linear feet of pipe and related infrastructure to parallel the existing raw water line from the current termination point of redundant infrastructure near the 3 million gallon ground storage tank located at Brunswick County’s Northwest Water Treatment Plant at the 54”/48” interconnection through the 6.86 miles of unparalleled infrastructure within LCFWASA-owned easements and connect with the existing 48” transmission main near the existing 48”X36” tee near the interconnected Pender County supply main in New Hanover County;

WHEREAS, LCFWASA received \$23.5 million from the Coronavirus State Fiscal Recovery Fund (“State Fiscal Recovery Fund”) (S.L. 2021-180), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (“ARPA”);

WHEREAS, due to the funding, scope, and anticipated time schedule of the project, and the nature of the cost share provisions more particularly set forth in the ILA, in 2023 the parties amended the ILA by approving Amendment No. 1 to Contract No. 23-W012, Cape Fear Public Utility Authority;

WHEREAS, LCFWASA subsequently received an additional \$30 million from the State Fiscal Recovery Fund pursuant to S.L. 2023-134;

WHEREAS, receipt of the additional funding from the State Fiscal Recovery Fund will allow the parties to continue the paralleling of the existing raw water line from the existing 48” transmission main near the existing 48”X36” tee near the interconnected Pender County supply main in New Hanover County, to North Carolina Highway 421 and southeast therefrom, to end at the CFPWA Water Meter Vault located on North Carolina Highway 421, enabling complete redundancy; and

WHEREAS, the parties wish to clarify their respective responsibilities with respect to the additional funding in Amendment No. 2 to the ILA, titled “Amendment No. 2 to Contract No: 23-W012, Cape Fear Public Utility Authority”.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and the Directors of the Lower Cape Fear Water and Sewer Authority, that the Chairman is hereby authorized to execute an amendment to the ILA, titled "AMENDMENT NO. 2 TO CONTRACT NO: 23-W012, CAPE FEAR PUBLIC UTILITY AUTHORITY."

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the permanent minutes of this Board.

Adopted this _____ day of November, 2024.

Harry Knight, Chairman

ATTEST:

Scott Phillips, Secretary

STATE OF NORTH CAROLINA
NEW HANOVER COUNTY

**AMENDMENT NO: 2
TO CONTRACT NO: 23-W012**

CAPE FEAR PUBLIC UTILITY AUTHORITY

AMENDMENT TO CONTRACT

THIS AMENDMENT TO CONTRACT (the "Amendment") is effective as of the date of final execution by all parties (the "Effective Date") by and between by and between CAPE FEAR PUBLIC UTILITY AUTHORITY ("CFPUA"), a water and sewer authority organized under North Carolina General Statute Chapter 162A; LOWER CAPE FEAR WATER & SEWER AUTHORITY ("LCFWASA"), a water and sewer authority organized under North Carolina General Statute Chapter 162A; BRUNSWICK COUNTY, a political subdivision of the State of North Carolina ("Brunswick"); and PENDER COUNTY, a political subdivision of the State of North Carolina ("Pender"), collectively hereinafter referred to as the "Parties."

WITNESSETH:

WHEREAS, the Parties originally entered into Contract No: 23-W012 on March 24, 2023 (the "Agreement") to memorialize their respective duties, responsibilities, and entitlements regarding the design, construction, scheduling, funding, operation, maintenance, use, and ownership in the design and construction of approximately 36,200 linear feet of pipe and related infrastructure to parallel the existing raw water line from the current termination point of redundant infrastructure near the 3 million gallon ground storage tank located at Brunswick County's Northwest Water Treatment Plant at the 54"/48" interconnection through the 6.86 miles of unparallelled infrastructure within LCFWASA-owned easements and connect with the existing 48" transmission main near the existing 48"X36" tee near the interconnected Pender County supply main in New Hanover County;

WHEREAS, the Parties have since received funding to continue the paralleling of the existing raw water line from the existing 48" transmission main near the existing 48"X36" tee near the interconnected Pender County supply main in New Hanover County to the CFPUA Water Meter Vault, enabling complete redundancy; and

