

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
February 13th, 2023

Chairman Blanchard called to order the Authority meeting scheduled on February 13th, 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, Phil Norris, Scott Phillips, Charlie Rivenbark, Bill Saffo, Chris Smith, and Bill Sue

Present by Virtual Attendance: Al Leonard and Frank Williams

Excused Absent: Jackie Newton and Frank Williams

Absent: None

Staff: Tim H. Holloman, Executive Director; Matthew Nichols, General Counsel; Tony Boahn P.E., McKim & Creed; and Sam Shore, COG.

Guests Present: Glenn Walker, Brunswick County Water Resources Manager; Jordan Clark, Computer Warriors; Ken Waldroup, Cape Fear Public Utility Authority Executive Director; Kenny Keel, Pender County Public Utilities Director; and Donna S. Pope, Cape Fear Public Utility Authority Clerk

Guests Virtual Attendance: John Nichols, Brunswick County Public Utilities Director

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of January 9, 2022, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Approval of Owners Advisor Scope of Service for Design Build Project

Motion: Director Norris **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items C1-C4 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			
	12	0	0	2

NEW BUSINESS

NB1 – Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2023, to Thompson • Price Scott • Adams & Co. P.A. in the Amount of \$8,000.00

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

Motion: Director Sue **MOVED**; seconded by Director DeVane, approval of the Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2023, to Thompson • Price Scott • Adams & Co. P.A. for \$8,000.00. 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			
	12	0	0	2

NB2 - Consider awarding of the service contract to LJ's Lawn and Land Management, LLC

Executive Director Holloman presented the item and answered clarification questions. The right-of-way is approximately 24 miles long, with 16 miles that require clearing or mowing.

Motion: Director Phillips **MOVED**; seconded by Director Rivenbark, approval of the contract. 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			
	12	0	0	2

NB3 - Budget Amendment #1 for Right-of-Way

Motion: Director Leonard **MOVED**; seconded by Director DeVane, approval of the Budget Amendment for the right of way service contract fee. 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			
	12	0	0	2

NB4 - Resolution Requesting funding of a 10 Mile Parallel line Phase 2 for the Lower Cape Fear Water and Sewer Authority

Executive Director Holloman presented the item. Partner local governments have been asked to pass similar resolutions supporting funding. Director DeVane requested clarification on the year in which the funds would be received if approved by the Legislature. Director Sue requested clarification on the intent of the resolution. Director Edge read the Resolution into the record, and Messrs. Executive Director Holloman and Ken Waldroup with CFPWA answered questions regarding funding from CFPWA and Pender County.

Motion: Director Leonard **MOVED**; seconded by Director Norris, approval of Resolution Requesting funding of a 10 Mile Parallel line Phase 2 for the Lower Cape Fear Water and Sewer Authority. 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			
	12	0	0	2

NB5 - ARPA Funding standard Resolutions

a) Resolution adopting policy for property management related to the expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

b) Resolution adopting records retention policy for the expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by Lower Cape Fear Water and Sewer Authority

c) Resolution adopting eligible project policy for the expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by Lower Cape Fear Water and Sewer Authority

d) Resolution adopting non-discrimination policy for the expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by Lower Cape Fear Water and Sewer Authority

e) Resolution adopting policy for allowable costs and cost principles for expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by Lower Cape Fear Water and

Mr. Nichols presented the item. Acceptance of ARPA funds requires a records retention schedule and policies in addition to those already approved by the Board. Mr. Nichols worked closely with staff and the UNC School of Government to develop the policies. Project partners will also support record keeping. Any supplemental policies to support ARPA funding will be brought to the Board.

Motion: Director DeVane **MOVED**; seconded by Director Edge, approval to adopt the recommended Resolutions related to ARPA funding. Upon vote, the **MOTION CARRIED UNANIMOUSLY.**

	<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			
	12	0	0	2

ENGINEER'S COMMENTS

Tony Boahn presented an overview of the raw water line project and its proximity to Pender County and CFPWA utilities. Mr. Edge asked if CFPWA's potential consolidation of Wrightsville Beach's water system would require additional capacity. Mr. Waldroup reported that CFPWA's Sweeney Plant can meet the anticipated water demands of the Beach. The consolidation study is still underway. Any consolidation would require approval by the CFPWA Board, Wrightsville Beach's Board of Alderman, the New Hanover County Commissioners, and the Wilmington City Council. Mr. Boahn provided an update on the Livingston Creek walkway improvement project.

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 January 2023, Brunswick County and CFPWA were above projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments

PUBLIC COMMENT

No comments

ADJOURNMENT

There being no further business, Norwood Blanchard adjourned the meeting at 9:45 a.m.

Respectfully Submitted:



Patrick DeVane Secretary