

AGENDA
Lower Cape Fear Water & Sewer Authority
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina
8:15 a.m. – Personnel Committee Meeting
March 10, 2025

MEETING CALL TO ORDER: Chairman DeVane

DISCUSSION: Salary Survey 2024-2025

ACTION/DIRECTION: Recommend for Board Approval

FUTURE MEETINGS: TBD

ADJOURNMENT



AGENDA
Lower Cape Fear Water & Sewer Authority
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina
8:30 a.m. – Finance Committee Meeting
March 10, 2025

MEETING CALL TO ORDER: Chairman DeVane

PRESENTATION: PowerPoint for Fiscal 2025-2026 Budget

DISCUSSION: Directors' Comments and Questions

ACTION/DIRECTION: Schedule final review for May 12, 2025, at 8:30 am prior to Regular Meeting and Public Hearing

FUTURE MEETINGS: TBD

ADJOURNMENT



AGENDA
Lower Cape Fear Water & Sewer Authority
1107 New Pointe Boulevard, Suite # 17, Leland, North Carolina
9:00 a.m. – Regular Monthly Board Meeting
March 10, 2025

MEETING CALL TO ORDER: Chairman DeVane

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

- C1** – Minutes of February 10, 2025, Regular Board Meeting
- C2** – Minutes of February 10, 2025, Personnel Committee Meeting
- C3** – Minutes of February 10, 2025, Long Range Planning Committee Meeting
- C4** – Kings Bluff Monthly Operations and Maintenance Report
- C5** – Bladen Bluffs Monthly Operations and Maintenance Reports

NEW BUSINESS

NB1 –Appointment of Jerry Groves to the Calendar Year 2025 Long Range Planning Committee by Chairman DeVane and removing Norwood Blanchard

PRESENTATION: Financial Management Update by William C. Rivenbark, Professor UNC School of Government

PRESENTATION: Electus Governmental Affairs by Sam Shumate Vice-President of Governmental Affairs

ENGINEER'S COMMENTS

ATTORNEY COMMENTS

EXECUTIVE DIRECTOR REPORT

- EDR1** – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending February 28, 2025
- EDR2** – Operating Budget Status, Ending January 31, 2025
- EDR3** – Summary of Activities

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

PUBLIC COMMENT

CLOSED SESSION

CS1 – Closed Session in accordance with N.C.G.S. §143-318.11(a)(6) for Personnel Matters.

ADJOURNMENT

The next board meeting of the Lower Cape Fear Water & Sewer Authority is scheduled for Monday, April 14th at 9:00 a.m. in the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

AGENDA ITEM

To: CHAIRMAN DEVANE AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: March 10, 2025

Re: Consent Agenda

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Please find enclosed the items of a routine nature for consideration and approval by the Board of Directors with one motion. However, that does not preclude a board member from selecting an item to be voted on individually, if so desired.

- C1** – Minutes of February 10, 2025, Regular Board Meeting
- C2** – Minutes of February 10, 2025, Personnel Committee Meeting
- C3** – Minutes of February 10, 2025, Long Range Planning Committee Meeting
- C4** – Kings Bluff Monthly Operations and Maintenance Report
- C5** – Bladen Bluffs Monthly Operations and Maintenance Report

Action Requested: Motion to approve/disapprove Consent Agenda.

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
February 10th, 2025

Chairman DeVane called to order the Authority meeting scheduled on February 10th, 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 Chairman DeVane:

Present: Norwood Blanchard, Patrick DeVane, Jerry Groves, Harry Knight, Scott Phillips, Charlie Rivenbark, Bill Sue, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Wayne Edge, Al Leonard, and Bill Saffo

Absent: Chris Smith

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

Guests Present: Devon Moore, Computer Warriors; Anthony Colon, Pender County Utilities Director; Sean Kenyon, McKim & Creed Senior Project Engineer; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager; Christopher "CJ" Cahoy, Garney Construction; Anthony Colon, Pender County Utilities Director; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Jason Cook P.E. HDR Inc.; and Brian Terry, Pender County Utilities Water & Sewer Superintendent

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager Water Treatment; John Nichols, Brunswick County Public Utilities Director; and Kevin Morris, Cape Fear Public Utility Authority Deputy Director

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of January 13, 2025, Regular Board Meeting

C2 – Minutes of January 13, 2025, Personnel Committee Report

C3 – Kings Bluff Monthly Operations and Maintenance Report

C4 – Bladen Bluffs Monthly Operations and Maintenance Reports

C5 – HDR Scope Revisions from Approved Resolutions in November 2024

C6 – Holiday and Leave Policies Update

C7 – Line-Item Adjustment for December 31, 2024

Motion: Director Zapple **MOVED**; seconded by Director Blanchard, approval of the Consent Agenda Items C1, C2, C6, & C7. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

Director Zapple requested to pull C3-C5 for clarification. Director Zapple questioned the maintenance item on C3, which stated that KB personnel assisted I&E with troubleshooting and diagnosing communication failure at the SCADA building at the raw tank and replacing the control panel on Gen #1. David Carson advised once a year, new calibrated pressure monitors are installed. During this process, KB staff discovered that Pender County had a discrepancy between what was showing at King Bluffs and at Penders Plant. After reviewing, the PLC lost a parameter, but Mr. Carson corrected that parameter. Director Zapple questioned C4-2 for Bladen Bluffs SWTP Maintenance Report, stating that the auto mechanism on louvers not working in the blower room has been fixed. However, they said that the blower room needs to be cleaned and will thoroughly be cleaned after the louver is repaired. Executive Holloman advised they must clean the area twice. Director Zapple questioned C5-5 regarding the \$10,000 to review the GMP. Executive Director Holloman advised HDR is our internal review department, and this is an itemized service.

Motion: Director Zapple **MOVED**; seconded by Director Rivenbark, approval of the Consent Agenda Items C3-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 \$9,000.00

Executive Director Holloman presented the item. The audit contract will have to go out for RFQ next year.

Motion: Director Williams **MOVED**; seconded by Director Rivenbark, approval of the Resolution Awarding Annual Audit Contract for Fiscal Year Ending June 30, 2025, to Thompson, Price, Scott, Adams & Co. P.A. for \$9,000.00. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Recommendation to purchase a Valve Exerciser for Kings Bluff Raw Water Plant

Executive Director Holloman stated that Kings Bluff is requesting the purchase of a new Valve Turning Vac Trailer (VTVT). The existing Spin Doctor unit has reached the end of its service life. This critical piece of equipment is important to the maintenance of the valves at the interconnections (crossovers) and raw water tank and is critical to emergency operations in the case of a failure of the raw water line to isolate a compromised section.

Motion: Director Knight **MOVED**; seconded by Director Zapple, approval of Recommendation to purchase a Valve Exerciser for Kings Bluff Raw Water Plant. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 – Design Builders Contract Amendment for Phase 2 B, Parallel Line Project

Executive Director Holloman advised that the Design-Build evaluation team recommends amending the Design-Build contract with Garney, Inc. This is the next step in progress with construction on Phase 2B of Project 1.

Motion: Director Blanchard **MOVED**; seconded by Director Rivenbark, approval of the Resolution to Approve Design-Build Contract Amendment No.1 - Project #1 for Phased 10-Mile Parallel Raw Water Line Project – Project #1, Phase 2. Upon voting, the **MOTION CARRIED**.

NB4 – Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to award the Phase II Engineering Services of Design and Bid Proposal Associated with the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement

Executive Director Holloman advised that after the Board approved returning to the original scope of work at the January Board meeting, McKim and Creed submitted a proposal for \$285,900 to complete the Phase II tasks.

Motion: Director Williams **MOVED**; seconded by Director Blanchard, approval of the Resolution of the Lower Cape Fear Water & Sewer Authority Board to Directors to award the Phase II Engineering Services of Design and Bid Proposal Associated with the Kings Bluff Raw Water Pump Station Air Backwash Building and Access Walkway Replacement. 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 December 31, 2024

Executive Director Holloman reported that during January, all customers were under projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

PUBLIC COMMENT

Christopher "CJ" Cahoy, Garney Construction will give an update to the board in April on the Raw Water Line Project.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 9:35 a.m.

Respectfully Submitted:

Al Leonard, Secretary

Lower Cape Fear Water & Sewer Authority**Personnel Committee Meeting Minutes**February 10th, 2025

Chairman DeVane called to order the Personnel Committee Meeting on February 10th, 2025, at 8:30 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

Present: Norwood Blanchard, Patrick DeVane, Harry Knight, Al Leonard, Scott Phillips, and Charlie Rivenbark

Present by Virtual Attendance: None

Absent: None

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

Guest: Director Bill Sue; Devon Moore, Computer Warriors

Presentation: Salary Survey 2024-2025

Executive Director Holloman advised that this is a standard salary study, and it was completed in-house. A copy of the Salary Survey will be included within the minutes.

Closed Session

Chairman DeVane requested a motion to go into a closed session in accordance with N.C.G.S. §143-318.11(a) (6) for Personnel Matters respectively:

Motion: Director Rivenbark **MOVED**; seconded by Director Blanchard, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(6) for Personnel Matters. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 8:35 a.m., the board went into closed session. The board returned to open session at 8:49 a.m. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 8:50 a.m.

Respectfully Submitted,

Tim Holloman, Executive Director

SALARY STUDY

2024-2025

Salary Survey

Directors

Brunswick County Utility Director	\$198,041.00
Pender County Utility Director	\$108,000.00
ONWASA Executive Director	\$180,250.00
H2GO Executrive Director	\$219,980.00
CFPUA Executive Director	\$214,364.00

Combined Total	\$920,635.00
Average	\$184,127.00
LCFWASA Executive Director	\$138,000.00

0.75
25% diff

Removing lowest/Highest Total	\$592,655.00
Average	197,551.67
LCFWASA Executive Director	138,000.00

0.70
30 % diff

Deputy Directors

Brunswick County Deputy Director	\$147,895.00
Pender County Deputy Director	\$108,000.00
H2GO Deputy Director	\$179,802.00
CFPUA Deputy Director	\$195,118.00

Combined Total	\$630,815.00
Average	\$157,703.75
LCFWASA Executive Director	\$138,000.00

0.88
12% diff

Removing lowest/highest	374,920
Average	\$187,460.00
LCFWASA Executive Director	138,000

0.74
26 % diff

Clerks

Brunswick County Clerk	\$83,576.00
Pender County Clerk	\$52,087.00
ONWASA Clerk	\$75,000.00
H2GO Clerk	\$86,825.00
CFPUA Clerk	\$90,205.00

Combined Total	387,693.00
Average	77,538.60
LCFWASA Clerk	67,000.00

0.86
14 % diff

Removing lowest/Highest T	\$245,401.00
Average	81,800.33
LCFWASA Clerk	67,000.00

0.82
18 % diff

EXECUTIVE DIRECTOR

Brunswick County, NC - Classification Description			
Classification Title:	PUBLIC UTILITIES DIRECTOR	Pay Grade:	G38
Department:	Water - Administration	FLSA:	E
Date:	4/2022	Position Control Number:	617110038E

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional and administrative work coordinating and supervising operations of a water treatment, wastewater treatment, water distribution, and sewer collection systems for the County Public Utilities Department. Work involves planning, developing and implementing proposals and programs to administer revenues to maintain and expand services in accordance with needs of the County as ascertained by surveying and conferring with residents and public officials. Employee is responsible for activities of all employees of the County water and wastewater systems and related facilities. Employee must exercise initiative and independent judgment to ensure that the County water supply is safe in accordance with State and federal regulations and the sewer system operates with State and Federal regulations. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the general public. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs activities to ensure service of current and anticipated water and sewer needs of County; anticipates treatment requirements and develops strategies to render service; ensures compliance with State and federal regulations; projects manpower and staffing requirements to meet current and anticipated needs.