WHEREAS, the Parties hereto desire to reduce the terms of this amendment to writing; and

THEREFORE, for and in consideration of the mutual promises to each other, the Parties do mutually agree to amend the Contract, as follows:

1. The fifth recital is amended by adding the following language: LCFWASA subsequently received an additional \$30 million from the State Fiscal Recovery Fund pursuant to S.L. 2023-134; and.
2. The sixth recital is amended by deleting (the "Project") and replacing it with ("Project 1").
3. The sixth recital is further amended by adding the following language: "to design and construct an approximately 15,840 linear feet of pipe and related infrastructure to parallel the existing raw water line from the existing 48" x 36" tee near the interconnected Pender County supply main in New Hanover County, to North Carolina Highway 421 and southeast therefrom, to end at the CFPUA Water Meter Vault located on North

Cape Fear Public Utility Authority Contract 23-W012

Carolina Highway 421 near the Stepan Company (“Project 2”). Collectively, Project 1 and Project 2 are hereinafter referred to as the “Project”; and.

4. The Contract is further amended by replacing “23.5 million” with “53.5 million” in the tenth recital, Section IV.A. “State Fiscal Recovery Fund /ARPA Funding,” and Section IV.B. “Cost Share.”
5. Article IV, “Funding” is amending by adding Section IV.E., “Party Agency Funding” to read as follows:

E. Party Agency Funding

Should any Party to this Contract provide additional funding beyond its designated Cost Share Allocation (“Funding Party”) to LCFWASA to assist with the funding of or payment for the Project, said funding shall be repaid by LCFWASA to the Funding Party within ninety (90) days of substantial completion of the Project. The Funding Party reserves the right to inspect the financial records of the LCFWASA for the duration of the Project or until repayment, whichever last occurs.

6. Section V.A. “Project Contract,” is amended by the addition of the following language:
 1. The System Improvements are those defined in the plans and specifications submitted by the selected design-build firm (“Contractor”) and approved by LCFWASA for the Project. LCFWASA shall bid the Project according to North Carolina law and LCFWASA’s purchasing policy. For Project 1, the bid process shall result in a progressive Design-Build contract for the design and construction of approximately 36,200 linear feet of pipe and related infrastructure to parallel the existing raw water line from the current termination point of the 54-inch raw water line at Brunswick Northside Water Treatment Plant at the 54-inch/48-inch interconnection, in alignment with currently unparallelled infrastructure within LCFWASA-owned easements to a termination point at or near the Pender County raw water supply interconnection in New Hanover County. For Project 2, the bid process shall result in a progressive Design-Build contract for the design and construction of to design and construct an approximately 15,840 linear feet of pipe and related infrastructure to parallel the existing raw water line from the existing 48” x 36” tee near the interconnected Pender County supply main in New Hanover County, to North Carolina Highway 421 and southeast therefrom, to end at the CFPWA Water Meter Vault located on North Carolina Highway 421 near the Stepan Company. LCFWASA, CFPWA, and Pender shall have the right to review and approve the bids and Scope of Work to ensure that the bid is within amounts budgeted by the Parties.
7. Except as specifically changed by this Amendment, all other terms, conditions, and other provisions of the Contract remain in full force and effect.
8. Multiple Counterparts. This Amendment may be executed in any number of counterpart copies, each such copy shall be deemed to be an original document, and all such copies taken together shall constitute one instrument.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

Cape Fear Public Utility Authority Contract 23-W012

IN WITNESS WHEREOF, the Boards or Council of the respective parties have approved this Amendment and have caused it to be signed by the Chairperson or Mayor and attested to by the Secretary or Clerk, as of the year and day first written above.

This, the _____ day _____, 2024.

CAPE FEAR PUBLIC UTILITY AUTHORITY

(SEAL)

By: _____

_____, Chairperson

ATTEST:

Secretary

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act this the ____ day of _____, 2024.

