

CAPE FEAR PUBLIC UTILITY AUTHORITY

LONG RANGE PLANNING COMMITTEE

MINUTES

MARCH 22, 2018

IT Conference Room

Regular

3:00 PM

235 GOVERNMENT CENTER DRIVE
WILMINGTON, NC 28403

I. CALL TO ORDER

Attendee Name	Organization	Title	Status	Arrived
Larry Sneedeen	Cape Fear Public Utility Authority	Committee Chair	Present	
Cindee Wolf	Cape Fear Public Utility Authority		Present	
Charlie Rivenbark	Cape Fear Public Utility Authority		Present	
Mike Brown	Cape Fear Public Utility Authority		Present	
Deans Hackney	Cape Fear Public Utility Authority		Present	
Jim Flechtner	Cape Fear Public Utility Authority	Executive Director	Present	
Linda Miles	Miles Firm, PLLC	CFPUA Consulting Attorney	Present	
Frank Styers	Cape Fear Public Utility Authority	Chief Operations Officer	Present	
Carel Vandermeijden	Cape Fear Public Utility Authority	Director of Engineering	Present	
Gary McSmith	Cape Fear Public Utility Authority	Asst. Director of Engineering	Present	
Peg Hall-Williams	Cape Fear Public Utility Authority	Chief Communication Officer	Present	
Donna Pope	Cape Fear Public Utility Authority	Clerk/Executive Secretary to the Board	Present	
Lindsey Hallock	Cape Fear Public Utility Authority	Director of Public and Environmental Policy	Present	
Denise Matroni	Cape Fear Public Utility Authority	HR Director	Present	
BillyJo Winslett	Cape Fear Public Utility Authority	Human Resources Assistant	Present	

II. MINUTES APPROVAL

1. Long Range Planning Committee - Regular - Jan 25, 2018 3:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cindee Wolf
SECONDER:	Charlie Rivenbark
AYES:	Sneeden, Wolf, Rivenbark, Brown, Hackney

III. INFORMATION ITEMS

1. Strategic Planning Initiative

Mr. Flechner introduced the item. CFPUA's Strategic Plan was updated a little over three years ago. With the tenth anniversary of CFPUA operations this year, it is a good time to review the plan and consider the organizations's role in the community. The strategic plan should be a living document that brings employees, board members, and stakeholders together. The process should be complete for the Board to consider a new strategic plan at its next retreat in the fall of 2018.

Ms. Hall Williams presented the process for developing the plan, using the SOAR technique. SOAR stands for Strengths, Opportunities, Aspirations, and Results. Aligning strengths with opportunities will be the focus. In addition to identifying and engaging stakeholders, Ms. Hall Williams recommended forming a "Friends of CFPUA" team to engage with the community.

Ms. Hall Williams and Mr. Flechner answered questions regarding the current strategic plan and the proposed process. Committee members recognized the value in the process and discussions surrounding the strategic plan and encouraged staff to find a method to keep the process going after the plan is finalized. Committee members suggested stakeholder groups they believed could contribute to the process.

RESULT:	NO ACTION REQUIRED	Next: 4/26/2018 3:00 PM
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2. Monterey Heights Groundwater System Capacity Increase

Mr. Vandermeiden presented the item. The Monterey Heights groundwater system currently provides 900,000 gallons per day (GPD) of water to customers in the southern part of New Hanover County. The area may experience growth that will demand more capacity. Staff recommended the following steps, some of which are currently under way:

1. Dig a new groundwater well to connect to the Monterey Heights system. CFPUA has an agreement with New Hanover County for a test well at its Battle Park property. If viable, the permanent well would be complete in 2019.
2. Evaluate and re-develop existing wells within the Monterey Heights system.
3. Activate existing wells that are not currently used. A possibility is the Hillside well, which could provide 331.200 GPD.

Messrs. Flechtner and Vandermeijden answered clarification questions from Committee members regarding well sites, emergency wells, and the depth of CFPUA's groundwater wells.

RESULT:	REVIEWED	Next: 4/26/2018 3:00 PM
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3. Northern Water Mains Preliminary Engineering Report

Mr. Vandermeijden presented the item and answered clarification questions. The northern water main project will serve the Castle Hayne corridor near the G.E. plant and along Hermitage and Blue Clay Roads. The lines will complete a loop connected to the 16-inch Kerr Avenue water main and increase system capacity and efficiency. Potential customers include G.E., the River Bluffs subdivision, the New Hanover County jail facility, and future development. New Hanover County funded the preliminary engineering report, and construction money is included in CFPUA's FY19 CIP.

RESULT:	REVIEWED	Next: 4/26/2018 3:00 PM
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4. FY-2019 Capital Improvements Plan Approval

Messrs. Flechtner and Vandermeijden presented the recommended FY19 capital program and budget. The Kings Bluff project of \$1.7 million has been moved from FY19 to the present fiscal year. The FY19 CIP is \$54.9 million and includes possible treatment enhancements to the Sweeney Water Treatment Plan. The budget includes \$29.3 million in grant funding, and 75 percent of the budget is for rehabilitation or replacement of existing aging infrastructure.

Following discussion, Mr. Rivenbark moved to recommend approval to the full Board, with placement on the Long Range Planning report. Ms. Wolf seconded the motion, and it passed unanimously.

RESULT:	APPROVED AND RECOMMENDED [UNANIMOUS]	Next: 4/11/2018 9:00 AM
MOVER:	Charlie Rivenbark	
SECONDER:	Cindee Wolf	
AYES:	Sneeden, Wolf, Rivenbark, Brown, Hackney	

IV. ADJOURNMENT

There was no further business to come before the Committee, and Mr. Rivenbark moved to adjourn. Ms. Wolf seconded the motion, and it passed unanimously. The Committee adjourned at 4:07 PM. The next regular meeting of the Long Range Planning Committee will be Thursday, April 26, 2018. The Committee will meet in the IT Conference Room of CFPUA's offices, 235 Government Center Drive, Wilmington, North Carolina.

Respectfully submitted,

Donna S. Pope
Clerk to the Board