

Lower Cape Fear Water & Sewer Authority  
Regular Board Meeting Minutes  
December 12<sup>th</sup>, 2022

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Chairman Rivenbark called to order the Authority meeting scheduled on December 12<sup>th</sup>, 2022, 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 Chairman Rivenbark:**

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

**Present by Virtual Attendance:** Al Leonard and Phil Norris

**Absent:** Wayne Edge

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

**Guests Present:** Glenn Walker, Brunswick County Water Resources Manager; Jorgen Holmberg, Computer Warriors; Jordan Clark, Computer Warriors; and James Proctor, Pender County Utilities Deputy Director

**Guests Virtual Attendance:** John Nichols, Brunswick County Public Utilities Director; Tom Hendrick, Pender County Utilities Water Treatment Plant Superintendent; Craig Wilson, Engineering Manager Cape Fear Public Utility Authority; and Kenny Keel, Pender County Public Utilities Director

**PLEDGE OF ALLEGIANCE:** Chairman Rivenbark led the Pledge of Allegiance.

**APPROVAL OF CONSENT AGENDA**

**C1 - Minutes of November 14, 2022, Regular Board Meeting**

**C2 - Kings Bluff Monthly Operations and Maintenance**

**C3 - Bladen Bluffs Monthly Operations and Maintenance Report**

**C4 - Line-Item Adjustment for October 31, 2022**

**C5 - Resolution accepting Bladen Bluffs Source Water Resiliency and Response Plan**

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

	For	Against	Abstained	Absent
Norwood Blanchard	X			
Patrick DeVane	X			
Wayne Edge				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			
	13	0	0	1

**NEW BUSINESS**

**NB1- Election of Authority's Board of Directors Officers for the term of January 1, 2023, until December 31, 2023**

Chairman Rivenbark presented the following slate of officers for board consideration for the term of January 1, 2023, to December 31, 2023. Per Bylaws of the Authority (Article III. - Officers 1.), the chairmanship shall rotate among the political subdivisions, with Pender County being next in the rotation schedule.

Chairman: Norwood Blanchard (Pender County)  
 Vice-Chairman: Harry Knight (New Hanover County)  
 Secretary: Patrick DeVane (Bladen County)  
 Treasurer: Phil Norris (Brunswick County)  
 Assistant Treasurer: Al Leonard (Columbus County)

**Motion:** Director Williams **MOVED**; seconded by Director Zapple, approval of the Board of Directors Officers for the term of January 1, 2023, until December 31, 2023. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

**NB2- Consider Award of Professional Surveying Services**

Executive Director Holloman stated submittals were received from ESP Associates Inc, McKim & Creed, SEPI, and Steward. Holloman advised all four companies would do an outstanding job and would like the board to suggest which proposal they would like to award. Director Zapple recommended going with McKim and Creed with the history LCFWASA has with McKim & Creed.

**Motion:** Director Zapple **MOVED**; seconded by Director Phillips, approval to award McKim & Creed the surveying service. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

**NB3- Resolution Awarding Water Rate Study and Shared Cost Methodology for the Lower Cape Fear Water and Sewer Authority**

Executive Director Holloman stated submittals were received from NewGen Strategies & Solutions, Raftelis, and Willdan Financial. Executive Director Holloman recommended Willdan Financial due to working with local government in the past.

**Motion:** Director Knight **MOVED**; seconded by Director Saffo, approval of Resolution Awarding Water Rate Study and Shared Cost Methodology for the Lower Cape Fear Water and Sewer Authority as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

**NB4- Resolution Authorizing request for the Design Build of a 10 mile 48" parallel line for the Lower Cape Fear Water and Sewer Authority**

Executive Director Holloman stated the traditional path is design, bid, and building. The reason for doing the design-build first is the estimated cost savings. We don't have a firm number; however, since you are designing with the contractor, you can avoid concerns at the end of the project.

**Motion:** Director DeVane **MOVED**; seconded by Director Blanchard, approval of Resolution Authorizing request for the Design Build of a 10 mile 48" parallel line for the Lower Cape Fear Water and Sewer Authority as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

**NB5- Resolution Approving an Interlocal Agreement for a Phased 10 Mile Parallel Raw Water Line Project for the Lower Cape Fear Water and Sewer Authority**

Matthew Nichols advised this agreement is acceptable with CFPWA and Brunswick County. Mr. Nichols is awaiting comments from Pender County. This agreement is not the final copy. The final details are still being worked out. The resolution authorizes the chairman to sign it once the agreement is finalized. Matthew Nichols wanted to get more information on proportional cost share for easements.

**Motion:** Director DeVane **MOVED**; seconded by Director Blanchard, approval of Resolution Approving an Interlocal Agreement for a Phased 10 Mile Parallel Raw Water Line Project for the Lower Cape Fear Water and Sewer Authority as presented. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

**NB6- Approval of the Authority's 2023 Regular Scheduled Meetings Calendar**

Executive Director Holloman advised he will be out of the country on August 14, 2023, for the World Jamboree. Executive Director Holloman checked with Matthew Nichols, and the meeting could be canceled or moved to August 21, 2023. Director Newton wanted to know what Executive Director Holloman would recommend. Executive Director Holloman urged to move the meeting to August 21, 2023.

**Motion:** Director Newton **MOVED**; seconded by Director Zapple, approval to move the meeting to August 21, 2023. Upon vote, the **MOTION CARRIED UNANIMOUSLY**.

	For	Against	Abstained	Absent
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			
	13	0	0	1

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**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, 2022**

Executive Director Holloman reported that during November 2022, Brunswick County and CFPWA were above projections. Pender County was right on target. Monthly revenue was up last month.

**DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS**

Director Zapple would like a letter sent concerning the sand mining on 421 Hwy.

**PUBLIC COMMENT**

No comments

**ADJOURNMENT**

There being no further business, Chairman Rivenbark adjourned the meeting at 9:29 a.m.

Respectfully Submitted:

  
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Harry Knight, Secretary