MINUTES
City Council Public Works & Utilities Committee

Wednesday, June 4, 2025 – 3:30 PM
City Council Chambers

Members Present:	Mac Morrow, Chair, Council Member Lauren Wise, Vice-Chair, Council Member Owen Carson, Citizen Member (Attendance via Zoom)
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Dennis Richardson, Water Treatment Plant Supervisor Wesley Shook, Public Works Director Aaron Winans, Wastewater Treatment Plant Superintendent Paul Ray, Planning Director Becky McCann, Communications Coordinator Selena Coffey, Assistant to the City Manager
Guests:	Dave Bradley (Transylvania Times)

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:30pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

A request was made to add Apple Tree Street, Code of Conduct, Burl Haven, and Fats Oils & Grease to the agenda. Mr. Wise made a motion to approve the amended agenda, which as seconded by Mr. Carson. All in favor.

D. Approval of Minutes

Mr. Carson made a motion to approve the minutes, seconded by Mr. Wise. All in favor.

E. Code of Conduct

Mr. Hooper provided a copy of the Code of Conduct to members and provided a brief overview, asking that City Council appointees review and acknowledge their willingness to follow the Code of Conduct. With Mr. Carson being the only person not on City Council, he was the only committee member required to review and sign the acknowledgement.

F. Apple Tree Street Update

Ms. Copelof provided an update on this topic and shared that the street has been narrowed because the developer has allowed his construction fencing to encroaches on the street for public travel. The committee asked that staff speak with staff to fix any potholes in this area, as well as any other repairs made by the developer.

G. Project Updates

Prior to discussing the Stormwater Master Plan, Mr. Carson asked to be recused from this topic. Mr. Wise made the motion to approve his recusal, which was seconded by Mr. Morrow. Both voted in favor.

1. **Stormwater Master Plan Update**

Mr. Todd reported the on the Stormwater Master Plan Project, highlighting the following information:

The City is continuing to work with McAdams to finalize a proposal. He noted that staff has requested that McAdams review their proposal compared to the 2007 Stormwater Master Plan and add any missing items and to identify any additional items. Based on this review McAdams provided the following feedback:

- After reviewing the 2007 Master Plan and our proposal, below are the items that we did not include on our proposal efforts:
  - **6.0 Environmental Regulations:** McAdams can include an additional task to reflect these services. They also have Equinox as a sub-consultant and could request these services from them.
- Items that were not included on the 2007 SWMP, but included in the McAdams proposal are:
  - Geodatabase Management (Dashboard creation)
  - Stormwater Infrastructure O&M Plan
  - This has a minor environmental regulation component to it but would not go into enhanced detail as the "6.0 Environmental Regulations" section listed above.
- Presently McAdams is waiting on scope and fee information from two of their consultants S&ME and Equinox. Once we have a fully priced proposal on hand, we will need to evaluate individual items to determine the scope of work we can afford and need.
- McAdams originally proposed to perform a Due Diligence prior to developing their proposal but we have asked for pricing on the various items before deciding if a Due Diligence is of value.

Mr. Todd concluded that the city hopes to receive the updated proposal later this week or early next week.

One discussion regarding the Stormwater Master Plan discussion continued, Mr. Morrow made the motion to remove Mr. Carson's recusal, which was seconded by Mr. Wise. Both voted in favor.

2. **Mills Avenue-Hillview Culvert**

Mr. Todd led the update on the Mills Avenue-Hillview Culvert project and provided the following information on the timeline for this project:

- Existing Conditions Investigation: 6/9/25-7/15/25, SUE crews on site 6/23-6/24
- Preliminary Design: 7/17/25-8/11/25
- Final Design: 8/11/25-9/13/25
- Permitting: 8/17/25-11/15/25 (Staff will endeavor to shorten this, if possible, but it is dependent on the US ACOE)
- Bidding: 11/22/25-12/12/25 (Three week bid period)
- Construction: 12/20/25-2/28/26 (Ten-week construction period)
- Close-out: 2/28/26-3/4/26

