

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
February 12, 2024

Chairman Knight called to order the Authority meeting scheduled on February 12th, 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 Leonard gave the invocation.

Roll Call by Chairman Knight:

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

Present by Virtual Attendance: Bill Saffo

Absent: Frank Williams and Rob Zapple

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

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

Guests Virtual Attendance: Tom Hendrick, Pender County Utilities Water Treatment Plant Superintendent; and Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of January 8, 2024, Regular Board Meeting

C2 – Minutes of January 8, 2024, Finance Committee Meeting

C3 – Kings Bluff Monthly Operations and Maintenance Report

C4 – Bladen Bluffs Monthly Operations and Maintenance Reports

C5 – Line-Item Adjustment for December 31, 2023

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

NEW BUSINESS

NB1- Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2024, to Thompson, Price, Scott, Adams & Co. P.A. in the Amount of \$8,500.00

Executive Director Holloman presented the item. The audit contract may be renewed for one more year following this year.

Motion: Director Sue **MOVED**; seconded by Director Blanchard, approval of the Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2024, to Thompson • Price Scott • Adams & Co. P.A. for \$8,500.00. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors regarding accounting responsibilities for the Kings Bluff Raw Water Pump Station

Executive Director Holloman advised that the auditor and the rate study recommended that LCFWASA handle Kings Bluff accounts payable and receivable. Executive Director Holloman wanted to address some of the concerns of Director Williams's email. LCFWASA intends to keep the procurement process the same. He would only like to handle accounts payable and receivable in the LCFWASA office. LCFWASA pays at least \$12,000 yearly to Brunswick County's finance person to handle the Kings Bluff invoices. Chairman Knight thinks there is a discount between Brunswick County and LCFWASA. Executive Director Holloman advised he would like the LCFWASA staff, Brunswick County staff, LCFWASA Chairman, and Vice-Chairman to have a meeting or two on this matter.

Motion: Director Phillips **MOVED**; seconded by Director DeVane, to table the Resolution of the Lower Cape Fear Water and Sewer Authority Board of Directors regarding accounting responsibilities for the Kings Bluff Raw Water Pump Station. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ENGINEER'S COMMENTS

Jess Powell advised McKim & Creed to advertise the roof replacement project, which was readvertised and is due on February 22, 2024, by 2p.m. The Walkway PER draft submittal will happen this week, so he will have a review and report for the board at the March meeting.

ATTORNEY COMMENTS

No comments

EXECUTIVE DIRECTOR REPORT

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

Executive Director Holloman reported that during January 2024, Brunswick County, Cape Fear Public Utilities Authority, and Pender County were above projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments

PUBLIC COMMENT

No comments

CLOSED SESSION

Chairman Knight requested a motion to go into a closed session in accordance with NCGS §143-318.11(a)(3) to consult with attorney in order to preserve the attorney-client privilege:

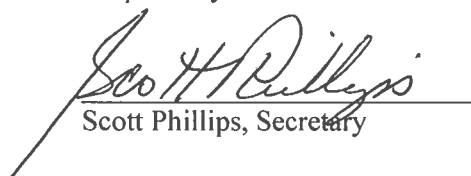
Motion: Director Rivenbark **MOVED**; seconded by Director DeVane, to go into closed session in accordance with NCGS §143-318.11(a)(3) to consult with attorney in order to preserve the attorney-client privilege. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:16 a.m., the board went into closed session. At 9:30 a.m., the board returned to open session. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman Knight adjourned the meeting at 9:31 a.m.

Respectfully Submitted:


Scott Phillips, Secretary