Authority Finance Officer

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

I, _____, a Notary Public of the State and County aforesaid, certify that _____ personally appeared before me this day and acknowledged that he is the Secretary of the CAPE FEAR PUBLIC UTILITY AUTHORITY, a North Carolina body politic and corporate, and that by authority duly given and as the act of the Authority, the foregoing instrument was signed in its name by its Chairperson, sealed with its corporate seal and attested by its Secretary.

WITNESS my hand and notarial seal, this ____ day of _____, 2024.

Notary Public

My Commission Expires:

(Seal)

Cape Fear Public Utility Authority Contract 23-W012

LOWER CAPE FEAR WATER AND SEWER AUTHORITY

(SEAL)

By: _____

_____, Chairperson

ATTEST:

Secretary

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act this the ____ day of _____, 2024.

Authority Finance Officer

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public of the State and County aforesaid, certify that _____ personally appeared before me this day and acknowledged that he is the Secretary of the LOWER CAPE FEAR WATER AND SEWER AUTHORITY, a North Carolina body politic and corporate, and that by authority duly given and as the act of the Authority, the foregoing instrument was signed in its name by its Chairperson, sealed with its corporate seal and attested by its Secretary.

WITNESS my hand and notarial seal, this ____ day of _____, 2024.

Notary Public

My Commission Expires:

(Seal)

Cape Fear Public Utility Authority Contract 23-W012

PENDER COUNTY

(COUNTY SEAL)

_____, Manager

By: _____

ATTEST:

County Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act this the ____ day of _____, 2024.

County Finance Officer

Cape Fear Public Utility Authority Contract 23-W012

BRUNSWICK COUNTY

(COUNTY SEAL)

By: _____

_____, Manager

ATTEST:

County Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act this the ____ day of _____, 2024.

County Finance Officer

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Executive Director's Report

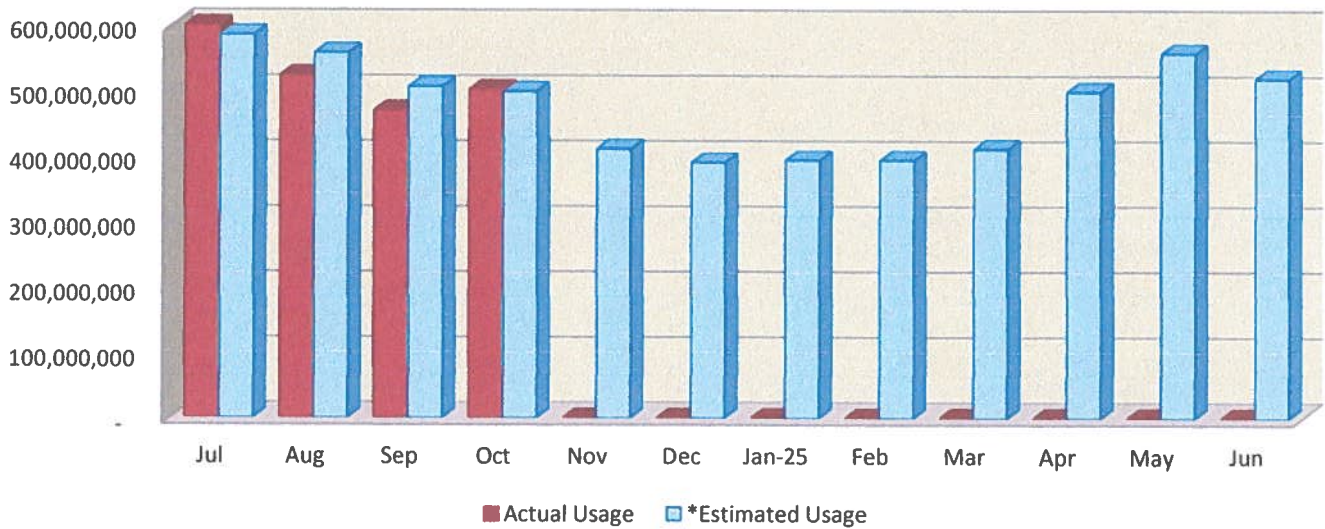
EDR1 - Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending October 31, 2024