Supervises department personnel which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, terminations and salary increases.

Provides support to departmental personnel associated with policy, procedures, budget and construction specification interpretation.

Troubleshoots associated with residential, commercial, industrial and wholesale water and sewer customers, contractors and engineers associated with construction, billing, water quality, system performance and projects.

Plans for infrastructure requirements and develops strategies to render service, including five to ten year capital improvement plans associated with water and sewer funds.

Develops requests for proposals for engineering services associated with departmental projects, and monitors construction; review and approval of water and sewer construction plans and specifications of construction projects.

Supervises all administrative matters in the Public Utilities Department, including budget and

PUBLIC UTILITIES DIRECTOR

administration, accounts payable, general ledger monitoring, scheduling, and personnel matters.

Monitors expenditure of departmental funds within approved limitations throughout the fiscal year; recommends water and sewer capital improvement projects and their funding mechanisms.

Plans, organizes and assigns the work of staff engaged in the operation, maintenance and analysis phases of water treatment, water distribution, sewer collection and wastewater treatment plant operations, including the administration, line maintenance, facility maintenance, water production, and wastewater treatment.

Develops, prepares or reviews various water and sewer reports, distribution reports, construction updates, engineering studies, correspondence including treatment performance data, water quality, project tracking (cost & permitting) infrastructure tracking and other data pertaining to departmental operations, and submits such reports, studies, correspondence, etc., as required by federal, State or local regulations, or as requested by County Manager, Board of Commissioners, or the Utility Operation Board, or as otherwise deemed appropriate.

Coordinate with County Management and Elected Officials as needed.

Assist in employee training initiatives.

Administers operation and maintenance contracts and recommends budgets, review monthly expenses and invoices respective clients.

Provides external request for information including project updates, water and sewer construction specifications, projects interaction, utility capacity, and proximity.

Coordinates the preparation of plans and specifications for construction projects undertaken on behalf of the department.

Develops requests for proposals for formal bidding associated with departmental purchasing, including development of specifications associated with equipment and supplies.

Interacts with customers, supervisors, department employees, consultants, contractors, sales representatives, USEPA, DENR, and OSHA representatives.

Reviews and processes documents such as required state reports, construction plans and specifications, inspection reports, budget reports, invoice and purchase requisitions, various agreements, contracts, request for information, personnel forms, daily work reports, laboratory reports, technical studies, etc.

Prepares records, reports and documents such as production reports, statistical analyses, training reports, performance appraisals, annual reports, monthly reports, purchase orders, correspondence, etc.

Refers to department policies and operating procedures, manuals, texts, and documentation such as engineering manuals, NCAC standards, county policy and procedure, technical manuals and instructions, trade manuals and magazines, equipment manuals, DENR rules and regulations, NC General Statutes, etc.

PUBLIC UTILITIES DIRECTOR

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, two-way radio, telephone, etc.

Uses clerical and computer supplies, cleaning supplies, Microsoft office, Arc View GIS, CiTect, AutoCAD, CIS Customer Billing, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other County department heads, other County employees, subordinates, other government agencies, utility company representatives, suppliers / vendors, contractors and other outside service providers, and the general public.

Establishes, reviews and updates departmental procedures and standards for work; develops departmental plans, goals and objectives.

Coordinates responses to customer's inquiries and complaints regarding utility services, requests for services and other related matters.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in public administration, civil engineering, or a related field, and over ten years of progressively responsible experience in water and wastewater system operations, including five to ten years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid NC driver's license. Must be a Registered Professional Engineer licensed by the State of North Carolina by the end of the probationary period.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including computers, calculators, facsimile machines, telephones, copiers, two-way radios, pagers, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of technical reports, letters and memos,

PUBLIC UTILITIES DIRECTOR

budget reports, accounting spreadsheets, water and wastewater studies, diagrams, analyses, finance audit reports, permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, administrative, and environmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics and differential calculus.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have eye/hand/foot coordination. Requires the ability to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations. Must be adaptable to performing work in all kinds of weather.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Public Utilities Director

FSLA Status: Exempt
Grade 23

General Definition of Work

Performs complex professional work planning, organizing and directing the installation, maintenance and repair of water and sewer lines and pumping facilities, water and wastewater treatment, solid waste, public facilities maintenance and related public utilities operations, coordinating work with other departments and County Manager, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

To perform this job successfully, an individual must be able to complete the essential functions of the position with or without reasonable accommodations. Reasonable accommodations may be requested by contacting Pender County Human Resources.

Essential Functions

- Directs, manages and leads public utilities, public works and solid waste departmental operations.
- Recruits and selects department personnel; assigns, directs, inspects and evaluates the work of department staff; rewards, transfers, promotes, demotes, suspends and terminates employees; coaches, counsels and disciplines department staff; develops staff schedules.
- Establishes ordinances, policies and procedures for the department.
- Directs the work of architects, engineers and consultants in the design and construction of major infrastructure.
- Performs strategic planning and implementation procedures for County-wide service levels relative to department mission.
- Establishes and manages the development and implementation of departmental goals and priorities for each division of the department.
- Establishes and monitors performance management goals to improve customer service.
- Prepares and administers departmental operating and capital budgets.
- Receives and responds to inquiries, complaints and correspondence from citizens.
- Represents the department to other departments, elected officials and outside agencies.
- Explains, justifies and defends departmental programs, policies and activities.
- Works to secure affordable financing and grants for County infrastructure projects.
- Assist with other duties as needed or assigned.

Knowledge, Skills and Abilities, Education and Experience

Comprehensive knowledge of the principles and practices of civil and sanitary engineering; comprehensive knowledge of municipal public utilities administration, planning and design; ability to review and analyze plans and specifications for the construction of public utilities facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working

relationships with County officials, other public officials, associates, contractors and the general public.

Bachelor's degree with coursework in public administration, engineering, planning, or related field and extensive experience of an increasingly responsible nature in public utilities management, or equivalent combination of education and experience.

Registration as a Professional Engineer preferred.

Valid driver's license in the State of North Carolina.

This position is a safety sensitive position and subject to random substance abuse testing in accordance with the Pender County Personnel Policy and Risk Policy.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Acknowledgement:

Employee: _____

Date: _____

Job Title: Executive Director	FLSA: Exempt, 2080 hours annually
Department: Administration	Reports to: Board of Commissioners

Position Overview: The Executive Director serves as the chief executive officer of Brunswick Regional Water and Sewer H2GO, overseeing the overall management, operations, and strategic direction of the organization. This leadership position is responsible for implementing policies set by the Board of Commissioners and ensuring the efficient delivery of water and sewer services to the community while maintaining compliance with all regulatory requirements.

Essential Job Functions

- Provide visionary leadership to H2GO, ensuring the delivery of high-quality water and sewer services.
- Develop and implement strategic plans, operational objectives, and organizational policies in alignment with the Board's directives.
- Oversee all financial aspects, including budget preparation, fiscal management, and financial reporting.
- Direct and manage all personnel functions, including hiring, performance management, and professional development.
- Represent H2GO in community relations, public affairs, and stakeholder engagement activities.
- Ensure regulatory compliance with federal, state, and local laws governing water and sewer utilities.
- Develop and present reports, recommendations, and updates to the Board of Commissioners.
- Foster a culture of operational excellence, continuous improvement, and sustainability.
- Oversee the maintenance and expansion of infrastructure to meet current and future community needs.
- This position is responsible for creating a culture of belonging and inclusion.
- Work in partnership with all H2GO departments to achieve organizational goals.
- Perform all other duties and responsibilities as assigned.

Education, Experience, and Other Requirements

- Bachelor's degree in Public Administration, Business Administration, Engineering, or a related field (Master's preferred).
- Minimum of 10 years of progressive leadership experience in public utilities, municipal management, or a related sector.
- Strong financial acumen, including budgeting, financial reporting, and fiscal responsibility.
- Demonstrated experience in strategic planning and organizational leadership.
- Knowledge of federal, state, and local regulations governing water and sewer services.
- Excellent communication, negotiation, and interpersonal skills. Strategic leadership and decision-making abilities.
- Financial and operational management expertise.
- Stakeholder engagement and relationship-building skills.
- Strong analytical and problem-solving capabilities.
- Ability to inspire and lead a diverse team.

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.

Physical and Cognitive Demands Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking, hearing, standing, walking and reaching; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Work requires the ability to maintain a high level of cognitive function and concentration to perform detailed analysis and execute critical thinking.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

I, _____, acknowledge that I understand the requirements, essential functions, and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that H2GO may exercise its employment-at-will rights at any time.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.



Lower Cape Fear Water & Sewer Authority

Leland, North Carolina

EXECUTIVE DIRECTOR

Position Overview

The Executive Director serves as the chief executive officer of the Lower Cape Fear Water and Sewer Authority overseeing the overall management, operations, and strategic direction of the organization. This leadership position is responsible for implementing policies set by the Board and ensuring the efficient delivery of raw water services to the region while maintaining compliance with all regulatory requirements.

Typical Essential Duties

- Provide visionary leadership to LCFWASA, ensuring the delivery of high-quality raw water services.
- Develop and implement strategic plans, operational objectives, and organizational policies in alignment with the Board's directives.
- Oversee all financial aspects, including budget preparation, fiscal management, and financial reporting.
- Oversees Operation and Maintenance Contracts with Brunswick County and Smithfield foods
- Capital Project Oversight, manage capital projects including coordination of design, financing and implementation of projects associated with the Authority's facilities
- Direct and manage all personnel functions, including hiring, performance management, and professional development.
- Provide leadership and representation on Water Quality and Quantity issues in the Cape Fear before State and Federal Agencies for all five counties and one municipality
- Reports to a fourteen-member Board
- Represent LCFWASA in community relations, public affairs, and stakeholder engagement activities.
- Ensure regulatory compliance with federal, state, and local laws governing water utilities.
- Develop and present reports, recommendations, and updates to the Board and Boards of Partners.
- Foster a culture of operational excellence, continuous improvement, and sustainability.
- Oversee the maintenance and expansion of infrastructure to meet current and future community needs.
- Perform all other duties and responsibilities as assigned

Education, Experience, and Other Requirements

Education, Experience, and Other Requirements

Minimum of a bachelor's degree in public administration, Business Administration, Engineering, or a related field and a minimum of 10 years of progressive leadership experience in public utilities, municipal management, or a related sector.

Strong financial acumen, including budgeting, financial reporting, and fiscal responsibility.

Demonstrated experience in strategic planning and organizational leadership.

Knowledge of federal, state, and local regulations governing water services.

Excellent communication, negotiation, and interpersonal skills. Strategic leadership and decision-making abilities.

Financial, Rate Setting, Project financing and operational management expertise.

Stakeholder engagement and relationship-building skills

Effective Oral and written communication with elected officials, regulatory agency staff, the media, and customers

Strong analytical and problem-solving capabilities.

