MINUTES
City Council Public Works & Utilities Committee

Wednesday, October 1, 2025 – 3:30pm
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member
Owen Carson, Citizen Member

Staff Present: David Todd, Assistant City Manager
Wesley Shook, Public Works Director
Dennis Richardson, Water Treatment Plant Supervisor
Aaron Winans, Wastewater Treatment Plant Superintendent
Denise Hodsdon, City Clerk

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:34pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

Mr. Wise moved, seconded by Mr. Carson to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes – August 28, 2025 and September 3, 2025 Meetings

Mr. Carson moved, seconded by Mr. Wise to approve the minutes of the August 28, 2025 special meeting and the September 3, 2025 regular meeting as presented. The motion carried unanimously.

E. Project Updates – Mr. Todd presented updates for the following projects:

1. Stormwater Master Plan

McAdams has been contracted for the Citywide Stormwater Master Plan and is coordinating with subconsultants (S&ME) and City staff to develop a field data collection schedule. This coordination effort includes planning field walks to verify storm system connectivity and scheduling pipe cleaning / CCTV + traffic control needs. In addition, McAdams will coordinate a prioritization workshop with City of Brevard staff to establish a prioritization matrix identifying design criteria for the ten (10) scoped hotspot areas. These scoped hotspot areas are the Silversteen Community Garden, Oakdale Street between Caldwell and Broad Street, Varsity and Gaston Street, 44 Maple

Street, Grove and Dogwood Street, Batson Road Culvert Crossing, Cherry Street Neighborhood, Oakwood Drive Neighborhood, Ducks Drive Neighborhood, and Duckworth Avenue.

2. Hillview Street Culvert

Staff is continuing to work with FEMA to determine if this project will be funded through FEMA Public Assistance. Land of Sky who is helping us with our FEMA claim has also identified a grant, the NCDPS, Disaster Relief and Mitigation Fund 2025, that may be suitable to use for replacement of the culvert, but the grant requires the City to have sought funding elsewhere and been denied. So hopefully in either case we will identify the funding to replace the culvert.

Design work for replacement of the culvert continues in tandem with our funding exploration. The H&H study is nearing completion, and we are looking at a couple of possible temporary fixes to the road to allow us to reopen Mills Avenue. A temporary fix will be necessary in any case as at some point we will need to close Cashiers Valley Road to replace the section of culvert running under it.

TASK	PROGRESS	START	END
Existing Conditions Investigation			
Jurisdictional Delineation	0%	6/9/25	8/4/25
Survey & SUE	0%	7/1/25	7/15/25
Geotechnical Investigation	0%	6/9/25	7/7/25
Preliminary Design Phase			
Culvert Design	0%	7/17/25	7/24/25
Hydraulic Design Report	0%	7/19/25	7/24/25
Plan Set Preparation	0%	7/24/25	8/7/25
Opinion of Probable Construction Cost	0%	8/7/25	8/11/25
Final Design Phase			
Culvert Design	0%	8/11/25	8/18/25
Drainage Design Report	0%	8/19/25	8/24/25
Erosion Control Design	0%	8/11/25	8/18/25
Plan Set Preparation	0%	8/12/25	9/8/25
Contract Docs and Specifications	0%	8/11/25	8/17/25
Opinion of Probable Construction Cost	0%	9/8/25	9/13/25
Easement Plats	0%	9/9/25	9/13/25
Permitting Services			
Floodplain Development Permit	0%	8/17/25	8/31/25
401/404 Permitting	0%	8/17/25	11/15/25
Issue for Bid Document Submittal			
Submittal	0%	11/15/25	11/15/25
Bid and Construction Support Services			
Pre-bid Meeting	0%	11/22/25	11/22/25
Pre-con Meeting	0%	12/20/25	12/20/25
Construction	0%	12/20/25	2/26/26
Site Visits	0%	1/3/26	2/14/26
Close-out	0%	2/26/26	3/4/26

3. Norton Creek Restoration Phase 2

Current Status:

- Execute bid documents and obtain bonds
- Pre-Construction Meeting
- Project has been bid
- Bid is within budget

Next Steps:

- Construction to begin

Schedule of Remaining Tasks:

Task	Completion Date
Final review and sign bid documents	Completed
Advertise for bids	Completed
Pre-Bid Meeting	Completed
Open Bids July 1, 2025	Completed
Pre-Construction Meeting	September 1, 2025
Construction to begin	September 29, 2025
Construction to be completed	December 21, 2025

4. Water Treatment Plant Renovation

Existing clearwell repairs and painting are complete.

Foundation prep work for the new clearwell is complete and the concrete pours are expected to start the week of 9/29/25.