EDR2 - Operating Budget Status, Ending September 30, 2024

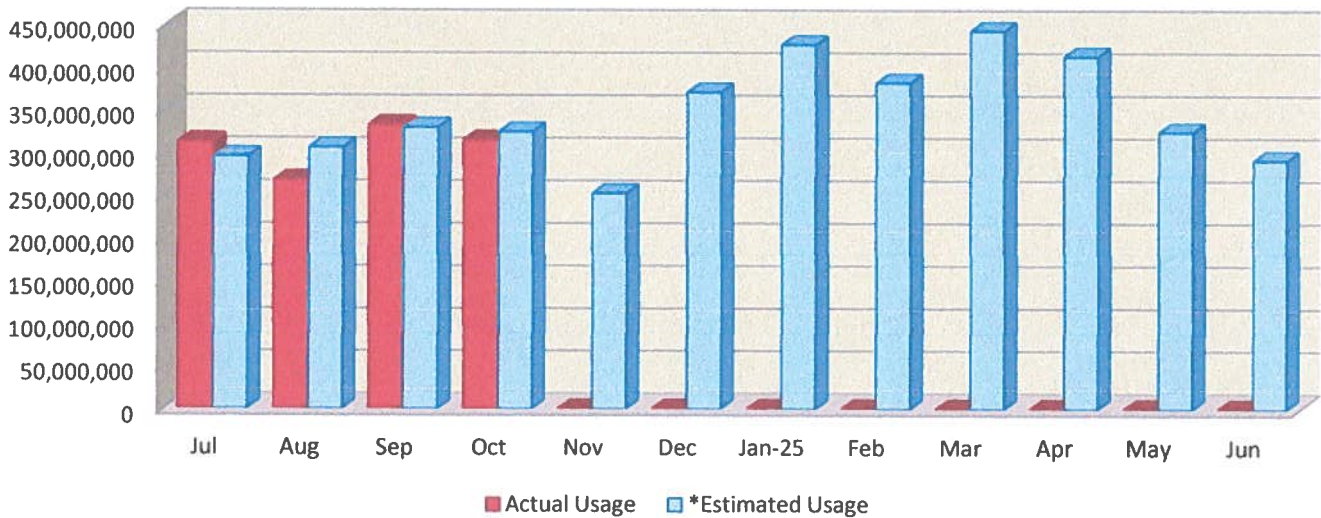
EDR3 - Summary of Activities.

Action Requested: For information purposes.