Ability to inspire and lead a diverse team.

EXECUTIVE DIRECTOR LOWER CAPE FEAR WATER AND SEWER AUTHORITY

Essential Duties: Manages the operation of a Raw Water Pumping and Transmission System that supplies raw water to three local government-owned utilities and two industries and a 6 mgd potable water treatment plant that provides potable water to one industry. Operation and maintenance of both facilities is contracted to a third party.

Serves as Finance Director for the Authority, develops and monitors the operating budget for the Authority including recommending water rates for the Authority's customers and development of the 5 Year Capital Improvement Budget. The FY 2020 Operating Budget is \$5,356,516.

Manage capital improvement projects associated with both facilities including coordination of design and financing of projects.

Provides leadership and serves as the representative on Water Quality and Water Quantity Issues in the Cape Fear River before State and Federal Agencies for all five counties and one municipality that are a part of the Lower Cape Fear Water and Sewer Authority.

Reports to a 14-member board that represents the five counties and one municipality that are a part of the Authority: Bladen County, Brunswick County, Columbus County, New Hanover County, Pender County, and the City of Wilmington. Prepares Agenda and supporting documentation for monthly Board Meetings.

Oversee Operation and Maintenance Contracts with Brunswick County that operates the Raw Water Pumping and Transmission System and Smithfield Foods that operates the 6 mgd potable water treatment plant.

Qualifications: Minimum of a Bachelor's Degree in Public Administration, Business Management, Engineering, or other appropriate degree and a minimum of ten years of experience in the management of publicly owned utility or local government.

Additional Skills and Knowledge: Knowledge of the financial operation of a utility or local government including budgeting, rate setting, and project financing. Ability to communicate effectively in oral and written form with elected officials, regulatory agency staff, the media, and the utility's customers.

How to Submit Resume: Interested persons should submit their resume by mail addressed to Chairman Al Milliken, Lower Cape Fear Water and Sewer Authority, 1107 New Pointe Blvd., Suite 17, Leland, N.C. 24851 or by email to admin@lcfwasa.org no later than February 8, 2020.

Additional Information on the Lower Cape Fear Water and Sewer Authority at LCFWASA.org

DEPUTY DIRECTOR

Brunswick County, NC - Classification Description			
Classification Title:	DEPUTY DIRECTOR – DESIGN AND CONSTRUCTION	Pay Grade:	G31
Department:	Water - Administration	FLSA:	E
Date:	4/2022	Position Control Number:	617110031E

GENERAL STATEMENT OF JOB

The fundamental reason this classification exists is to assist the Director in the overall administration of the construction and design of the County's water and wastewater system with a focus on the elements of construction and design. Assignments include oversight of the Design and Construction components of infrastructure projects, special projects, special programs, construction management, and the supervision of the activities of personnel as determined by the Director. Work involves planning, organizing, budgeting, designing, overseeing consultants, overseeing contractors, administering contracts, and supervising staff. Must be able to provide expertise related to the operation, extension, expansion, and maintenance of water and wastewater operations and facilities to ensure an adequate and efficient water/wastewater process. Oversees a variety of staff engaged in project management, construction management, and operations. The incumbent is guided by policies and assignments received from the Public Utilities Director but exercises independent judgment in accomplishing the work and developing new programs. The incumbent is held responsible for results and success is measured through reports and program results, as well as economy of operation. Reports to the Director of Public Utilities.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Ten years of professional engineering experience in a technical and administrative capacity and a bachelor's degree in civil, environmental, or sanitary engineering, or a closely related field. Prefer experience in administration, construction management, and/or advanced engineering work with a water or wastewater utility. Other combinations of education and experience that meet the minimum requirements may be substituted.

SPECIAL REQUIREMENTS

Possession of or ability to attain a valid driver's license issued by the State of North Carolina or State of South Carolina.

Must be registered in the State of North Carolina as a Professional Engineer by the end of the probationary period.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Knowledge of:

- The materials, methods, processes, and equipment used in the operation, maintenance, and repair of water production and distribution systems, and of wastewater treatment and collections systems.
- Modern methods and techniques of operation and maintenance of water utility and wastewater utility projects and systems.
- Principles and practices of civil and sanitary engineering.
- Principles and practices of public or business administration with particular reference to budget and personnel administration and cost analysis.

DEPUTY DIRECTOR – DESIGN AND CONSTRUCTION

JOB DESCRIPTION**PAGE 2**

Ability to:

- Manage multi-disciplined operations and maintenance staff.
- Organize, direct, coordinate, and evaluate the operations of a large water and wastewater utility concerned with varied services and facilities.
- Perform a broad range of supervisory responsibilities over others.
- Perform technical research work on complex operational and maintenance problems, interpret results, and recommend appropriate action.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Establish and maintain effective working relationships with public officials, community groups, the news media, regulatory agencies, boards and committees, and the public.
- Communicate orally with individuals and groups in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Work safely without presenting a direct threat to self or others.

Serves as Project Manager on Utility-related projects.

Oversees construction and design of multiple capital improvement projects.

Manages, coordinates, and evaluates the work of personnel engaged in water and wastewater system construction functions as assigned by the Director.

Manages, coordinates, and evaluates the work of personnel engaged in water and wastewater system operation and maintenance functions and other functions as assigned by the Director.

Develops goals and objectives of short- and long-range policies, procedures, and plans.
Consults with the Director on policy matters and operational issues.

Interprets policy and provides staff direction on policies and procedures.

Serves as chief advisor and consultant on water- and wastewater-related operational problems.

Participates in the development, expenditure, and monitoring of the budget.

Assists the Director in coordinating functions with City, County, State, and Federal agencies, utilities, and professional groups.

Performs special studies and recommends changes to improve operations.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service.

Improves operations, decreases turnaround times, streamlines work processes, and works cooperatively and jointly to provide quality seamless customer service.

Establishes and maintains effective working relationships with public officials, community groups, the news media, regulatory agencies, boards and committees, and the public.

Performs other duties and related work as assigned or required.

DEPUTY DIRECTOR – DESIGN AND CONSTRUCTION

JOB DESCRIPTION

PAGE 3

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate personal computer, related office equipment, and motor vehicle. Physical demand requirements are for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, and/or directions to subordinates. Requires exceptional interpersonal skills on the telephone and other forms of communications.

Language Ability: Requires the ability to read a variety of reports, service orders, equipment manuals, drawings, blueprints, diagrams, etc. Requires the ability to prepare purchase requisitions, reports, forms, and time sheets using prescribed formats. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in standard English, including mechanical, electrical, and engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply, and divide; utilize decimals and percentages; understand and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using personal computers, typewriters, and other related office equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, such as hand tools and control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ears).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Public Utilities Deputy Director

FSLA Status: Exempt
Grade 16

General Definition of Work

Performs complex professional work supervising and managing operations of the department, and planning, organizing and directing the design, installation, maintenance and repair of water distribution and sewer collection lines and pumping stations, elevated water storage tanks, water and wastewater treatment facilities, and other public facilities maintenance and related public utilities operations. Work includes setting policies and goals under the direction of the Utilities Director and serves as the Director in the Director's absence. Supervision is exercised over operations personnel within the department. Work involves planning, developing and implementing programs to expand services in accordance with the needs of the County. Employee is responsible for oversight of all designs, permits, GIS, construction administration, database management, related to ensuring County water supply and wastewater systems are safe and in accordance with State and Federal regulations. Work involves assigned and unassigned tasks to assist the Director in all requirements of the Utilities and Solid Waste Departments. Assist with other duties as needed or assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Assists the Director in planning, organizing, and directing all activities to ensure service of current and anticipated water and sewer needs of County; anticipates treatment requirements and develops strategies and funding options to provide service; ensures compliance with State and Federal requirements and regulations. Exercises discretion and independent judgement.
- Supervises operations field managers of the utilities department.
- Strategic planning and communicates decisions to the staff assigned directly.
- Financial approval authority for the department shared with the Director.
- Collaborates with the Director on decisions and management of large projects within the department.
- Receives and responds to inquiries, complaints, and correspondence from citizens.
- Prepares, submits, and presents selected Board agenda items and other technical reports for the department.
- Develops scope of work and requests for proposals from grant writers and administrators, architects, engineers and consultants associated with the design and construction of Capital Improvement Projects.

- Coordinates with the Project Manager regarding all new subdivisions and buildings requiring county utilities services in the design, permitting, construction, and acceptance of new infrastructure and in their participation on the County's Technical Review Committee (TRC).
- Works to secure affordable financing and grants for County infrastructure projects.
- Develops, prepares or reviews various water and wastewater treatment reports, distribution and collection reports, engineering studies, compliance performance data and meeting or exceeding Drinking Water Standards as required by Federal, State, and/or Local regulations.
- Establishes and monitors performance management goals to improve customer service.
- Represents the department to other departments, elected officials and outside agencies.
- Explains, justifies and defends departmental programs, policies and activities.
- In case of a disaster, either natural or man-made, as a condition of employment employee will be called upon to serve Pender County customers. Service to customers during a disaster may result in the assignment of other duties, which will take precedence over duties described in this job description.

Knowledge, Skills and Abilities, Education and Experience

Comprehensive knowledge of the principles and practices of civil and sanitary engineering; comprehensive knowledge of municipal public utilities administration, planning and design; ability to review and analyze development and construction plans and specifications for the construction of public utilities facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with County officials, other public officials, associates, contractors and the general public.

Bachelor's degree with coursework in public administration, civil engineering, construction management or related field and over ten years of progressively responsible experience in public utilities management, or equivalent combination of education and experience.

Certification as a North Carolina A-Distribution water system operator preferred. Additional NC water and/or sewer certifications are a plus.

Valid driver's license in the State of North Carolina.

This position is a safety sensitive position and subject to random substance abuse testing in accordance with the Pender County Personnel Policy and Risk Policy.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force, and frequent exertion of up to 25 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately loud location.

Acknowledgement:

Employee: _____

Date: _____

Job Title: Assistant Director - Administration	FLSA: Salaried, 2080 hours annually
Department: Administration	Reports to: Executive Director

Position Overview: Performs advanced administrative work leading the administration management team to develop organizational values, principles, goals, and priorities conducive to organizational excellence as well as programs to enhance organizational efficiency and effectiveness. Advise the Executive Director, the Board of Commissioners, citizens, and district staff on a wide range of issues and programs. Assist in establishing vision and direction for the overall operations of Brunswick Regional Water and Sewer H2GO. Projects formal and informal leadership throughout the organization in addition to assigned departments in pursuit of excellence in the attainment of the organization's mission. This position is designated as essential during emergency or disaster situations. Supervision is exercised over the Customer Service Director, Work Order Director, Human Resource Director, IT Director, Meter Specialist, Finance Director, and their respective teams. Work is performed under the limited supervision of the Executive Director.

Essential Job Functions

- Plans, organizes, assigns, directs, reviews, and evaluates the activities of the Administrative Services Department including Financial and Accounting Services, Budgeting, Information Technology, Human Resources, Customer Service, and Work Orders.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Administrative Services Department.
- Provide oversight to facility department heads and supervisors on policies/procedures, and department budgets.
- Directs the preparation and administration of the organizational budget.
- Attends and makes presentations at council, interagency, committee and other meetings and conferences.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action to the Human Resource Director.
- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management, and supervision.
- District organization and functions; laws, rules, codes, and regulations governing Administrative Services activities.
- Government procurement methods and guidelines.
- Principles and practices of contract negotiation, preparation, and administration.
- Safe work practices.
- This position is responsible for creating a culture of belonging and inclusion.
- Work in partnership with all H2GO departments to achieve organizational goals.
- Perform all other duties and responsibilities as assigned.

