

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
April 10th, 2023

Chairman Blanchard called to order the Authority meeting scheduled on April 10th, 2023, 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 Leonard gave the invocation.

Roll Call by Chairman Blanchard:

Present: Norwood Blanchard, Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Phil Norris, Scott Phillips, Charlie Rivenbark, Chris Smith, Bill Sue, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Bill Saffo

Absent: None

Staff: Tim H. Holloman, Executive Director; Tony Boahn P.E., McKim & Creed, Sam Shore, COG; and Danielle Hertzog, Financial Administration Assistant

Staff Virtual Attendance: Matthew Nichols, General Counsel

Guests Present: Glenn Walker, Brunswick County Water Resources Manager; Jordan Clark, Computer Warriors; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; and Nikki Cooper Paralegal for Law Office of Matthew A. Nichols.

Guests Virtual Attendance: Tom Hendrick, Pender County Utilities Water Treatment Plant Superintendent; and Kenny Keel, Pender County Public Utilities Director

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of March 13, 2023, Regular Board Meeting

C2 – Minutes of March 13, 2023, Finance Meeting

C3 – Minutes of March 13, 2023, Personnel Meeting

C4 – Kings Bluff Monthly Operations and Maintenance Report

C5 - Bladen Bluffs Monthly Operations and Maintenance Reports

C6 - Line-Item Adjustment for February 28, 2023

C7 – Resolution Adopting the Lower Cape Fear Water & Sewer Authority's Local Water Supply Plan for Kings Bluff Raw Water Pump Station, PWSID 50-09-013, for calendar year 2022.

C8 – Resolution Adopting the Lower Cape Fear Water & Sewer Authority's Local Water Supply Plan for Bladen Bluff's Regional Surface Water System, PWSID 50-09-013, for calendar year 2022.

Motion: Director Edge **MOVED**; seconded by Director Leonard, approval of the Consent Agenda Items C1-C8 as presented. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

OLD BUSINESS

OB1 – Consider the purchase or lease of the Caterpillar TL642 Telehandler for Kings Bluff Raw Water Plant
Executive Director Holloman presented the items and answered clarification questions.

Motion: Director DeVane **MOVED**; seconded by Director Newton, to table the Telehandler at this time. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NEW BUSINESS

NB1 – Resolution Recognizing National Drinking Water Week

Motion: Director DeVane **MOVED**; seconded by Director Williams, to approve the resolution recognizing Nation Drinking Water Week. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2 - Resolution to Delegate Authority to Declare Personal Property as Surplus and Dispose of such Property Pursuant to N.C.G.S. 160A-266(c)

Executive Director Holloman advised that from time to time, the Authority has items to surplus. Gov Deals service offers a broad marketing base for municipalities, counties, and other governmental agencies to sell surplus equipment and vehicles. Director Zapple wanted to know if LCFWASA has a list of items to surplus. Executive Director Holloman advised we only have the 2005 truck at this time, and in the future, he will bring a list of things when we have them.

Motion: Director Knight **MOVED**; seconded by Director Zapple, to approve the Resolution to Delegate Authority to Declare Personal Property as Surplus and Dispose of such Property Pursuant to N.C.G.S. 160A-266(c). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 - Budget Amendment #3

Executive Director Holloman advised the increase is for Bladen Bluff's revenue and expenditures to balance the budget.

Motion: Director Zapple **MOVED**; seconded by Director Williams, to approve Budget Amendment #3. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB4 - Resolution Approving Easement Encroachment Agreement with Piedmont Natural Gas Company, Inc. for Installation of a Natural Gas Line within a Portion of Lower Cape Fear Water and Sewer Easement

Executive Director Holloman notified that the Authority has been working with McKim and Creed, the Authority attorney, and Kleinfelder, who represents Piedmont Natural Gas, to finalize an easement encroachment agreement. It was first proposed as a temporary construction easement while some of its lines were to be upgraded.

Motion: Director Norris **MOVED**; seconded by Director Sue, to approve the Resolution Approving Easement Encroachment Agreement with Piedmont Natural Gas Company, Inc. for the Installation of a Natural Gas Line within a Portion of Lower Cape Fear Water and Sewer Easement. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB5 - Consider Approval of 401 K Employee Contribution Policy

Executive Director Holloman confirmed that the Personnel Committee recommended changing it from the current contribution of 3% with no matching requirement for Authority employees to a policy matching up to 6% of the employees' contribution. For example, if an employee contributes 2%, then the Authority matches only 2%. This policy would become effective July 1, 2023.

Motion: Director Knight **MOVED**; seconded by Director Sue, approval of 401 K Employee Contribution Policy. Upon voting, the **MOTION CARRIED**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Patrick DeVane	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton		X		
Phil Norris	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo	X			
Chris Smith	X			
Bill Sue	X			
Frank Williams	X			
Rob Zapple	X			
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ENGINEER’S COMMENTS

Tony Boahn updated the board to let them know the Livingston Creek Walkway Improvement project is now completed. While completing this project, the contractor did notice the joint needed to be repaired. The concrete has chipped away. Mr. Boahn has asked the contractor to complete the joint repair; however, they are waiting on the quote.

ATTORNEY COMMENTS

No comments

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers’ Water Usage and Raw Water Revenue for Fiscal Year to Date Ending March 31, 2023

Executive Director Holloman reported that during March 2023, Brunswick County and Pender County were above projections.

DIRECTOR’S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments

PUBLIC COMMENT

No comments

CLOSED SESSION

Chairman Blanchard requested a motion to go into a closed session to discuss Attorney-Client Privilege and Personnel Matters:

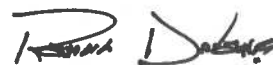
Motion: Director Williams **MOVED**; seconded by Director Knight, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(3) and (6) to preserve Authority’s Attorney-Client Privilege and for Personnel Matters, respectively. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:49 a.m., the board went into a closed session. At 10:32 a.m., the board returned to the open session—discussion only; no action was required.

ADJOURNMENT

There being no further business, Chairman Blanchard adjourned the meeting at 10:33 a.m.

Respectfully Submitted:



Patrick DeVane, Secretary