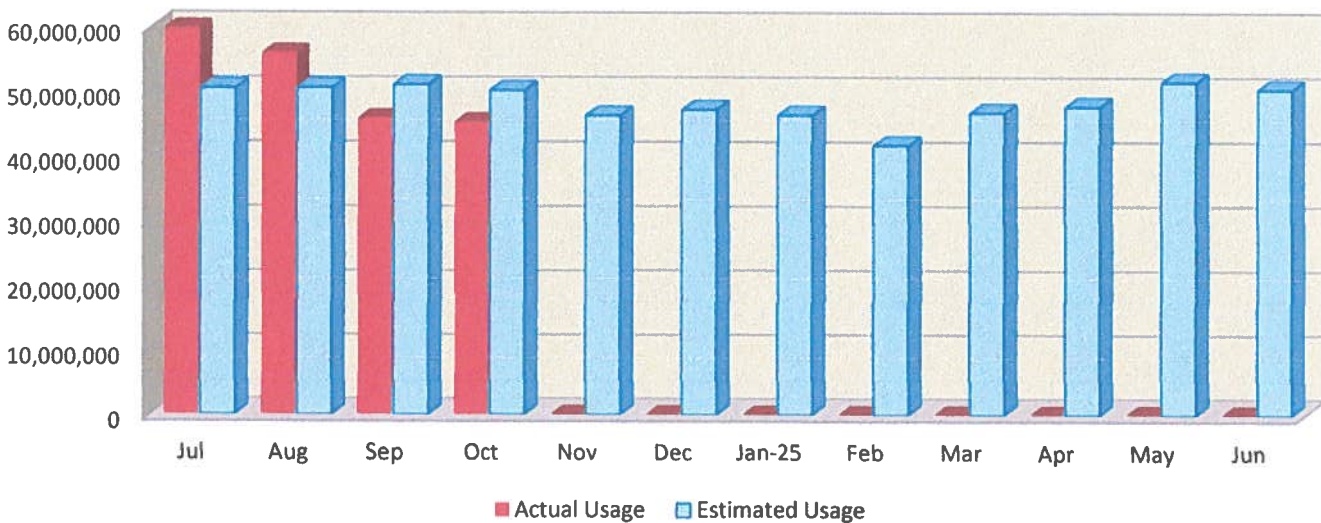
Brunswick County Water Usage FY 24-25



CFPUA Water Usage FY 24-25



Pender County Water Usage FY 24-25



LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO	REVENUES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - September 30, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 8/31/24
				KINGS BLUFF	BLADEN BLUFFS		
	OPERATING						
3001-01	Brunswick County	\$ 2,522,662	\$ 2,522,662	\$ 701,490	\$ -	\$ 701,490	28%
3002-01	Cape Fear Public Utility Authority	\$ 1,835,996	\$ 1,835,996	\$ 402,376	\$ -	\$ 402,376	22%
3003-03	Pender County	\$ 256,344	\$ 256,344	\$ 71,383	\$ -	\$ 71,383	28%
3004-01	Stepan/Invista	\$ 176,000	\$ 176,000	\$ 51,657	\$ -	\$ 51,657	29%
3005-01	Praxair, Inc	\$ 35,200	\$ 35,200	\$ 6,953	\$ -	\$ 6,953	20%
3006-01	Bladen Bluffs Reimbursement for Plant Operation Costs	\$ 5,570,183	\$ 5,570,183	\$ -	\$ 832,720	\$ 832,720	15%
3006-02	Bladen Bluffs Administrative Reimbursement	\$ 119,988	\$ 119,988	\$ -	\$ 41,797	\$ 41,797	35%
3007-01	Sales Tax Refund	\$ 115,234	\$ 115,234	\$ -	\$ -	\$ -	0%
	Subtotal	\$ 10,631,607	\$ 10,631,607	\$ 1,233,858	\$ 874,517	\$ 2,108,376	20%
	Non-Operating						
3105-01	Interest	\$ 78,878	\$ 154,188	\$ 41,807	\$ -	\$ 41,807	27%
3120-01	Other Revenue (Insurance Proceeds/Refunds/FEMA)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3125-01	Federal Tax Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3156-00	Rental House Income	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3170-01	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3900-01	Renewal and Replacement Fund Appropriated	\$ 104,534	\$ 104,534	\$ -	\$ -	\$ -	0%
3900-02	SRF/ARPA	\$ 20,000,000	\$ 20,000,000	\$ 4,539,759	\$ -	\$ 4,539,759	23%
2900-00	Fund Balance Appropriated	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Subtotal	\$ 20,183,412	\$ 20,258,722	\$ 4,581,566	\$ -	\$ 4,581,566	23%
	TOTAL REVENUES	\$ 30,815,019	\$ 30,890,329	\$ 5,815,424	\$ 874,517	\$ 6,689,942	22%