3. **Norton Creek Restoration Phase 2**

Mr. Todd provided an update on the Norton Creek restoration project with the following information:

Current Status:

- All permits have been obtained
- No Rise Certification completed
- Bid documents have been completed

Next Steps:

- Final review of bid documents
- Advertise for construction

Schedule of Remaining Tasks:

Task	Completion Date
Final review and sign bid documents	June 6, 2025
Advertise for bids	June 10, 2025
Pre-Bid Meeting	June 24, 2025
Open Bids July 1, 2025	July 1, 2025

4. **Water Treatment Plant Renovation Project**

Mr. Todd shared that Brown Consultants is assisting with this project and The WTP project was advertised and bid on March 25th, 2025. There were only two (2) bidders, so the bids were not opened. He then noted the following timeline for the project:

- The project was advertised and re-bid April 15th, 2025. There were three bidders, Carolina Specialties, TP Howard and Heron Construction. The low bidder was Carolina Specialties.
- The Engineer's Letter of Recommendation was submitted April 16th, 2025, and the entire BID package was sent to NCDEQ on April 29th.
- NCDEQ issued the Authorization to Award on May29th, 2025. The Notice of Award was submitted and signed by Carolina Specialties on May 30th, 2025.
- The Contract and Notice to Proceed will be issued June 9th, 2025.

Mr. Todd concluded that, upon completion of the contract and notice to proceed, Brown PA, along with Brevard staff, will notify NCDEQ and set a date for the required Pre-Construction Meeting.

5. **Water & Sewer Asset Inventory Assessment**

Water Asset Inventory Assessment

Mr. Todd provided an update on this project, noting the following on the water system asset inventory and assessment:

Field Work to Date:

- Fire Hydrant - 476 (includes all post hydrants as well)
- Fire Hydrant Valve - 312
- Main line Valves - 709
- Fire Dept. Connections - 24
- PRV Vaults - 10
- Commercial Water Meters - 29
- Can Not Locate - 204 (main valves and hydrant valves)

Current Status:

- Valves and hydrants mapping is 85% complete
- Water main mapping is 95% complete
- Hydraulic model construction is 90% complete

Next Steps:

- Run initial hydraulic model to determine locations of flow tests for calibration

- Perform on-site inspection and assessment of the existing pump stations
- Perform assessment of the existing water system (based on materials, work orders, known problem areas)
- Demand projections based on information provided Planning Department and NCDOT TAZ
- Preparation of a proposed improvements program

Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	June 13, 2025
Initial Model (for calibration)	June 13, 2025
Flow Tests (by City of Brevard)	July 4, 2025
Analysis of Ex. Water System	July 18, 2025
Update Demand Projections	August 1, 2025
Capital Improvements Program & Financial Impact	September 1,2025

Sewer Asset Inventory Assessment

Field Work to Date:
- Manholes Inspected and identified on GPS - 1463
- Manholes paved over / no signal for GPS / bolted shut / etc. - 329

Current Status:
- Fieldwork is 80% complete
- Sewer mapping is 90% complete
- Brushy Creek Basin Smoke Tested

Next Steps:
- Finalized field work
- Coordinate with NCRWA to perform smoke testing of the Kings Creek Basin
- Identify and rate critical infrastructure
- Perform assessment of the existing sewer system (based on material, age, etc.)
- Demand projections based on information provided Planning Department and NCDOT TAZ
- Preparation of a proposed improvements program

6. Gallimore Basin Sewer Rehab Change Order #2

Mr. Todd provided the following update on the project:

- The lining along County Club Road and Caldwell Street have been completed.
- The Contractor is preparing to line the manholes

- The Contractor is having a difficult time securing a sub to perform the point repairs along England St.
- The Contractor has submitted a pay application; however, Summit is holding the invoice until the contractor addresses questions regarding the post-construction CCTV videos.
- Awaiting an updated project schedule.