Education, Experience, and Other Requirements

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.

- Bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, human resources, or a related field and ten (10) or more years of progressively responsible fiscal and administrative management experience involving responsibility for the planning, organization, implementation, and supervision of varied administrative work programs.
- Minimum three (3) years in an executive leadership role preferred.
- Proficient in MS Office; Working knowledge of utility billing systems is a plus.
- Exceptional communication and customer service experience required.
- Possession of or ability to obtain a valid State of North Carolina driver's license.

Physical and Cognitive Demands Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking, hearing, standing, walking and reaching; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Work requires the ability to maintain a high level of cognitive function and concentration to perform detailed analysis and execute critical thinking.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

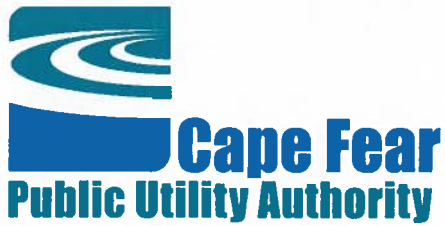
I, _____, acknowledge that I understand the requirements, essential functions, and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that H2GO may exercise its employment-at-will rights at any time.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.



Cape Fear Public Utility Authority
Deputy Executive Director - Engineering & Treatment

CLASS CODE	9002	SALARY	\$57.40 - \$103.61 Hourly \$119,395.00 - \$215,511.00 Annually
ESTABLISHED DATE	November 25, 2024	REVISION DATE	November 25, 2024

Job Summary

Incumbents in this position are responsible for directing the engineering, planning, and construction activities for Cape Fear Public Utility Authority.

Essential Job Functions

- Develops plans and programming, formulates budgetary data, assigns job duties, conducts employee evaluations, prepares contractual obligations, develops educational curriculum, and reports parameters as they relate to the overall programming of the office.
- Develops and manages annual division goals with and supportive of the CFPUA mission by developing and overseeing division policies and procedures and implementing improvements for programs.
- Develops the ten-year Capital Improvement Plan for CFPUA; updates the CIP as conditions and/or priorities change.
- Coordinates closely with CFPUA staff, City and County planners, elected officials, and the development community in the development and updating of the CIP.
- Ensures the development of effective engineering design and construction standards; oversees the engineering, construction, and inspection of CFPUA built or developer build infrastructure projects.
- Oversees the development of a CFPUA strategic plan that proactively anticipates future customer and area needs.
- Oversees the development of long-range water resources plan.
- Oversees a process to track the allocation of system treatment capacity and advises the General Manager of on-going capacity allocation.
- Oversees the development of a proactive plan to replace collection and distribution lines in advance of significant problems.
- Meets with developers and County and City officials on future expansions and the allocation of existing system capacity.
- Oversees the preparation of water and wastewater Master Plans and revises the Master Plans as needed and as conditions change.
- Ensures that designs and construction are conducted in a safe and environmentally sound manner, and ensures unsafe work is stopped until deficiencies are corrected.
- Serves as a member of the CFPUA leadership team.
- Serves as staff coordinator for Long Range Planning Committee comprised of four Board members.
- This position is a member of the organization management team and is responsible for demonstrating and holding others accountable to the CFPUA values.

- This position is required to work in partnership with their own department and all other CFPUA departments toward achieving organization goals.
- This position is responsible for creating a culture of belonging and inclusion.
- This position works in partnership with the Human Resources department to ensure staff complete all relevant employment training.
- This position is responsible for ensuring compliance with all CFPUA policies and procedures.
- This position works in partnership with the Human Resources department to ensure compliance with federal and state employment law.
- Exercises a purchasing authority up to \$1,000 without approval from supervisor.
- Performs other related job duties as assigned.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Education, Experience, and Other Requirements

- Bachelor's degree in Engineering or any related course study.
- Master's degree in Engineering, Public Administration or Business Administration is preferred.
- Ten (10) years of professional Engineering work experience and five (5) years of managerial experience in water utility operations, wastewater operations or any related work field.
- Requires Professional Engineer certification or ability to obtain a North Carolina Professional Engineer certification within two (2) years from date of hire.
- Possession of or ability to readily obtain a valid State of North Carolina driver's license.

Pay Grade

Pay Grade: R40

CLERK

Brunswick County, NC - Classification Description			
Classification Title:	Clerk to the Board	Pay Grade:	24
Department:	GOVERNING BODY	FLSA:	Non-Exempt
Date:	4/2022	Position Control Number:	104110024N

GENERAL STATEMENT OF JOB

The Clerk to the Board of County Commissioners position is the official, legally accountable record keeper of the County and must be appointed and duly sworn into official public office. Work involves creating, coordinating, and maintaining a permanent record of the Board of Commissioners of Brunswick County meetings, actions and activities including historical and current official records; researching, interpreting, and analyzing various reports and activities; and assuring that legally required board operational processes and procedures are followed. The position requires the use of considerable judgment and independent action and may include the delegation of work to others. Work requires a high level of discretion and often requires the use and handling of confidential information. Acts as part of the administrative team along with the County Manager, Deputy County Managers, and the County Attorney. Respond to requests from the general public, the news media and county employees related to information and/or services. Reports to the County Manager with appointment to the Office of Clerk by the Board of Commissioners.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as Clerk of the Board of County Commissioners, including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., and composes a full and accurate account of all actions taken, which account is the only legal evidence of actions taken by the governing body.

Prepares full and accurate minutes for other county boards and committees as required. Indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and /or individuals of actions required by Board; informs news media and/or general public board actions in response to inquiries or as otherwise deemed appropriate. Updates the official minute book, maintains the code of ordinances and prepares documents for codification. Prepares and distributes correspondence packets to the Board of Commissioners.

Exercises responsibility for the county seal and retention of official records including minutes, ordinance books, records of county appointed boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the North Carolina General Statutes; prepares official copies of documents including ordinances, resolutions and meeting minutes as adopted by the Board; certifies legal documents on behalf of the County.

Exercises responsibility for legal advertisements and must be familiar with the General Statutes that deal with advertisements in order to assure the validity of actions taken by the Board of Commissioners.

CLERK TO BOARD

Keeps up to date information on all County Board and Commission appointments, bringing to the Board's attention the appointments that need to be made; exercises responsibility for these arrangements as well as the preparation of letters of appointment, reappointment and appreciation when advertisements or interviews are required.

Administers the oaths of office that are required of other elected and appointed county officials exercising authority to administer such oaths as a sworn official of the County.

Answers inquiries, providing information based on considerable knowledge of county programs and activities; ensures public access to County records as required by state public records laws and receives and follows up on complaints pertaining to County services. Answers questions directly, and/or directs the public to information about the functions of other levels of government—municipal, state and federal.

Schedules and coordinates meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline and car rental reservations.

Utilizes various computer software programs including Microsoft Office, Laserfische, Novus, to enter, store, and/or retrieve and format information as requested or otherwise necessary.

Composes a variety of detailed reports, resolutions, proclamations, ordinances, contracts, legal notices, etc., in addition to the minutes, assuming responsibility for content and format; summarizes data in preparation of standardized reports. Receives and reviews contracts, public information notices, action item agendas, petitions, invoices, correspondence, forms, mail, etc.

Performs research for County Commission and staff projects and prepares oral and/or written reports as requested.

Readies meeting room for Board meetings. Ensures adequate supply of materials for Board meetings. Coordinates meals for Commissioners prior to Board meetings as needed. Operates the audio and visual system in preparation for Board of Commissioners' meetings and provides technical support of the system for other meetings held in the Chambers.

Manages Governing Body web site content.

Attends conferences/training and maintains certification for Clerks to Boards.

Performs other related work as required by the County Manager.

Performs other related work as required by the Board of Commissioners.

Receives and reviews recordings of official meetings, agenda items, contracts, agreements, resolutions, ordinances, deeds, petitions, etc.

Prepares responses to requests from official agencies, county officials and other various groups and individuals: prepares minutes, meeting records, codes of ordinance, etc.

CLERK TO BOARD

Refers to policy and procedure manuals, NC General Statutes, codes, laws, regulations, various professional publications, reference texts, reports, permits, files, memos, code of ordinances, etc.

Uses clerical and computer supplies. Reports need for general maintenance, housekeeping, repair or replacement of contents and condition of the Commissioner's chambers.

Interacts and communicates with the members of the Board, attorneys, County Manager, Department Heads, other County department employees, co-workers, various outside professionals and agencies, state and federal elected officials, municipalities, the general public, etc.

ADDITIONAL JOB FUNCTIONS

Directs citizens to appropriate building and department.

Prepares for professional functions, and banquets.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with three to five years of experience in clerical-administrative work, preferably in administrative programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Thorough knowledge of state statutes, county policies, and procedures. Thorough knowledge of Ordinances. Thorough knowledge of the NC Open Meetings and Public Records Laws. Knowledge in various computer software programs including digital recording software, Laserfiche document management software, Novus, and Microsoft Office Tools: Word & Excel.

North Carolina School of Government County Clerk certification required within one year of appointment; International Institute of Municipal Clerk Certification desired; Notary Public Certification required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to

CLERK TO BOARD

prepare correspondence, reports, personnel records, schedules, checks, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including personnel and insurance industry terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Administrative Assistant to County Manager Deputy Clerk to Board

**FSLA Status: Non-Exempt
Grade 8**

General Definition of Work

Performs difficult skilled administrative support work serving as primary clerical support to the County Manager and Board of Commissioners, composing and maintaining historical and current official records and minutes, preparing and maintaining detailed, complete, official and/or confidential records and files, and related work as apparent or assigned. Work requires a high level of discretion and often requires the use and handling of confidential information. Work is performed under the limited supervision of the County Manager. Assist with other duties as needed or assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists with a wide variety of complaints and requests for information; researches and responds to inquiries.
- Prepares resolutions, proclamations, contracts, etc., assuming responsibility for content and format; prepares agenda notebooks; prepares for Board meetings; sets up meeting room; makes sure recording equipment is in place; arranges for meals.
- Attends Board meetings; takes and maintains meeting minutes as historical account for public inspection; submits minutes for approval; maintains agenda books; maintains files for correspondence, contracts and other documents.
- Assists in the preparation of the annual budget; makes revisions to and prepares notebooks for approved budget.
- Prepares for annual Board retreat; prepares notebooks and agenda; arranges for meeting place, meals and facilitator.
- Follows-up on all meetings; sends letters and signed resolution to legislators, other agencies, boards and committees' appointees; processes road repair requests; ensures contracts are signed as appropriate.
- Ensures agendas and minutes are posted on the internet; disseminates agendas to media and sunshine list; ensures meetings are aired on cable TV.
- Keeps boards, commissions and committees book updated; keeps up with term expirations; makes sure new appointments and reappointments are made; advertises vacancies.
- Registers County Manager and Commissioners for conferences and meetings; makes travel arrangements; arranges meetings for County Manager and Commissioners; sets up appointments, schedules and meeting places; schedules meetings for department managers and

other agencies in the meeting room; makes schedules, board meeting calendar, holiday schedule, agenda schedule for departments, etc.