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025		FY 2024-2025 AMENDED BUDGET	July 1 - August 31, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 8/31/24
		APPROVED BUDGET	2025		KINGS BLUFF	BLADEN BLUFFS		
	Administration							
4001-01	Salaries	\$ 222,026	\$ 222,026	\$ 46,471	\$ 16,652	\$ 63,123		28%
4010-01	Per Diem and Mileage Board Members	\$ 64,476	\$ 64,476	\$ 8,975	\$ 4,836	\$ 13,811		21%
4012-01	Vehicle Allowance	\$ 5,200	\$ 5,200	\$ 1,010	\$ 390	\$ 1,400		27%
4019-01 & 4024-01	FICA Taxes	\$ 22,534	\$ 22,534	\$ 4,227	\$ 1,690	\$ 5,918		26%
4029-01	Retirement	\$ 30,196	\$ 30,196	\$ 4,875	\$ 2,265	\$ 7,139		24%
4035-01	401K Plan	\$ 12,422	\$ 12,422	\$ 2,174	\$ 932	\$ 3,105		25%
4036-01	Miscellaneous Payroll Processing Expenses	\$ 2,900	\$ 2,900	\$ 690	\$ -	\$ 690		24%
4038-01	Group Insurance	\$ 42,586	\$ 42,586	\$ 6,900	\$ 3,194	\$ 10,094		24%
4039-01	Property and Liability Insurance	\$ 156,000	\$ 156,000	\$ 20,015	\$ 11,700	\$ 31,715		20%
4046-00	Professional Services General	\$ 50,000	\$ 50,000	\$ 11,393	\$ -	\$ 11,393		0%
4046-01	Attorney	\$ 8,000	\$ 8,000	\$ 3,200	\$ 2,800	\$ 6,000		23%
4047-01	Auditor	\$ 175,000	\$ 162,000	\$ 3,820	\$ -	\$ 3,820		57%
4048-01	Engineer	\$ 25,000	\$ 25,000	\$ 1,986	\$ -	\$ 1,986		2%
4049-01	Information Technology	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -		8%
4050-01	Financial Advisor	\$ 40,000	\$ 40,000	\$ 4,643	\$ -	\$ 4,643		0%
4055-01	Office Maintenance/Repair/Common Charge	\$ 3,500	\$ 3,500	\$ 649	\$ -	\$ 649		12%
4058-01	Office Utilities	\$ 15,000	\$ 15,000	\$ 1,841	\$ -	\$ 1,841		19%
4059-01	Office Expenses (telephone, Printing, Adv)	\$ 35,000	\$ 35,000	\$ 12,800	\$ -	\$ 12,800		12%
4062-01	Office Equipment	\$ 8,000	\$ 12,000	\$ 3,453	\$ -	\$ 3,453		37%
4064-01	Printing and Advertising	\$ 3,500	\$ 5,000	\$ 1,301	\$ -	\$ 1,301		29%
4065-01	Telephone and Internet	\$ 29,000	\$ 29,000	\$ 8,977	\$ -	\$ 8,977		26%
4070-01	Travel and Training	\$ 520	\$ 520	\$ 114	\$ 26	\$ 140		31%
4070-20	Phone Allowance	\$ -	\$ -	\$ -	\$ -	\$ -		27%
4075-01	Vehicle Expense	\$ 20,000	\$ 25,000	\$ 2,046	\$ -	\$ 2,046		0%
4080-01	Miscellaneous Expense	\$ -	\$ -	\$ 4,557	\$ -	\$ 4,557		8%
4081-01	Dues & Subscription	\$ 995,860	\$ 995,860	\$ 156,116	\$ 44,484	\$ 200,600		20%
	Subtotal	\$ 995,860	\$ 995,860	\$ 156,116	\$ 44,484	\$ 200,600		20%