7. Introduction of Tiered System Development Fee Discussion

Mr. Todd presented information about the city's system development fees. He reminded the committee that the city presently charges a System Development Fee based on the utility tap size alone. No consideration is given to the complexity of the system. For example, a development on relatively flat land that can gravity feed to the sewer system has the same Development Fee as a property developed in a mountainous area that may require both a water pump station and sewer lift station. The City takes on ownership and maintenance of these additional systems in perpetuity but receives no additional funding for what in some cases can be complicated, expensive to maintain systems.

Mr. Todd asked for the input on the following question, "Should we consider a tiered development fee depending on the complexity of the system?" The committee was in favor of giving concept consideration.

Task	Completion Date
Field Work (not including missing items)	July 1, 2025
Smoke Testing of Kings Creek Basin	July 1, 2025
Identify and Rate Critical Infrastructure	July 1, 2025
Update Demand Projections	July 1, 2025
Identify Areas Needing Sewer with Planning Dept.	July 1, 2025
Update Existing Infrastructure Assessment	August 1, 2025
Capital Improvements Program & Financial Impact	August 14,2025
Present to City of Brevard	September 1, 2025

8. Forest Service Sewer Pipe and Lift Station Update

Mr. Todd shared that the N.C. Forest Service has plans to upgrade many of their existing sewer lines and 2 pump stations. They also plan to add a new pump station and move several facilities from septic systems to sewer systems. This is not a full replacement of the sewer piping in the forest served by the city, only a portion. A large portion of piping serving the

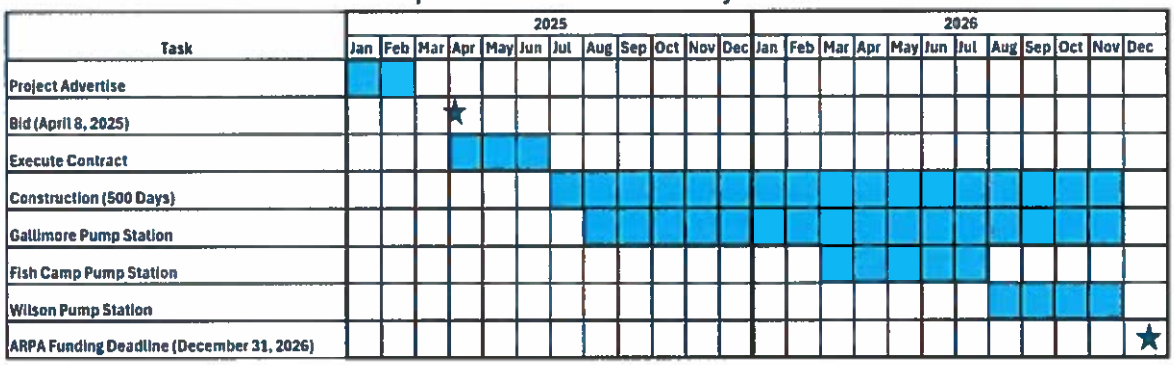
Davidson River Campground, which is subject to the highest I&I, is not being replaced. Historically the City has accepted this sewer and has at times assisted with maintenance, but not continually. The city is currently only assisting in an emergency. The Forest Service properties are outside of both the City Limits and the ETJ.

Once the new piping and lift stations are in place the Forest Service would like to give these Systems to the City. City Staff are recommending against ownership for two primary reasons, there is a huge risk associated with the sewer lines that cross under the Davidson River and there is no funding stream or tax collection to assist with the maintenance of these systems. City Staff are recommending a fee maintenance agreement be established between the City and the Forest Service for maintenance of these systems that includes a clause requiring a minimum amount of expenditures from the Forest Service annually directly related to continual reduction of I&I in the systems.

9. **Sewer Lift Station Rehabilitation Project**

Mr. Todd updated the committee about the pump station rehab and replacement project, stating that the Pump Station Rehab and Replacement project is fully designed and permitted. The project bids were opened on April 8, 2025, with 3 bids received. The bids were over the Engineer's estimate, but the two low bidders were very tight leading us to believe the bids reflect the market conditions. City Council approved acceptance of the low bid, contingent upon staff ability to gain approval from NCDEQ/DWI to allow appropriating other fundings sources to allow the full scope of the project to proceed to construction. NCDEQ/DWI subsequently approved the funding approach. The total bid value is $4.44M with the apparent low bidder being T.P. Howard's Plumbing. The post bid package was submitted to NCDWI to issue the Authority to Award (ATA) approval. Approval from DWI was received on 6/2/2025. Plans are to conduct the contract execution and tentatively a Notice to Proceed on or about July 1, 2025. With this NTP construction would be completed in November 2026 just before the ARPA funding deadline.