- Attends hearings, workshops, meetings, etc. as directed by County Manager and composes a full and accurate account of all actions taken.
- Acts as liaison with other departments, department heads and elected officials.
- Utilizes various computer software programs including word processing, spreadsheet, publishing and file maintenance programs to store, and/or retrieve and format information as requested or otherwise necessary.
- Prepares annual Board of County Commissioners report.
- Processes departmental and Board invoices and expenses; enters and approves requisitions.
- Acts as back-up for other County commission meetings as needed; takes meeting minutes and submits for approval.
- Files County property and liability insurance claims.
- Acts as County Notary; attests signatures on documents.
- Performs other related work as assigned or directed by the County Manager.

Knowledge, Skills and Abilities, Education and Experience

Comprehensive knowledge of standard office practices and procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; general knowledge of the sections of the North Carolina General Statutes that apply to public advertising for the Board; comprehensive knowledge of the procedures, responsibilities and operation of the Board of County Commissioners and the operation of various County departments; thorough knowledge of computer programs including word processing, spreadsheet, publishing and file maintenance programs; ability to interpret and apply policies and procedures; ability to type accurately at a reasonable rate of speed; ability to communicate ideas effectively in both oral and written forms; ability to work independently in the absence of specific instructions; ability to assemble complex documents and to establish and maintain a variety of moderately complex files; ability to meet the public effectively; ability to maintain confidential information; ability to plan work to meet deadlines in a variety of situations; ability to establish and maintain effective working relationships with County officials, associates and the general public.

High school diploma or GED and extensive experience in administrative support and office operations, or equivalent combination of education and experience. Associates Degree preferred.

Possession of Notary Public license or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the Institute of Government at the University of North Carolina at Chapel Hill that apply toward certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk. Be willing, once certified, to meet the requirements for entry into IIMC Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation.

Valid driver's license in the State of North Carolina.

This position is a safety sensitive position and subject to random substance abuse testing in accordance with the Pender County Personnel Policy and Risk Policy.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a very quiet location (e.g. park trail, storage or file room).

Acknowledgement:

Employee: _____

Date: _____

Job Title: Clerk to the Board	FLSA: Exempt, 2080 hours annually
Department: Administration	Reports to: Executive Director

Position Overview: Performs intermediate administrative work, serves as the official custodian of records for the governing board and is responsible for ensuring accurate documentation of board proceedings, maintaining public records, and facilitating communication between the board, staff, and the public. This position plays a critical role in supporting transparent governance and compliance with legal requirements. Performs a wide variety of specialized and technical office support and administrative duties. Work is performed under the general supervision of the Executive Director.

Essential Job Functions

- Prepare agendas, meeting packets, and official notices for board meetings in accordance with applicable laws and regulations.
- Record, transcribe, and maintain official minutes of board meetings and public hearings.
- Serve as custodian of official records, ensuring proper filing, retention, and accessibility in compliance with public records laws.
- Certify and maintain official documents such as ordinances, resolutions, and contracts.
- Provide administrative support to the board, including scheduling meetings, handling correspondence, and managing calendars.
- Ensure compliance with open meetings laws and public notice requirements.
- Respond to public records requests and provide information to the public and staff as required.
- Maintain confidentiality of sensitive information.
- Assist with the preparation and publication of legal advertisements and official notices.
- Support the onboarding of new board members by providing orientation and policy materials.
- This position is responsible for creating a culture of belonging and inclusion.
- Work in partnership with all H2GO departments to achieve organizational goals.
- Perform all other duties and responsibilities as assigned.

Education, Experience, and Other Requirements

- High school diploma or equivalent required; associate or Bachelor's degree in Public Administration, Business Administration, or a related field preferred.
- Minimum of 3 years of experience in administrative support, preferably in a government setting.
- Knowledge of public records laws, open meetings laws, and parliamentary procedures.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and records management software.
- Ability to work independently, maintain confidentiality, and manage multiple priorities.
- Certification as a North Carolina Certified Municipal Clerk (NCCMC) or willingness to obtain within 3 years of hire.

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.

Physical and Cognitive Demands Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking, hearing, standing, walking and reaching; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Work requires the ability to maintain a high level of cognitive function and concentration to perform detailed analysis and execute critical thinking.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

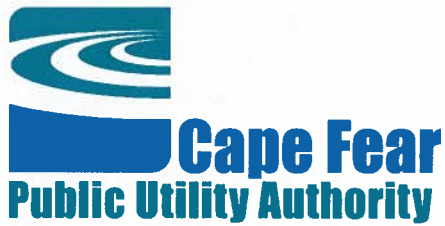
I, _____, acknowledge that I understand the requirements, essential functions, and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that H2GO may exercise its employment-at-will rights at any time.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.



Cape Fear Public Utility Authority
Executive Assistant/Board Clerk

CLASS CODE	4006	SALARY	\$24.68 - \$43.37 Hourly \$51,333.00 - \$90,205.00 Annually
ESTABLISHED DATE	November 25, 2024	REVISION DATE	November 25, 2024

Job Summary

Incumbents in this position is responsible for overseeing the daily administrative operations of CFPUA and works closely with Board members, the Executive Director, senior staff, and the consulting attorney to achieve board directives.

Essential Job Functions

- Oversees CFPUA Board Administrative Operations; prepares weekly calendars; makes travel arrangements' coordinates CFPUA events; and provides administration support to CFPUA members by answering phones and preparing resolutions, letters, reports, and proclamations.
- Provide substantive legal support to the contract Attorney; conduct legal research of statutes, judicial decisions, legal articles, and legal codes; organize and maintain legal and other documents; gather relevant information for attorney review and case preparation; prepare legal documents including briefs, pleading, or contracts and assist with scheduling interviews, meetings, or depositions.
- Schedules CFPUA meetings, secures meeting space, publishes meeting legal notices, and ensures notices are advertised and published in a time manner.
- Serves as the recording secretary for all CFPUA meetings in support of the Board Secretary by taking meeting notes, operating recording devices, and preparing each draft of official meeting minutes.
- Coordinates with hosting agency for use of meeting facilities, audio and video equipment.
- Maintains the formal CFPUA minutes book; maintains CFPUA files; controls the CFPUA official seal; and oversees the procedures for citizens to inspect the minutes and other CFPUA records.
- Maintains the official copy of the Ordinances, revises the Ordinances after the Board approves changes while developing and maintaining a master tracking list of ordinance revisions and dates made.
- Works with Engineering staff and consulting attorney to develop codification of Ordinance.
- Conducts legal research, including real estate titles, corporate, and legislative.
- Tracks legislative acts and developing laws and advises consulting attorney, Executive Director, and management staff on emerging issues.
- Works with consulting attorney on contracts, real estate, and document review.
- Ensures documents under the responsibility of the position are documented in compliance with North Carolina public records law, CFPUA bylaws, and the inter-local agreement which created CFPUA.
- Participates in local and state meetings of clerks to boards and/or professional meetings.
- Maintains and develops records for incoming Board Members.
- Coordinates orientation for new Board Members with Executive Director.
- Manages supplies inventory for the Board and processes invoices for Board expenses through Finance Department.

- Exercises a purchasing authority up to \$1,000 without approval from supervisor.
- Performs other related job duties as assigned.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Education, Experience, and Other Requirements

- Bachelor's degree in business administration or any related course study.
- Five (5) years of professional work experience in a managerial role such as executive assistant, executive administrative assistant, or any related work field.
- State Clerk and Paralegal certifications are preferred.
- Possession of or ability to readily obtain a valid State of North Carolina driver's license.

Pay Grade

Pay Grade: G19



Lower Cape Fear Water & Sewer Authority Leland, North Carolina

FINANCE ADMINISTRATION ASSISTANT

General Statement of Duties

Performs administrative tasks, assists in financial record-keeping, and ensures smooth day-to-day financial operations. This role requires strong analytical skills, attention to detail, proficiency in financial software and administrative processes, and the ability to provide administrative support to the Executive Director.

Distinguishing Characteristics

The Finance and Administration Assistant is responsible for all fiscal support associated with accounts payable/receivable, annual budgets, capital projects, and payroll. The assistant also provides total administrative support to the Executive Director in the daily operation of the office, including reception, clerical, and administrative tasks.

Typical Essential Duties

- Processing accounts payable and accounts receivable management, invoices, payments, and financial transactions.
- Maintaining financial records, ledgers, and databases.
- Preparing and reconciling financial reports and statements.
- Processing payroll and employee expense reimbursements.
- Setup new payroll accounts; add or terminate employees; maintain vacation and sick leave balances; change or terminate retirement and insurance coverage; and distribute W-2's and 1099's
- Preparing financial data for reports, presentations, or meetings.
- Assisting in budget tracking and expense management.
- Maintains data and backs up financial records; prepares files and reports for annual audits and financial compliance.
- Maintain and update financial records, databases, and filing systems.
- Reconcile bank statements and financial documents to ensure accuracy.
- Coordinate with vendors, clients, and internal teams for financial matters.
- Ensure compliance with financial policies, procedures, and regulations.
- Provide administrative support such as scheduling meetings, managing calendars, and handling phone inquiries related to finance.
- Utilize various software programs including but not limited to QuickBooks, Excel, Word, and PowerPoint.
- Screen visitors and telephone calls and handle incoming/outgoing mail
- Prepare, type, assemble, and copy correspondence, reports, documents, charts, graphs, and spreadsheets.
- Purchase and maintain inventory of office supplies; support contracts for office equipment; schedule equipment service calls.
- Maintain and update the website.

- Prepare and distribute Board meeting agendas, notices, and supporting documents.
- Attend Board meetings, record accurate minutes, and ensure timely approval and distribution.
- Maintain official records, resolutions, ordinances, and meeting archives.
- Ensure compliance with public meeting laws, open records requirements, and procedural guidelines.
- Coordinate the scheduling of meetings, public hearings, and special sessions.
- Manage and safeguard official documents, contracts, and Board policies.
- Assist in drafting and reviewing resolutions, ordinances, and legal notices.
- Ensure compliance with local, state, and federal water and sewer authorities' regulations.
- Maintain a filing and retrieval system for Board documents and historical records.
- Serve as a point of contact between the Board, employees, and the public.
- Respond to inquiries from Board members, government officials, and the public regarding Board actions and policies.
- Publish public notices and meeting summaries in accordance with legal requirements.
- Assist with public relations efforts, including drafting correspondence and press releases.
- Assist in the preparation and monitoring of the Board's budget.
- Process payments, invoices, and reimbursements related to Board activities.
- Coordinate travel, training, and expense reports for Board members.
- Support special projects, research initiatives, and policy development as directed by the Board.
- Perform records retention and disposition per the *Records Retention and Disposition Schedule Water & Sewer Authorities and Sanitary Districts* issued by the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Government Records Section.

Knowledge and Skills

- High school diploma or equivalent required; associate or bachelor's degree in public administration, Business Administration, or a related field preferred.
- Minimum of 3 years of experience in administrative support, preferably in a government setting.
- Knowledge of public records laws, open meeting laws, and parliamentary procedures.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and records management software.
- Ability to work independently, maintain confidentiality, and manage multiple priorities.
- Certification as a North Carolina Certified Municipal Clerk (NCCMC) or willingness to obtain within 3 years of hire.



