

# CAPE FEAR PUBLIC UTILITY AUTHORITY

## LONG RANGE PLANNING COMMITTEE

### MINUTES

APRIL 24, 2018

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IT Conference Room

Regular

3:00 PM

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235 GOVERNMENT CENTER DRIVE  
WILMINGTON, NC 28403

#### I. CALL TO ORDER

Ms. Wolf called the meeting to order at 3:00 PM and declared a quorum present. Mr. Rivenbark moved to excuse Mr. Sneeden. Mr. Hackney seconded the motion, and it passed unanimously.

Attendee Name	Organization	Title	Status	Arrived
Larry Sneeden	Cape Fear Public Utility Authority	Committee Chair	Excused	
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	
Frank Styers	Cape Fear Public Utility Authority	Chief Operations Officer	Present	
Carel Vandermeiden	Cape Fear Public Utility Authority	Director of Engineering	Present	
Craig Wilson	Cape Fear Public Utility Authority	Sr. Project Manager	Present	
Beth Eckert	Cape Fear Public Utility Authority	Director of EMD	Present	
Peg Hall-Williams	Cape Fear Public Utility Authority	Chief Communication Officer	Present	
Gary McSmith	Cape Fear Public Utility Authority	Asst. Director of Engineering	Present	
BillyJo Winslett	Cape Fear Public Utility Authority	Human Resources Assistant	Present	
Dylan McDonnell	New Hanover County		Present	
Donna Pope	Cape Fear Public Utility Authority	Clerk/Executive Secretary to the Board	Present	

#### II. MINUTES APPROVAL

1. Long Range Planning Committee - Regular - Mar 22, 2018 3:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Deans Hackney, CFPUA Board Member
<b>SECONDER:</b>	Mike Brown
<b>AYES:</b>	Wolf, Rivenbark, Brown, Hackney
<b>EXCUSED:</b>	Sneeden

### III. INFORMATION ITEMS

#### 1. Strategic Planning Initiative

Ms. Hall Williams presented an overview of the strategic planning process. Developing the plan uses the SOAR approach, meaning strengths, opportunities, aspirations, and results. Staff, the board, and stakeholders at all customer levels will participate. Employee surveys and interviews will be part of the process. Identifying a "friends of CFPUA" group will be part of the process.

The first phase of the process is assessment, which will identify stakeholder, gather information and input, and assess recommendations. Phase 1 should be complete in July. Phase 2 will be a "summit" meeting identifying mission and vision, values, key metrics, and drafting strategic statements. Phase 2 is expected to take place in August 2018, with a draft strategic plan going to the Board at its September meeting. Phase 3 is implementation and should be complete in October to take to the Board retreat.

Ms. Hall Williams and Mr. Flechtner answered committee member questions regarding the process, community, and the CFPUA brand refresh. Mr. Brown supported staff taking the lead in the process and advising the Board in meaningful ways. Ms. Wolf thanked staff for the report and the initiative.

<b>RESULT:</b>	<b>REVIEWED</b>	<b>Next: 5/24/2018 3:00 PM</b>
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#### 2. Pump Station 10 Force Main Project - Update Presentation

Mr. Wilson reported on progress with the project. The force main runs from Pump Station 10 alongside North 23rd Street from the film studio beneath the MLK bridge and Smith Creek to the Northside plant. A horizontal directional drill will bore 70 feet beneath the creek, replacing the current force main. Mr. Wilson explained the complexities of the project and the methodology that will be used to install and cure the line once the drill is complete. Mr. Vandermeiden reported that the old line will be evaluated to determine if it can be retained as a redundant line.

<b>RESULT:</b>	<b>REVIEWED</b>	<b>Next: 5/24/2018 3:00 PM</b>
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#### 3. Downtown Gravity Sewer Asset Inventory and Assessment

Mr. Vandermeiden reported on the assessment of gravity sewer in the downtown area. CFPUA received state grant funds for the project. Out of 900 miles of gravity sewer

lines, 204 miles of line are over 50 years old. Some lines in the older parts of town are at least 100 years old.

Staff reviewed seven years of work orders to identify the areas for assessment. The assessment covered an area from Red Cross Street south to Nun Street and Sixth Street west to Front Street. Six-inch sewer lines could not be assessed using the technology in place for the project but can be assessed using robotics. The information from the assessment will be used to prioritize rehabilitation of lines, thereby reducing risk factors contributing to sewer overflows.

Mr. Vandermeiden that staff has a contract with a local firm to use acoustical listening devices on downtown water lines. Data will be collected during very early morning hours when little water use occurs and can be used to determine if lines are leaking.

<b>RESULT:</b>	<b>REVIEWED</b>	<b>Next: 5/24/2018 3:00 PM</b>
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#### **IV. ADJOURNMENT**

There was no more business to come before the committee, and Mr. Rivenbark moved to adjourn. Mr. Brown seconded the motion, and the meeting adjourned unanimously at 3:50 PM. The next regular meeting of the Long Range Planning Committee will be Thursday, May 24, 2018. The meeting will be held in the IT Conference Room, CFPUA Building, 235 Government Center Drive, Wilmington, North Carolina, and will begin at 3:00 PM.

Respectfully submitted,

Donna S. Pope  
Clerk to the Board