Sewer Pump Station Rehab Project 6/4/2025

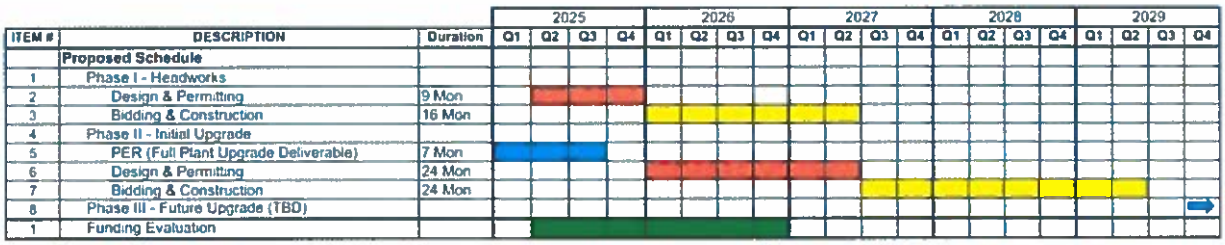


10. Wastewater Treatment Plant Renovation and Upgrade Rehab

Mr. Todd shared that, following the City Council's approval of KCI's phased approach to the upgrades to the WWTP and the approval of Design Amendment #1, KCI has begun the 30% design of the Phase 1 Upgrades. This includes coordination of site survey, underground utility locates, initial electrical site assessment and the preparation of 30% design documents. Following the approval of Design Amendment #2, KCI will finalize the design of the Phase 1 Upgrades through bidding and construction and complete the Phase 2 & 3 PER. An allowance for funding assistance, to secure the funding required for the Phase 2 upgrades is also included in Design Amendment #2.

BREVARD WWTP PER/PHASE 1 UPGRADE DESIGN - ESTIMATED PROJECT SCHEDULE

KCI TECHNOLOGIES



11. Fat, Oils, Grease (FOG) Enforceable Compliance Program

Mr. Todd shared that the city's wastewater collection permit was renewed on January 27th, 2025, and is valid until December 31st, 2032. In early April a Compliance Inspection was completed. The Compliance Inspection Report identified the need for an Enforceable Compliance Program. The City is scheduled to meet with NCDEQ in early July to discuss this finding in more detail. Presently the City does not have a well-defined FOG program and what is defined is not readily enforceable. In advance of the meeting with DEQ in July, Staff are reviewing FOG programs for other North Carolina cities and are working to develop a draft program for review by NCDEQ. Pending

DEQ approval Staff will likely seek the Committee's approval of the plan prior to seeking Council approval and addition of the plan into our Ordinances.

H. Burl Haven Update

Mayor Copeloff provided an update on the 68-unit development on 11.5 acres. She stated that it is zoned for more units, and the neighborhood has expressed concerns about the development and what it will do to the neighborhood, stormwater, green space, etc. Ms. Copelof met with the developer, and she saw the plans, which show duplexes, townhomes, etc. starting around $480,000, with the single-family homes being larger. A representative of the developer will be meeting with folks in the neighborhood, hosted at City Hall to clear up any misconceptions.

I. Public Comment

No public comment.

J. Set Date for Next Meeting – July 2, 2025 at 3:30pm

The next meeting was scheduled for July 2, 2025 at 3:30pm.

K. Adjourn

Mr. Wise made a motion to adjourn, which was seconded by Mr. Carson. All voted in favor and the meeting was adjourned at 4:35pm.

Minutes Approved: July 2, 2025

Mac Morrow, Chair, Council Member
Lauren Wise, Vice Chair, Council Member

Selena D. Coffey
Assistant to the City Manager