Lower Cape Fear Water & Sewer Authority Leland, North Carolina

FINANCE ADMINISTRATION ASSISTANT

General Statement of Duties

Performs fiscal support for payroll and governmental accounting; provides administrative support to the Executive Director

Distinguishing Characteristics

The Finance and Administration Assistant is responsible for all fiscal support associated with accounts payable/receivable, annual budgets, capital projects, and payroll; provides total administrative support to the Executive Director in the daily operation of the office including reception, clerical, and administrative tasks.

Typical Essential Duties

- Process accounts payable/receivable; verify bills for accuracy, cost code to appropriate accounts/projects; transfer funds; prepare and mail checks; file documentation; create and send invoices; reconcile accounts; prepare reports
- Maintain data and backup financial records; prepare files and reports for annual audit
- Setup new payroll accounts; add or terminate employees; maintain vacation and sick leave balances; change or terminate retirement and insurance coverage; and distribute W-2's and 1099's
- Utilize various software programs including but not limited to QuickBooks, Excel, Word and PowerPoint
- Screen visitors and telephone calls and handle incoming/outgoing mail
- Prepare, type, assemble, copy correspondence, reports, documents, charts, graphs and spreadsheets
- Purchase and maintain inventory of office supplies; maintain contracts for office equipment; schedule equipment service calls
- Maintain and update website
- Prepare agenda; take notes; prepare minutes for Board meetings
- Perform records retention and disposition per the *Records Retention and Disposition Schedule Water & Sewer Authorities and Sanitary Districts* issued by the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Government Records Section

Knowledge and Skills

- Applicable laws, rules, regulations and ordinances.
- Accounting principles.
- Computer hardware and software applications.
- Office practices and procedures.
- Communication, interpersonal skills

Chairman DeVane called to order the Long-Range Planning Committee Meeting on February 10, 2025, at 9:46 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

Roll Call by Chairman Blanchard:

Present: Norwood Blanchard, Patrick DeVane, Harry Knight, Scott Phillips, Charlie Rivenbark, Phil Tripp, Frank Williams, and Rob Zapple

Present by Virtual Attendance: None

Absent: Al Leonard

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

Guests Present: Devon Moore, Computer Warriors; Anthony Colon, Pender County Utilities Director; Sean Kenyon, McKim & Creed Senior Project Engineer; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager; Christopher "CJ" Cahoy, Garney Construction; Glenn Walker, Brunswick County Water Resources Manager; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Jason Cook P.E. HDR Inc.; and Brian Terry, Pender County Utilities Water & Sewer Superintendent

Guests Virtual Attendance: Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Benjamin Kearns, Cape Fear Public Utility Authority Water Resources Manager, Water Treatment; John Nichols, Brunswick County Public Utilities Director; and Kevin Morris, Cape Fear Public Utility Authority Deputy Director

Presentation: Master Plan Review (Capital Improvement Plan) review by Sean Kenyon

Sean Kenyon presented the current draft Capital Improvement Plan (CIP) from 2025 through 2050, including Kings Bluff, Raw Water, and Bladen Bluff water treatment facilities. The CIP had several factors, including category of need, capacity issue, whether it needs to be replaced or rehabilitated, and whether there is a maintenance efficiency or redundancy issue. They assigned each project a criticality score as to whether it was a high or low priority and looked at no consequence if no action was taken. There are three primary drivers: demand and capacity, life cycle, redundancy, and resiliency. The criticality is scored one, two, or three. One being the lowest and three being the highest need. The preliminary design memorandum is based on a demand table for projected usage from the different entities, with a future demand of 96 million gallons per day in 2062.

Sean Kenyon listed fourteen projects for Kings Bluff and three cost-sharing projects. KB1 New 4th Pump at Kings Bluff has a criticality of three because current pumps will meet projected demands by 2037. The fourth pump will be standby/backup and add to pump rotation to reduce hours per pump. KB2 Rebuild/Refurbish the existing 1600 HP vertical turbine raw water pump. Rebuilding the pumps will extend their service life. KB3 Generators at King's Bluff Raw Water Pump Station have a criticality of two due to the need to upgrade because of future increased load associated with auxiliary pump motor HP and larger quantities being pumped. The KB4 Pig 48" pipe from the Kings Bluff pump station to the 3 MG ground tank is critical because pigging will maintain a clean pipeline free of sediment, silt, and debris. It will also improve the efficiency of pumps by reducing the frictional characteristics of the pipeline. KB5 Pig 54" pipe from 3MG ground tank to US 421 has a criticality of one sighting, the same reason as pigging the 48" pipeline. KB6 Walkway and air backwash building replacement have a criticality of two because the walkway is in serviceable condition and will need to be replaced by 2025 due to rotting wood and the overall weathering of the walkway. KB7 Replacing raw water pumps 1,4, and 5 has a criticality of three due to age and mechanical wear. KB8 New surge tank at Kings Bluff has a criticality of two because as the demand increases, surges in the system will

likely increase, and this needs to be installed before the fifth pump comes online. KB9 5 ROW acquisitions rated a criticality of two. The KB10 48-inch PCCP inspection and pig from the ground tank to US 421, with a criticality of one, is a matter of utmost importance due to the current loss of capacity and/or clogging caused by sediment buildup. Similarly, the KB11 48-inch PCCP repairs, also with a criticality of one, pose a significant risk of a pipeline break. The KB12 48" PCCP Leak Detection Project has a criticality of one because of potential leaks and weak points in the existing line before a break or failure. KB13 Surge Tank Control Panel Upgrades are critical because replacing the existing panels with a single panel and connecting to SCADA improves efficiency, minimizes required maintenance, and increases operational flexibility. KB14 Solar Power Study and Installation has a criticality of one. This will enhance the reliability and efficiency of the station by providing a redundant power source.

CS1 A New fifth pump at Kings Bluff raw water pump station has a criticality of three because decreasing the load and run times of existing pumps will extend the life and improve all pumps' reliability. CS2 3-Mile parallel raw water main from 3MG Pender Vault to Cape Fear Public Utilities vault has one criticality. CS3 100MGD Reservoir has a criticality of one due to the increasing availability of a system for water storage, allowing for temporary redundancy of supply in the case of an emergency (line break, power outage, hurricane)

Director Williams questioned why KB1 was pushed out to FY 2028 and FY 2029. Executive Director Holloman stated that in FY 2023, at the Master Planning Document review, the partners requested to move from FY 2024, FY 2025, and FY 2026 to FY 2028 and FY 2029. Executive Director Holloman advised he will investigate debt services for the KB1 project. Director Williams suggested we could also investigate the partners paying for the KB1 project. Executive Director Holloman advised that he would research different payment options. However, LCFWASA must continue following the rate increase of 0.04 each year to cover these projects. Director William stated he agreed with the rate increase.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

FUTURE MEETINGS

TBD

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 10:52 a.m.

Respectfully Submitted:

Al Leonard, Secretary

BRUNSWICK COUNTY PUBLIC UTILITIES

Kings Bluff Pump Station/LCFWASA

246 Private Rd. 703
Riegelwood, NORTH CAROLINA 28456MAILING ADDRESS
P. O. Box 249
BOLIVIA, NORTH CAROLINA 28422TELEPHONE (910) 655-4799
FAX (910) 655-4798**TO: Tim Holloman****FROM:** David Carson**DATE:** 3/1/2025**SUBJECT: Monthly maintenance report for February 2025**

Mr. Holloman,

The Maintenance and Operations of the King's Bluff facility (KB) for the month of February were performed as prescribed in the station SOP'S and other items are as follows.

The diesel drive booster pumps along with the standby System Computer and Data Acquisition (SCADA) generator located at the raw tank and the SCADA generator located at INVISTA / CFPUA vaults off HWY 421 were run and tested weekly and verified standby ready.

KB personnel completed all locates issued by the Boss 811 system also doing locates on the parallel line project.

KB personnel installed new ceiling tiles as per the annual report.

KB personnel assisted I&E in trouble shooting and fixing of Generator #2.

KB personnel installed a new vacuum breaker ARV (Air Release Valve) at a 3-million-gallon Raw tank.

KB personnel in partnership with Underwood Pump replaced dash pot (dampening system) on the check valve on pump #1.

KB personnel along with Russel Underwood reconfigured the opening and closing mechanism and adjusted the running time of all pumps.

KB personnel inspected and staged a new delivery of fittings at the plant.

KB personnel installed new door at Raw Tank on S.C.A.D.A. building.

KB personnel helped I&E install a new control panel on Gen. 1&2. And continued trouble shooting on Gen.#1

Contractors:

Pursuit Cleaning came to Kings Bluff offices for weekly cleaning.

Pridgen Brothers inspected HVAC condenser.

Newcomb HVAC came to trouble shoot issue with condenser.

O'Brien HVAC came to trouble shoot issue with condenser.

S&ME.

Seafoam Insulation.

David Carson



To: Tim Holloman - LCFWASA

From: James Kern – Bladen Bluffs SWTP ORC

Date: 3/3/25

Subject: February 2025 Operations

During the month of February, Bladen Bluffs SWTP operated a total of 20 days, treating 54.94 million gallons of water.

We used:

37,785 lbs. of aluminum sulfate (Alum)

8,866 lbs. of sodium hydroxide (Caustic)

987 lbs. of sodium hypochlorite (1,983 gallons of 6% Chlorine Bleach)

James Kern
Water Treatment Plant
Supervisor

(910) 862-3114
(910) 862-3146
(910) 733-0016 mobile
jkern@smithfield.com

Smithfield.
Good food. Responsibly.®

Bladen Bluffs Surface Water Treatment
Plant
17014 Highway 87 West
Tar Heel, NC 28392
www.smithfieldfoods.com

Bladen Bluffs SWTP Maintenance Report

Date: 3/3/2025

ISSUE:

PLAN OF ACTION:

All PLC need updated	Getting new quote – Using new company
Vault intrusion electrical needs replaced	Using in house electricians
Need to do full chemical pump PM	Working with Tencarva on current repairs
Issue with polymer pump #1	Working with Tencarva
Lagoons needs to be cleaned out	COMPLETE
Piping for diesel fuel needs painting	Power washing COMPLETE – scheduling painting
Leaks in water hose supply lines	IN PROGRESS – Partially complete
Multiple flooded vaults	Pumping out and getting plan in place
Corrosion on exposed GAC	Power washing COMPLETE – scheduling painting
Leak on chlorine day tank	Have parts – scheduling repair – holidays delayed
Corrosion on column in chemical building	Will repair after leaking hose is replaced
Blower room needs to be cleaned	Will do thorough cleaning after louver is repair
FCV filter #2 NA	FIXED
Carry water ling to cl2 has leak, needs replacement	Scheduling during shutdown

Highlighted items are items noted on annual engineer inspection.

Monthly Operating Reports (MORs) Summary

(No user data entry – all values are auto-populated.)

