

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
December 8th, 2025

Chairman DeVane called to order the Authority meeting scheduled on December 8th, 2025, 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 Sue gave the invocation.

Roll Call by Vice-Chairman Phillips:

Present: Damien Buchanan, Patrick DeVane, Jerry Groves, Harry Knight, 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: Wayne Edge

Staff: Tim H. Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Boswell, COG; and Danielle Hertzog, Financial Administration Assistant

Guests Present: Jorgen Holmberg, Computer Warriors; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Chris Giesting, Brunswick County Water Resources Manager; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director; David Fournier, HDR Construction Services; Will Shull, HDR Associate Vice President; Kevin Morris, Cape Fear Public Utility Authority Deputy Director; Jeff Gramm, Cape Fear Public Utility Authority Treatment/Engineering Services Administration; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Aaron Smith, Brunswick County Director of Fiscal Operations; John Nichols, Brunswick County Public Utilities Director; Jess Powell, P.E., McKim & Creed; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Caleb Stoker, Smithfield Foods, Senior EHS Manager

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of November 10, 2025, 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, 2025

Director Zapple is requesting a more comprehensive update on the issues with TMEIC/Underwood, along with a defined strategy for addressing the ongoing VFD troubleshooting efforts.

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

NEW BUSINESS

NB1- Election of Authority's Board of Directors Officers for the term of January 1, 2026, until December 31, 2026

Chairman DeVane presented the following slate of officers for board consideration from January 1, 2026, to December 31, 2026. Per the Authority's Bylaws (Article III. - Officers 1.), the chairmanship shall rotate among the political subdivisions, with Brunswick County next in the rotation.

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

Motion: Director Williams **MOVED**; seconded by Director Zapple, approval of the Board of Directors Officers for the term of January 1, 2026, until December 31, 2026. Upon voting, the **MOTION CARRIED UNANIMOUSLY**

NB2- Approval of Authority's 2026 Regular Scheduled Meeting Calendar

Motion: Director Williams **MOVED**; seconded by Director Knight, approval of the Authority's 2026 Regular Scheduled Meeting Calendar. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3- Draft Resolution Adopting Ransomware Cybersecurity Policy

Executive Director Holloman advised that we are still working on the policy, as this policy is not mandated; however, Matt Nichols is researching best practices and statewide guidance. Executive Director Holloman stated that staff will continue working on the policy and will bring it back to the board in a few months.

PRESENTATION: Will Shull with HDR Design Build Process Update

A copy of the presentation will be attached to the minutes.

ENGINEER'S COMMENTS

No comments

ATTORNEY COMMENTS

Matt Nichols wanted to let the board know that he and Executive Director Holloman attended the IBT public hearing in Fayetteville. They will also attend the public hearing in Raleigh on December 9th, 2025.

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending November 30, 2025

Executive Director Holloman reported that during November, CFPUA and Pender County exceeded projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Director Zapple requested that, at a future meeting, the board receive an update on the check dams for the Kings Bluff intakes.

PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 9:50 a.m.

Respectfully Submitted:

AI Leonard, Secretary