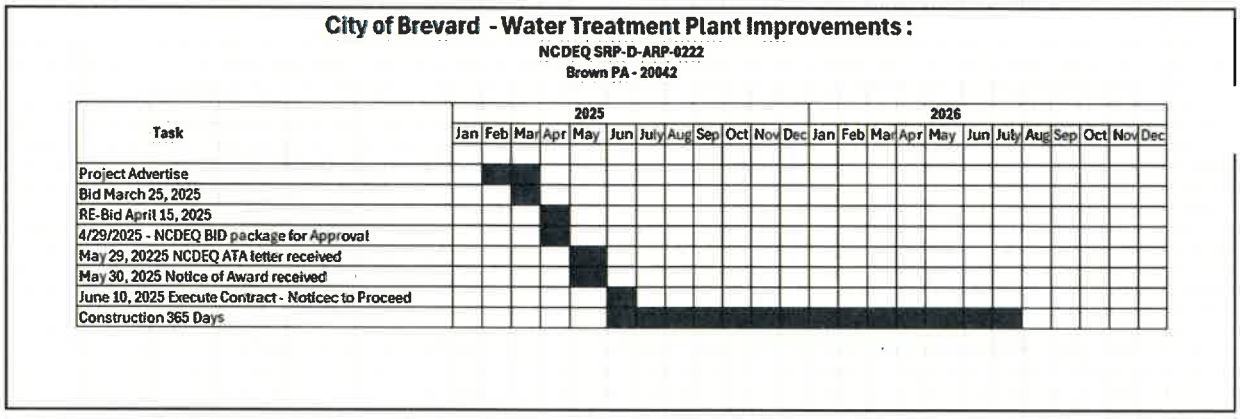
The drying beds have been emptied, and concrete work will begin in conjunction with the new clearwell work.

Pump sizes and measurements are being confirmed.

Actuators sizes and measurements are being confirmed.

Submittal reviews continue.

We are anticipating the first construction change order that will include replacement of the filter media.



5. Water and Sewer Asset Inventory Assessment

a. Water System Asset Inventory & Assessment

Field Work to Date:

- Completed with the exception of the missing items to be located by City Staff

Current Status:

- Model has been constructed and items identified
- Awaiting PRV information from the City
- Model has been partially calibrated based on flow tests provided by the City
- Have requested additional flow test from the City
- Performing assessments of the downtown area of the water system

Next Steps:

- 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)	completed
Initial Model (for calibration)	on-going
Flow Tests (by City of Brevard)	completed
Analysis of Ex. Water System	On-going
Update Demand Projections	October 15, 2025
Capital Improvements Program & Financial Impact	October 31,2025
Project Close out	November 31, 2025

b. Sewer System Asset Inventory & Assessment

Current Status:

- Fieldwork is 95% complete
- Sewer mapping is 98% complete
- Brushy Creek Basin Smoke Tested
- Kings Creek Basin Smoked Tested
- Performing assessment of the existing sewer system
- Preparing capital improvements program based on failing infrastructure
- Preparing an infrastructure replacement program

Next Steps:

- Identify and rate critical infrastructure
- Demand projections based on information provided Planning Department and NCDOT TAZ
- Preparation of a proposed improvements program based on demand projections

Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	July 1, 2025
Smoke Testing of Kings Creek Basin	competed
Identify and Rate Critical Infrastructure	October 15, 2025
Update Demand Projections	October 15, 2025
Identify Areas Needing Sewer with Planning Dept.	completed
Update Existing Infrastructure Assessment	September 26, 2025
Capital Improvements Program & Financial Impact	September 1, 2025
Present to City of Brevard	TBD
Project Close-out	October 31, 2025

6. Gallimore Sewer Rehab Update

- The lining along County Club Road and Caldwell Street have been completed
- The manholes along Country Club Road and Caldwell Street are complete
- BLD is preparing a schedule for lining the service laterals along Caldwell and Country Club Rd.
- The Contractor is still having a difficult time securing a sub to perform the point repairs along England St.
- The Contractor is currently negotiating with a Sub to perform point repairs along England St and install cleanouts
- Contractor shall present an updated schedule during the week of September 29, 2025

7. Sewer Lift Station Rehabilitation Project

The Pump Station Rehab and Replacement project Contract has been executed, and a preconstruction meeting was held on 6/30/25. Tentative mobilization date is November 17th.

Shop drawings and submittals have started rolling in and are being reviewed. The critical path for the project is likely the wet well, and possibly the grinder channel box, delivery.

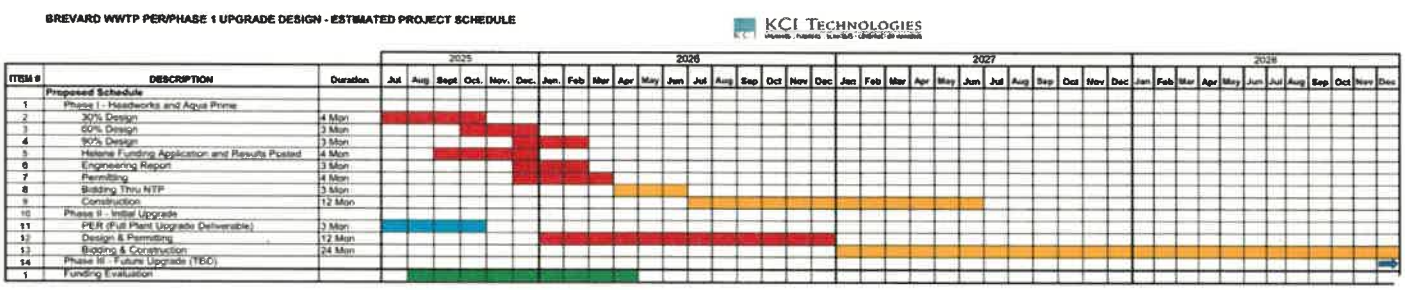
Progress has been made on both the Fish Camp and Gallimore Road easements, terms have been reached, finalizing paperwork now.

