

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
December 11th, 2023

Chairman Blanchard called to order the Authority meeting scheduled on December 11th, 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 DeVane gave the invocation.

Roll Call by Chairman Blanchard:

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

Present by Virtual Attendance: Al Leonard and Bill Saffo

Absent: None

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; James Proctor, Pender County Utilities Deputy Director of Utilities; Jorgen Holmberg, Computer Warriors; and Anthony Colon, Pender County Utilities Director of Utilities

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

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

APPROVAL OF CONSENT AGENDA

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

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Line-Item Adjustment for October 31,2023

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

Presentation by Buddy Harris with an overview of the Bladen Bluffs Plant.

The presentation is attached to the minutes.

NEW BUSINESS

NB1- Election of Authority's Board of Directors Officers for the term of January 1, 2024, until December 31, 2024

Chairman Blanchard presented the following slate of officers for board consideration for the term of January 1, 2024, to December 31, 2024. Per Bylaws of the Authority (Article III. - Officers 1.), the chairmanship shall rotate among the political subdivisions, with New Hanover County being next in the rotation schedule.

Chairman: Harry Knight (New Hanover County)
Vice-Chairman: Patrick DeVane (Bladen County)
Secretary: Scott Phillips (Brunswick County)
Treasurer: Al Leonard (Columbus County)
Assistant Treasurer: Charlie Rivenbark (City of Wilmington)

Motion: Director Edge **MOVED**; seconded by Director Williams, approval of the Board of Directors Officers for the term of January 1, 2024, until December 31, 2024. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Approval of the Authority's 2024 Regular Scheduled Meetings Calendar

Executive Director Holloman advised the June 2024 meeting will be on the third Monday instead of the second Monday due to the ACE Conference. Also, the November 2024 meeting will be on the third Monday instead of the second Monday due to Veterans Day falling on the second Monday.

Motion: Director Williams **MOVED**; seconded by Director Phillips, approval of the 2024 Regular Scheduled Meeting Calendar. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 – Consider Southern Software Proposal for Upgraded Financial Software and Maintenance

The proposal is attached to the minutes. Executive Director Holloman advised that this is not the first quote received, but it is the best rate; other quotes were over \$120,000. The new software will be able to provide reports and require less manipulation. The software will allow tracking revenues for different funds as required by partners regarding the recent adoption of financial policy. Director Williams questioned if Southern Software would be able to transfer all data. Advised Southern Software will only be able to transfer for one year but will help collect and store data from QuickBooks. Director Williams also advised the Town of Leland that they had to switch from Southern Software since the software was not robust enough to handle them. Executive Director Holloman advised that the software is more designed for small towns so that it will work ideally for LCFWASA. Director Zapple questioned why we would not use the EFT option to avoid human error. Director Zapple motioned to approve the resolution along with an amendment to add EFT.

Motion: Director Zapple **MOVED**; seconded by Director Williams, motion to amend and approve the Resolution Approving Purchase of Financial Management System Software. Upon voting, the **MOTION CARRIED**.

NB4 – Consider a Budget Amendment to purchase the software and some related hardware.

Director Zapple motioned to approve the Budget Amendment with an amendment to add EFT.

Motion: Director Knight **MOVED**; seconded by Director Williams, approval of Budget Amendment with eft added. Upon voting, the **MOTION CARRIED**.

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 November 30, 2023

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

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Newton advised that Pender County has updated their seal and requested we contact Pender County to get the new logo. Director Williams advised Brunswick County to update their seal and contact Brunswick County.

PUBLIC COMMENT

No comments

CLOSED SESSION

Chairman Blanchard requested a motion to go into a closed session in accordance with N.C.G.S. §143-318.11(a)(3) to discuss with attorney matters within the attorney-client privilege related to the following pending lawsuit and to discuss with our attorney a separate matter within the attorney-client privilege:

Cape Fear Public Utility Authority, Brunswick County, Lower Cape Fear Water & Sewer Authority, and Town of Wrightsville Beach v. The Chemours Company FC, LLC, E.I. Du Pont De Nemours and Company, and The Chemours Company

Motion: Director Rivenbark **MOVED**; seconded by Director Zapple, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(3) to preserve Authority's Attorney-Client Privilege regarding the pending lawsuit and to discuss with our attorney a separate matter within the attorney-client privilege. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:38 a.m., the board went into closed session. Director Zapple stepped out due to a request by Matthew Nichols, LCFWASA General Counsel. At 10:03 a.m., the board returned to open session. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman Blanchard adjourned the meeting at 10:04 a.m.

Respectfully Submitted:


Patrick DeVane Secretary