Year: 2025 PWS Name: Bladen Bluffs Water System PWSID#: NC5009012
 Month: February Facility Name: Bladen Bluff

Combined Filter Effluent (CFE) Turbidity

Samples exceeding 1 NTU (count):	<u>0</u>	Number of samples required:	<u>104</u>
Samples exceeding .3 NTU (count):	<u>0</u>	Number of samples taken:	<u>104</u>
Samples exceeding .3 NTU (pct):	<u>0.0%</u>	Highest single turbidity reading NTU:	<u>0.155</u>
		Monthly average turbidity NTU:	<u>0.084</u>

Individual Filter Effluent (IFE) Turbidity

1) Was each filter <u>continuously</u> monitored for turbidity?	Yes	<u>X</u>	No	<u> </u>
2) Was each filter's monitoring results <u>recorded every 15 minutes</u> ?	Yes	<u>X</u>	No	<u> </u>
3) Was there a failure of the continuous turbidity monitoring equipment?	Yes	<u> </u>	No	<u>X</u>
4) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements ?	Yes	<u> </u>	No	<u>X</u>
5) Was any individual filter turbidity level > 0.5 NTU in two consecutive measurements at the end of 4 hours of operation after the filter has been backwashed or otherwise taken offline ?	Yes	<u> </u>	No	<u>X</u>
6) Was any individual filter turbidity level > 1.0 NTU in two consecutive measurements in each 3 consecutive months ?	Yes	<u> </u>	No	<u>X</u>
7) Was any individual filter turbidity level > 2.0 NTU in two consecutive measurements in 2 consecutive months ?	Yes	<u> </u>	No	<u>X</u>

Entry Point Residual Disinfectant Concentration (EPRD)

Disinfectant Used	<u>Chlorine</u>	Number of samples required	<u>104</u>
Minimum EPRD concentration	<u>0.8300</u>	Number of samples taken	<u>104</u>

Distribution Residual Disinfectant Concentration

Number of samples under 0.010 mg/L (without any detectable) excluding where HPC is ≤ 500/mL	<u>0</u>
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Contact Time (CT) Ratio

Lowest CT ratio reading	<u>11.30</u>	Number of CT ratios required	<u>20</u>
Number of CT ratios below 1.0	<u>0</u>	Number of CT ratios calculated	<u>20</u>

Remarks From General Info Worksheet

☒ By checking this box, the ORC certifies that the requirements of 15A NCAC 18C .1301 "General Requirements", .1302 "Tests, Forms, and Reporting", and .1303 "Facility Oversight" have been met for the month of February, 2025 and that records documenting compliance with this rule are maintained on the premises and available for inspection upon request.

NCDENR/DEH
 PWSS
 Version: V02.10-00

COMPLETED BY: James Kern

CERTIFICATE GRADE: A - Surface

CERTIFICATE NUMBER: 120147

AGENDA ITEM

To: CHAIRMAN DEVANE AND BOARD MEMBERS

From: TIM HOLLOMAN, EXECUTIVE DIRECTOR

Date: March 10, 2025

Re: Appointment of Calendar Year 2025 Long-Range Planning
Committee by Chairman

Background: Appointment of Jerry Groves to the Calendar Year 2025 Long Range Planning Committee by Chairman DeVane and removing Norwood Blanchard

Please find attached Chairman DeVane's appointments to the Long-Range Planning Committee.

Action Requested: Discussion and direct staff.

LONG RANGE PLANNING COMMITTEE
January 1, 2025 - December 31, 2025

CHAIRMAN:**PATRICK DEVANE**

2406 CHESTNUTT LANE
 ELIZABETHTOWN, NC 28337

Cell (910) 874-5014
 Email pdevane50@gmail.com

SCOTT PHILLIPS

5229 MAULTSBY RD. NE
 LELAND, NC 28451

Cell (910) 269-8651
 Home (910) 253-9145
 Email scott.phillips@adm.com

AL J. LEONARD

MANAGER, TOWN OF TABOR CITY
 POST OFFICE DRAWER 655
 TABOR CITY, NC 28463

Cell (910) 234-0966
 Office (910) 653-3458
 Fax (910) 653-3970
 Email yamman2024@gmail.com

CHARLIE RIVENBARK

CITY OF WILMINGTON COUNCILMAN
 4924 PINE STREET.
 WILMINGTON, NC 28403

Cell (910) 200-5244
 Home (910) 332-1643
 Office (910) 344-1000
 Email charlie@capefearcommercial.com
 Email charlie.rivenbark@wilmingtonnc.gov

JERRY GROVES

PENDER COUNTY COMMISSIONER
 250 HORSESHOE LOOP RD
 BURGAW, NC 28425-8234

Work (910) 279-2364
 Cell (910) 604-3019
 Email jgroves@pendercountync.gov

HARRY KNIGHT

3225 ASTER COURT
 WILMINGTON, NC 28409

Cell (910) 289-1310
 Home (910) 794-4956
 Office (910) 509-7623
 Email hknight846@aol.com

MR. PHIL TRIPP

1380 RIVERBEND DR
 SHALLOTTE, NC 28470-4610

Cell (910) 620-8282
 Email ptripp@trippengineering.com

FRANK WILLIAMS

BRUNSWICK COUNTY COMMISSIONER
 P.O. BOX 1986
 LELAND, NC 28451

Cell (910) 520-5159
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ROB ZAPPLE

NEW HANOVER COUNTY COMMISSIONER
 321 R.L. HONEYCUTT DRIVE
 WILMINGTON, NC 28412

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Brunswick County Utilities

JOHN NICHOLS

Brunswick County Utilities Director

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Cape Fear Public Utilitiy Authority

KEN WALDROUP

Executive Director

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Pender County Utilities

ANTHONY COLON

Pender County Utilities Director

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 Email acolon@pendercountync.gov

AGENDA ITEM

To: CHAIRMAN DEVANE AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: March 10, 2025

Re: Executive Director's Report

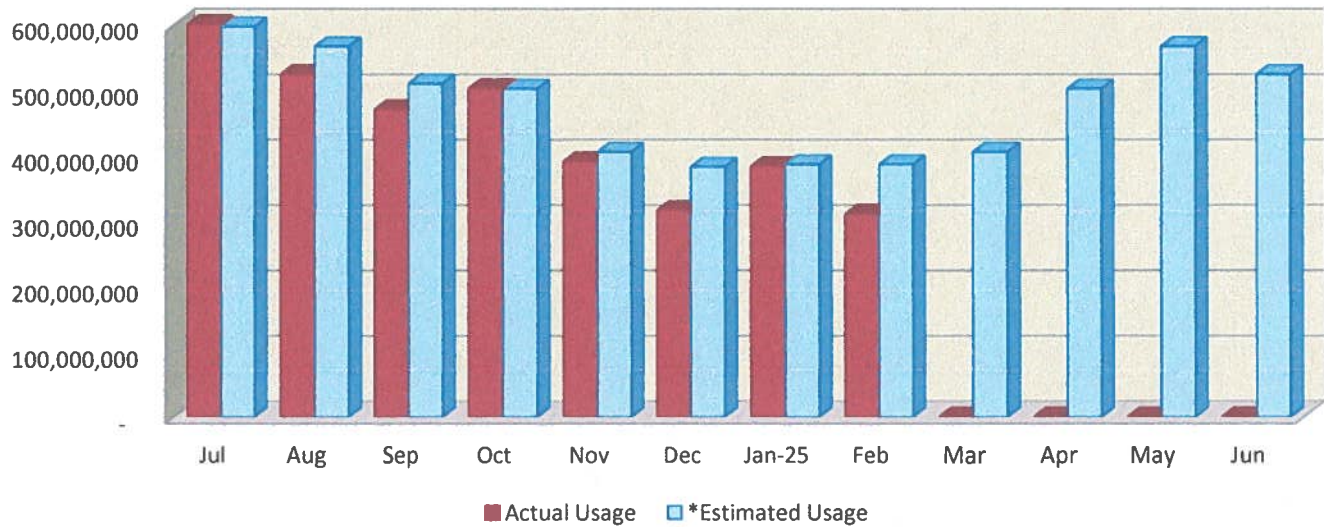
EDR1 - Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending February 28, 2025

EDR2 - Operating Budget Status, Ending January 31, 2025

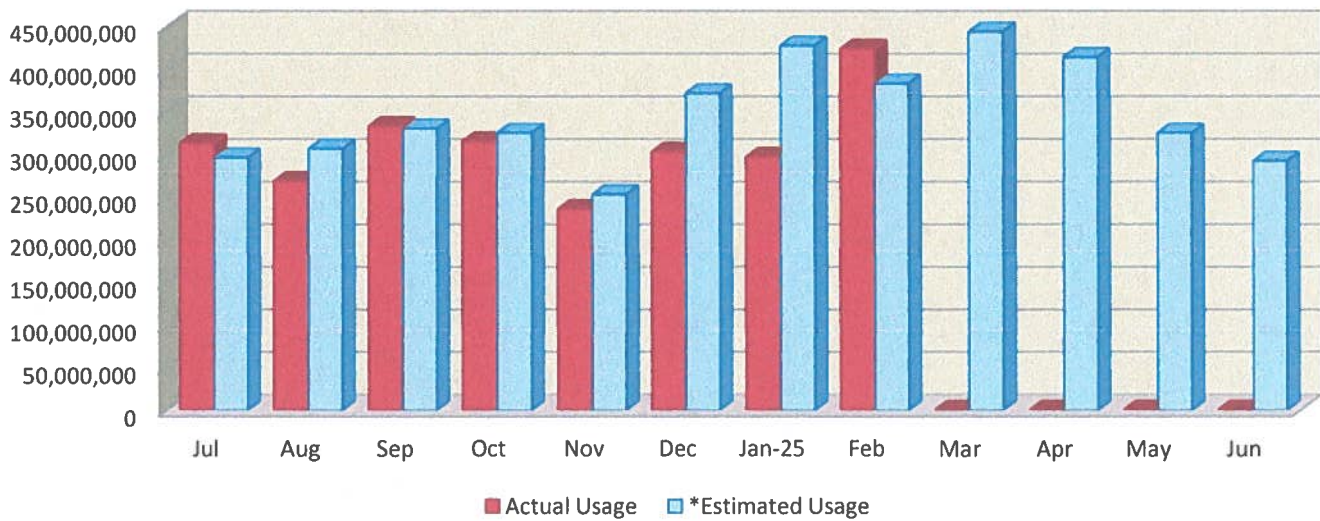
EDR3 - Summary of Activities

Action Requested: For information purposes.