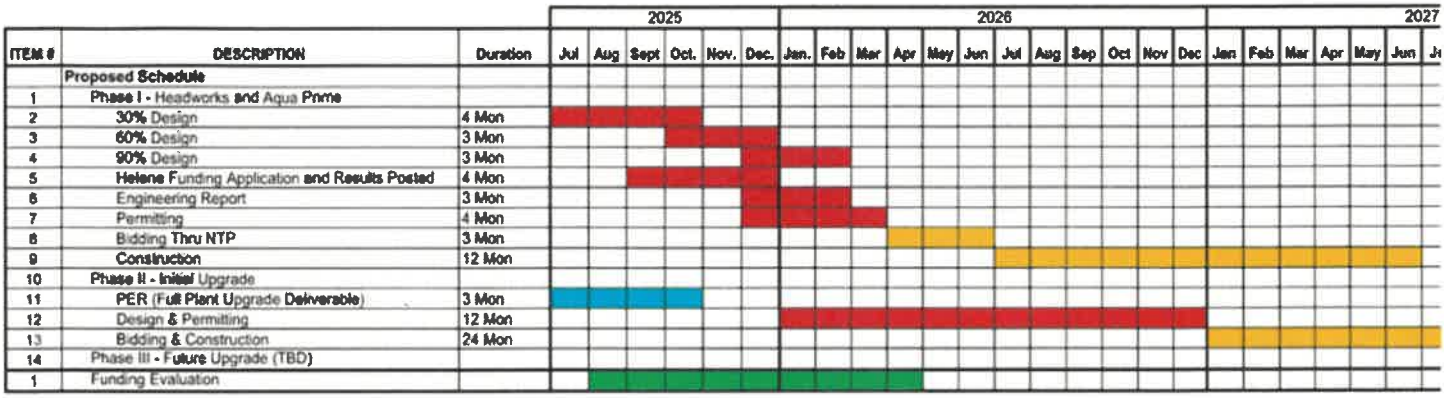
Sewer Pump Station Rehab Project

Task	2025						2026											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Gallimore Pump Station (11/15/25-7/3/26)					■	■	■	■	■	■	■	■	■					
Fish Camp Pump Station (5/14/26-8/28/26)											■	■	■	■				
Wilson Pump Station (8/14/26-10/2/26)														■	■	■		
Punch Out & Cleanup (8/14/26-10/2/26)														■	■	■		
Final Completion Date (11/19/26)																	★	
ARPA Funding Deadline (December 31, 2026)																		★

8. WWTP Renovation and Upgrade Project

KCI is continuing to work on the Phase 1 design, and the Phase 2 & 3 PER. Holmes Geospatial has completed their survey work and it has been provided to KCI to incorporate into the design. At the last City Council meeting the City approved KCI to proceed with pursuing funding for the construction of Phase 1 through the NCDEQ Helene funding program for approximately $7.5 million. KCI was also approved to pursue funding for the Phase 2 design through HMGP advanced assistance program. KCI has initiated the process of preparing the funding application for NCDEQ and plans to submit by no later than the November 3rd deadline. KCI anticipates meeting with Brevard staff in the coming weeks to review the Phase 1 design plans and funding application.





ITEM #	DESCRIPTION	Duration
	Proposed Schedule	
1	Phase I - Headworks and Aqua Prime	
2	30% Design	4 Mon
3	60% Design	3 Mon
4	90% Design	3 Mon
5	Helene Funding Application and Results Posted	4 Mon
6	Engineering Report	3 Mon
7	Permitting	4 Mon
8	Bidding Thru NTP	3 Mon
9	Construction	12 Mon
10	Phase II - Initial Upgrade	
11	PER (Full Plant Upgrade Deliverable)	3 Mon
12	Design & Permitting	12 Mon
13	Bidding & Construction	24 Mon
14	Phase III - Future Upgrade (TBD)	
1	Funding Evaluation	

F. Public Comment – None.

G. Set Next Meeting

The next regular meeting of the committee will be November 5, 2025 at 3:30pm.

H. Adjourn

There being no further business, the meeting was adjourned at 4:50 p.m.

Minutes Approved: November 5, 2025

Mac Morrow

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

Denise Hodsdon

Denise Hodsdon
City Clerk