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - August 31, 2024 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 8/31/24
				KINGS BLUFF	BLADEN BLUFFS		
	Operating						
4501-01	Sales Tax Expense	\$ 105,000	\$ 105,000	\$ -	\$ 30,261	\$ 30,261	29%
4510-01	Bladen Bluffs O & M	\$ 3,821,385	\$ 3,821,385	\$ -	\$ 586,716	\$ 586,716	15%
4515-01	Bladen Bluffs Hurricane Florence	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4520-01	Utilities/Energy Kings Bluff	\$ 775,363	\$ 775,363	\$ 197,935	\$ -	\$ 197,935	26%
4530-01	Contract O & M Kings Bluff	\$ 736,811	\$ 736,811	\$ 182,660	\$ -	\$ 182,660	25%
4537-01	O&M Kings Booster Pump Bluff Pump Station	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4541-01	Combined Enterprise Funded Series 2010 Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4542-01	Combined Enterprise Funded Series 2010 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4543-01	Combined Enterprise System Ref Series 2012 Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4544-01	Combined Enterprise System Ref Series 2012 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4545-01	Bladen Bluffs Debt Service Principal	\$ 1,035,000	\$ 1,035,000	\$ -	\$ -	\$ -	0%
4546-01	Bladen Bluffs Debt Service Interest	\$ 500,000	\$ 500,000	\$ -	\$ 139,386	\$ 139,386	28%
	Operating Capital Expense	\$ 2,685,000	\$ 2,760,310	\$ -	\$ 469,261	\$ 469,261	17%
4998-05	Transfer to R&R - Kings Bluff R&R Expense	\$ 160,600	\$ 160,600	\$ -	\$ -	\$ -	0%
	Transfer to R&R - Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4998-06	Transfer to Enterprise Fund...	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2041-01	421 Relocation New Hanover County Loan Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5180-00	SRF/7 mile parallel line expenditures	\$ 20,000,000	\$ 20,000,000	\$ 3,772,444	\$ -	\$ 3,772,444	19%
	Subtotal	\$ 29,819,159	\$ 29,894,469	\$ 4,153,039	\$ 1,225,624	\$ 5,378,664	18%
	TOTAL EXPENDITURES	\$ 30,815,019	\$ 30,890,329	\$ 4,309,156	\$ 1,270,108	\$ 5,579,264	18%

Executive Director Highlighted Activities:

- Regular Monthly meetings with the Design Build Team and Owner’s Advisor for the parallel line project.
- Participated in weekly update meetings on the 10-mile parallel line.
- Danielle finalized additional security with Truist to increase our secure banking methods.
- Coordinated with Staff of Bladen Bluffs and Kings Bluff to address annual inspection notations, especially recurring notations.
- Attended CFPUA regular November meeting.
- Attended Brunswick Quarterly Department Head Utility Meeting
- The floors and furniture project was finished at Kings Bluff.
- Office was utilized for Leadership Brunswick on Wednesday, October 16, 2024.
- Tim attended the NCAPA annual planning meeting conference and continuing education.
- Staff worked with Partners on hosting the October 25, 2024, Groundbreaking event.
- Initiated check of the LCFWASA Meter at Pender Vault with several follow-ups.
- Carried out additional meetings on potential Reservoir sites with Partners facilitated by McKim and Creed. This goes to the Long-Range Planning Committee in November for their first viewing.
- Computer Warriors and Danielle completed the installation of new computers at Kings Bluff and implemented a VPN and other security measures for the first time.
- Tim participated in Encounter (A precursor to Leadership Wilmington).
- Tim attended the NC One Water Conference.
- Took samples of building material at LCFWASA rental house in preparation for fire training and demolition of the structure.

(Continued)

- Contacted 14 Legislative Representatives at the State and Federal Levels to update them on LCFWASA status and plans and needs for the future.
- Quarterly Directors Lunch with ONWASA, CFPUA, and H2GO.
- Final inspection of Kings Bluff roof project pending

AGENDA ITEM

To: CHAIRMAN KNIGHT AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: November 18, 2024

Re: Closed Session in Accordance with NCGS §143-318.11(a)(3) to consult with attorney in order to preserve the attorney-client privilege.

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

A Closed Session is required in accordance with NCGS §143-318.11(a)(3) to discuss with our attorney matters within the attorney-client privilege.

CS1 - Closed session pursuant to N.C.G.S. § 143-318.11(a)(3) to discuss with our attorney a matter within the attorney-client privilege.

CS2 - Closed session pursuant to N.C.G.S. § 143-318.11(a)(5) regarding the proposed acquisition of real property.

A motion is made by _____ to go into a closed session in accordance with North Carolina General Statute Section 143-318.11(a)(3) and N.C.G.S. § 143-318.11(a)(5).

The motion is seconded by _____.

Closed Session

A motion is made by _____ to return to open session.

The motion is seconded by _____.