

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

Chairman DeVane called to order the Authority meeting scheduled on September 8th, 2025, at 9:00 a.m. and welcomed everyone present. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina. Director Phillips gave the invocation.

Roll Call by Chairman DeVane:

Present: Damien Buchanan, Patrick DeVane, Jerry Groves, Harry Knight, Al Leonard, Scott Phillips, Chris Smith, Bill Sue, Phil Tripp, and Rob Zapple

Present by Virtual Attendance: Wayne Edge and Frank Williams

Absent: Charlie Rivenbark and Bill Saffo

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

Guests Present: Kevin Morris, Cape Fear Public Utility Authority Deputy Director; David Carson, Brunswick County Kings Bluff Water Resource Supervisor; Chris Giesting, Brunswick County Water Resources Manager; David Fournier, HDR Construction Services; Anthony Colon, Pender County Utilities Director; James Proctor, Pender County Utilities Deputy Director; Jason McLeod, Senior Vice President Cape Fear Commercial; Mark Garland, Computer Warriors; Heidi Cox, NC DEQ Regional Engineering Supervisor, Division of Water Infrastructure; Russell Underwood, President of Charles R. Underwood Inc; Randy Hudson, Company Representative, Charles R. Underwood Inc.

Guests Virtual Attendance: Aaron Smith, Brunswick County Director of Fiscal Operations; Craig Wilson, Cape Fear Public Utility Authority Engineering Manager

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

APPROVAL OF CONSENT AGENDA

C1 – Minutes of August 11, 2025, Regular Board Meeting

C2 – Kings Bluff Monthly Operations and Maintenance Report

C3 – Bladen Bluffs Monthly Operations and Maintenance Reports

C4 – Resolution for Recognition of National Source Water Protection Week Sept. 28 – Oct. 4th, 2025

Motion: Director Zapple **MOVED**; seconded by Director Knight, approval of the Consent Agenda Items C1 and C4. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

Discussion on item C2. Director Zapple questioned what I&E is on the Kings Bluff Monthly Operations and Maintenance Report. Executive Director Holloman advised that it is the Instrumentation and Electrics contractor vendor with Brunswick County. Director Zapple also wanted to know what annual PM stands for. Executive Director Holloman advised on preventative yearly maintenance.

Discussion on item C3. Director Zapple noticed that Bladen Bluff has a wooden walkway that needs replacement and wanted to know the replacement cost and the material to be used. Executive Director Holloman advised that this project is currently being added to the CIP. Therefore, he will get material and cost analytics on the next CIP.

Motion: Director Zapple **MOVED**; seconded by Director Knight, approval of the Consent Agenda Items C2 and C3. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

PRESENTATION: Russell Underwood's presentation on Fourth Pump

A copy of the presentation will be attached to 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)(5)(i) (real property). Approximately 107 Acres of Real Property located off of Clearwell Drive NE, Brunswick County, North Carolina (Brunswick County Parcel ID 0160005801):

Motion: Director Zapple **MOVED**; seconded by Director Leonard, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(5)(i) (real property) Approximately 107 Acres of Real Property located off of Clearwell Drive NE, Brunswick County, North Carolina (Brunswick County Parcel ID 0160005801). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 9:34 a.m., the board went into closed session. At 10:05 a.m., the board returned to open session. Discussion only; no action taken.

NEW BUSINESS

NB1- Land Acquisition - Resolution Approving an Agreement for Purchase and Sale of Land for Approximately 107 Acres of Real Property located off of Clearwell Drive NE, Brunswick County, North Carolina (Brunswick County Parcel ID 0160005801)

Executive Tim Holloman advised.

Motion: Director Knight **MOVED**; seconded by Director Phillips, approval of the Land Acquisition - Resolution Approving an Agreement for Purchase and Sale of Land for Approximately 107 Acres of Real Property located off of Clearwell Drive NE, Brunswick County, North Carolina (Brunswick County Parcel ID 0160005801). Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2- Exempting Lower Cape Fear Water and Sewer Authority from provisions of N.C.G.S. § 143-64.31 for item NB3

Motion: Director Leonard **MOVED**; seconded by Director Knight, approval of Exempting Lower Cape Fear Water and Sewer Authority from provisions of N.C.G.S. § 143-64.31 for item NB3. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3- Resolution of Lower Cape Fear Water and Sewer Authority Board of Directors Awarding Contract for Geologic Site Investigation Services to Applied Resource Management, P.C.

Motion: Director Phillips **MOVED**; seconded by Director Knight, approval of the Resolution of Lower Cape Fear Water and Sewer Authority Board of Directors Awarding Contract for Geologic Site Investigation Services to Applied Resource Management, P.C. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

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 August 31, 2025

Executive Director Holloman reported that during August, CFPWA and Pender County exceeded projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

No comments.

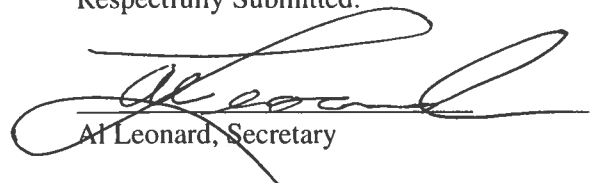
PUBLIC COMMENT

No comments.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 10:12 a.m.

Respectfully Submitted:



Al Leonard, Secretary