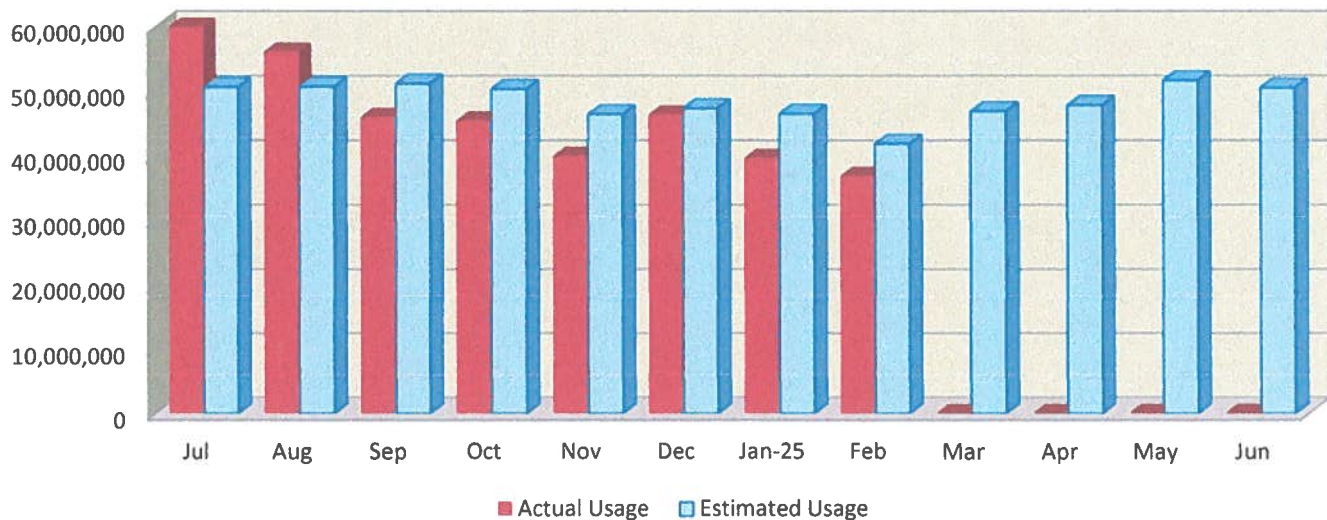
Brunswick County Water Usage FY 24-25



CFPUA Water Usage FY 24-25



Pender County Water Usage FY 24-25



LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	REVENUES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - January 31, 2025 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 01/31/2025
				KINGS BLUFF	BLADEN BLUFFS		
	OPERATING						
3001-01	Brunswick County	\$ 2,522,662	\$ 2,522,662	\$ 1,401,599	\$ -	\$ 1,401,599	56%
3002-01	Cape Fear Public Utility Authority	\$ 1,835,996	\$ 1,835,996	\$ 908,892	\$ -	\$ 908,892	50%
3003-03	Pender County	\$ 256,344	\$ 256,344	\$ 146,877	\$ -	\$ 146,877	57%
3004-01	Stepan/Invista	\$ 176,000	\$ 176,000	\$ 104,592	\$ -	\$ 104,592	59%
3005-01	Praxair, Inc	\$ 35,200	\$ 35,200	\$ 14,165	\$ -	\$ 14,165	40%
3006-01	Bladen Bluffs Reimbursement for Plant Operation Costs	\$ 5,570,183	\$ 5,570,183	\$ -	\$ 3,065,628	\$ 3,065,628	55%
3006-02	Bladen Bluffs Administrative Reimbursement	\$ 119,988	\$ 119,988	\$ -	\$ 97,526	\$ 97,526	81%
3007-01	Sales Tax Refund	\$ 115,234	\$ 115,234	\$ -	\$ 116,124	\$ 116,124	101%
	Subtotal	\$ 10,631,607	\$ 10,631,607	\$ 2,576,124	\$ 3,279,279	\$ 5,855,402	55%
	Non-Operating						
3105-01	Interest	\$ 78,878	\$ 154,188	\$ 95,142	\$ -	\$ 73,773	48%
3120-01	Other Revenue (Insurance Proceeds/Refunds/FEMA)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3125-01	Federal Tax Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3156-00	Rental House Income	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3170-01	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3900-01	Renewal and Replacement Fund Appropriated	\$ 104,534	\$ 104,534	\$ -	\$ -	\$ -	0%
3900-02	SRF/ARPA	\$ 20,000,000	\$ 20,000,000	\$ 8,338,087	\$ -	\$ 8,338,087	42%
2900-00	Fund Balance Appropriated	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Subtotal	\$ 20,183,412	\$ 20,258,722	\$ 8,433,229	\$ -	\$ 8,411,861	42%
	TOTAL REVENUES	\$ 30,815,019	\$ 30,890,329	\$ 11,009,353	\$ 3,279,279	\$ 14,267,263	46%

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - January 31, 2025 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 01/31/2025
				KINGS BLUFF	BLADEN BLUFFS		
	Administration						
4001-01	Salaries	\$ 222,026	\$ 222,026	\$ 96,679	\$ 38,855	\$ 135,534	61%
4010-01	Per Diem and Mileage Board Members	\$ 64,476	\$ 64,476	\$ 20,424	\$ 11,283	\$ 31,707	49%
4012-01	Vehicle Allowance	\$ 5,200	\$ 5,200	\$ 1,950	\$ 650	\$ 2,600	50%
4015-01 & 4024-01	FICA Taxes	\$ 22,534	\$ 22,534	\$ 8,936	\$ 3,943	\$ 12,880	57%
4029-01	Retirement	\$ 30,196	\$ 30,196	\$ 11,322	\$ 5,284	\$ 16,607	55%
4035-01	401K Plan	\$ 12,422	\$ 12,422	\$ 5,072	\$ 2,174	\$ 7,246	58%
4036-01	Miscellaneous Payroll Processing Expenses	\$ 2,900	\$ 2,900	\$ 1,851	\$ -	\$ 1,851	64%
4038-01	Group Insurance	\$ 42,586	\$ 42,586	\$ 16,101	\$ 7,453	\$ 23,554	55%
4039-01	Property and Liability Insurance	\$ 156,000	\$ 156,000	\$ 68,935	\$ 27,300	\$ 96,235	62%
4046-00	Professional Services General	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	0%
4046-01	Attorney	\$ 50,000	\$ 50,000	\$ 24,273	\$ -	\$ 24,273	49%
4047-01	Auditor	\$ 8,000	\$ 10,500	\$ 3,200	\$ 2,800	\$ 6,000	57%
4048-01	Engineer	\$ 175,000	\$ 157,500	\$ 12,955	\$ -	\$ 12,955	8%
4049-01	Information Technology	\$ 25,000	\$ 25,000	\$ 1,381	\$ -	\$ 1,381	6%
4050-01	Financial Advisor	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	0%
4055-01	Office Maintenance/Repair/Common Charge	\$ 40,000	\$ 40,000	\$ 21,970	\$ -	\$ 21,970	55%
4058-01	Office Utilities	\$ 3,500	\$ 3,500	\$ 1,664	\$ -	\$ 1,664	48%
4059-01	Office Expenses (telephone, Printing, Adv)	\$ 15,000	\$ 15,000	\$ 4,736	\$ -	\$ 4,736	32%
4062-01	Office Equipment	\$ 35,000	\$ 35,000	\$ 23,699	\$ -	\$ 23,699	68%
4064-01	Printing and Advertising	\$ 8,000	\$ 14,500	\$ 8,213	\$ -	\$ 8,213	57%
4065-01	Telephone and Internet	\$ 3,500	\$ 5,000	\$ 3,797	\$ -	\$ 3,797	76%
4070-01	Travel and Training	\$ 29,000	\$ 29,000	\$ 19,731	\$ -	\$ 19,731	68%
4070-20	Phone Allowance	\$ 520	\$ 520	\$ 255	\$ 65	\$ 320	62%
4075-01	Vehicle Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4080-01	Miscellaneous Expense	\$ 20,000	\$ 17,000	\$ 6,089	\$ -	\$ 6,089	36%
4081-01	Dues & Subscription	\$ -	\$ 10,000	\$ 8,655	\$ -	\$ 8,655	87%
	Subtotal	\$ 995,860	\$ 995,860	\$ 371,890	\$ 99,807	\$ 471,697	47%

LOWER CAPE FEAR WATER AND SEWER AUTHORITY
FISCAL YEAR 2024-2025 BUDGET

ACCOUNT NO.	EXPENDITURES	FY 2024-2025 APPROVED BUDGET	FY 2024-2025 AMENDED BUDGET	July 1 - January 31, 2025 ACTUAL		FY 24-25 TOTAL COMBINED BUDGET	% of Amended Budget As of 01/31/2025
				KINGS BLUFF	BLADEN BLUFFS		
	Operating						
4501-01	Sales Tax Expense	\$ 105,000	\$ 105,000	\$ -	\$ 54,564	\$ 54,564	52%
4510-01	Bladen Bluffs O & M	\$ 3,821,385	\$ 3,821,385	\$ -	\$ 1,237,539	\$ 1,237,539	32%
4515-01	Bladen Bluffs Hurricane Florence	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4520-01	Utilities/Energy Kings Bluff	\$ 775,363	\$ 775,363	\$ 402,599	\$ -	\$ 402,599	52%
4530-01	Contract O & M Kings Bluff	\$ 736,811	\$ 736,811	\$ 349,864	\$ -	\$ 349,864	47%
4537-01	O&M Kings Booster Pump Bluff Pump Station	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4541-01	Combined Enterprise Funded Series 2010 Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4542-01	Combined Enterprise Funded Series 2010 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4543-01	Combined Enterprise System Ref Series 2012 Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4544-01	Combined Enterprise System Ref Series 2012 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4545-01	Bladen Bluffs Debt Service Principal	\$ 1,035,000	\$ 1,035,000	\$ 1,035,000	\$ -	\$ 1,035,000	100%
4546-01	Bladen Bluffs Debt Service Interest	\$ 500,000	\$ 500,000	\$ -	\$ 273,254	\$ 273,254	55%
4998-05	Operating Capital Expense	\$ 2,685,000	\$ 2,760,310	\$ -	\$ 374,577	\$ 374,577	14%
	Transfer to R&R - Kings Bluff R&R Expense	\$ 160,600	\$ 160,600	\$ -	\$ -	\$ -	0%
	Transfer to R&R - Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4998-06	Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2041-01	421 Relocation New Hanover County Loan Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5180-00	SRF/7 mile parallel line expenditures	\$ 20,000,000	\$ 20,000,000	\$ 4,086,923	\$ -	\$ 4,086,923	20%
	Subtotal	\$ 29,819,159	\$ 29,894,469	\$ 5,874,386	\$ 1,939,934	\$ 7,814,320	26%
	TOTAL EXPENDITURES	\$ 30,815,019	\$ 30,890,329	\$ 6,246,276	\$ 2,039,741	\$ 8,286,017	27%

Executive Director Highlighted Activities:

- Regular Monthly meetings with the Design Build Team and Owner's Advisor for the parallel line project.
- Participated in weekly update meetings on the 10-mile parallel line.
- Participated in review of Abstracts for NC One Water
- Attended Inspections Recertification
- Attended NCEDA Spring Conference
- Attended CFPUA regular meeting
- KB Phase 3 Easement Discussion
- Meetings with Directors
- Continuing Budget Work
- Completed Annual NCDOT Continuing Education
- Met with NCCMT to review financial rates and trends for investments
- Worked with Truist to create a finance plan for pump #4
- Worked on the 2025-26 Fiscal Budget
- Met with KB Staff and McKim and Creed about valve exercise program
- Began search for Health Benefits provider
- Participated in NCLM briefing about Health Insurance and Benefits transition

**Closed Session
(CS1)**

**Lower Cape Fear Water &
Sewer Authority**

AGENDA ITEM

To: CHAIRMAN DEVANE AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: March 10, 2025

Re: Closed Session in Accordance with NCGS §143-318.11(a)(6) for
Personnel Matters respectively

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY
ATTORNEY

A Closed Session is required in accordance with NCGS §143-318.11(a)(6) for Personnel
Matters.

A motion is made by _____ to go into a closed
session in accordance with North Carolina General Statute Section 143-
318.11(a)(6).

The motion is seconded by _____.

Closed Session

A motion is made by _____ to return to
open session.

The motion is seconded by _____.