MINUTES
City Council Public Works & Utilities Committee

Wednesday, March 4, 2026 – 3:30 p.m.
City Council Chambers

Members Present:	Lauren Wise, Chair, Council Member Gary Daniel, Vice Chair, Council Member Owen Carson, Citizen Member Mayor Maureen Copelof, Ex-Officio
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Wesley Shook, Public Works Director Dennis Richardson, Water Treatment Plant Supervisor Aaron Winans, Wastewater Treatment Plant Superintendent Shawnee Cummings, Assistant to the City Manager
Guests:	Mary Roderick (via Zoom), Harvey Sankey
Media:	David Bradley

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:30 p.m.

B. Certification of Quorum

Assistant to the City Manager Shawnee Cummings certified that a quorum was present.

C. Approval of Agenda

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

D. Approval of Minutes – February 4, 2026 Meeting

Mr. Carson moved, seconded by Mr. Daniel to approve the minutes of the February 4, 2026 meeting as presented. The motion carried unanimously.

E. Norton Creek Restoration Phase 2 and 3

Mr. Ray explained that a few years ago, the City received a grant and successfully restored a portion of Norton Creek along Silversteen Park. There was a bend in the

stream that would have caused damage to the restored section, so the City obtained additional grant funding and finished restoration of that section last week.

The City pursued a planning grant for the design of streambank restoration from Cashiers Valley Road to Rosman Highway. The City received the grant and completed the 30% design work for that section, which incorporates a brownfield and Tannery South. A public engagement session was held at the Mary C. Jenkins Community Center, but there was low turnout, so one or two additional public engagement sessions will be held.

Mary Roderick with Land of Sky presented slides on the project that will cover 3,320 linear feet of stream (Attachment A). The presentation covered existing streambank conditions, proposed design, goals of the restoration, project cost estimates, reintroduction of Brook Trout, and the status of conservation easements. There have been 8 letters of intent signed for conservation easements and 3 funding applications have been completed. If awarded, the funding will be used to take design to 100% and for construction. Mr. Ray noted that a deadline for one of the grant applications came up very quickly, so Staff did not have time to take it to Council for approval before applying. Therefore, if awarded, it will be brought to Council before the grant is accepted.

Mr. Wise asked if the Hillview Culvert repair on Cashiers Valley Road will impact the project or timeline for the streambank restoration. Mr. Todd stated that it should not have any impact, as the Hillview Culvert repair should be completed this summer and the streambank restoration will likely start in about a year.

Mr. Wise also inquired about the comments received at the community engagement session. Mr. Ray and Mayor Copelof both stated that the response was largely positive, some property owners even filled out their consent forms at the engagement session, and some expressed willingness to talk to their neighbors. Mayor Copelof said the only problem was that the notice letters were sent out a little late, so the turnout was not as big as they had hoped. The next engagement session will also have a virtual option.

Mr. Carson added that one big change, especially with a restrictive conservation easement, is that property owners will not be able to manage their land the way they used to. It is a significant change in land use and the City will need to communicate the changes to landowners unfamiliar with the process. Mr. Carson also stated that landowners who do not participate will likely lose land due to erosion so it is important to communicate that and obtain as much participation as possible.

F. Project Updates – Mr. Todd presented the following updates:

1. Public Works Update

Mr. Todd compiled a list of updates on work performed by Public Works employees in the past 30 days, outside of their normal scope of work and day-to-day responsibilities.

Water
Eagle Point Pump Station – cleaning, repairing, painting, new flooring
Performed: 3 leak repairs, 4 leak searches, 5 hydrant repairs/replacements, 1 valve box replacement, 2 pressure tests, flushed one water main, located 2 water lines, located one meter box, installed 3 backflow preventers, installed one new tap.
Assists: Sanitation & Streets Assists – 6, NCDOT - 1

Sewer
Cleaned 11,091 feet of sewer mains, required to clean 10% per year
Video inspected 3,166 feet of sewer
Check and/or repaired 6 sewer blockages
Sewer Line Repairs: 6
Locates: 68 (water and sewer lines for 811); located 1 water tap
Dye test and sewer inspections: 2
Inflow Repairs: 2
Assists: Sanitation – 1, Water – 6 (main breaks, water line replacements, etc.), Streets – 1 (sidewalk & street repairs)

Sanitation
Collected:
- Garbage – 262.90 tons
- Recycling – 67.66 tons
- Cardboard – 17.43 tons
- Special Pickups & bagged yard debris (Paid) – 27 loads
- 30 small dump truckloads of brush
- 20 large dump truckloads of brush

Streets
Recycle Cart Delivery/Pick Ups – 10
Sign Repair/Replacement – 18
Sidewalk Repair – 21
Patch utility cut – 14
Installed 4 truncated domes
Installed 2 storm drains
Repaired Potholes – 4
Assists: Water – 2, water leaks

Garage
Completed 255 fleet maintenance work orders.

Building & Grounds
Installed 8 new LED lights at water plant
Bike path clean up at Railroad Depot and Sports Complex
Installed split rail fence on Greenville Hwy at school
Cleaned up trees/storm debris at Hap Simpson
Cleaned up old wiring on Ground Floor of City Hall that's not in use
Covered broken windows in the "old apartment" in Co-Ed movie theater
Fixed broken light at Clemson Plaza
Installed new breaker at Public Works for car lift
Installed new shelving for the PD in Evidence Room
Cut trees on Tannery North for the bike path prior to Bat Moratorium
Installed new doorknob and lock on entry door at City Hall
Spread fertilizer on all city owned flower beds
Completed all routine work orders and 10 non-routine work orders
Daily baseball field maintenance

2. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and is currently advancing Phase 1 of the project, mainly focusing on Existing Conditions Analysis. This effort is supported by desktop analysis, geodatabase development and management, analysis of existing stormwater systems, and preliminary CIP prioritization planning, and UDO updates.

CCTV services began on February 16, 2026 and will conclude in early April. CCTV field crews will work from March 30th to April 8th to complete their collection. McAdams held a UDO Workshop with City of Brevard staff and will revisit discussions with staff on March 31, 2026 to finalize UDO recommendations. Hydraulic modeling is ongoing and will be finalized in June.

Below is the overall schedule:

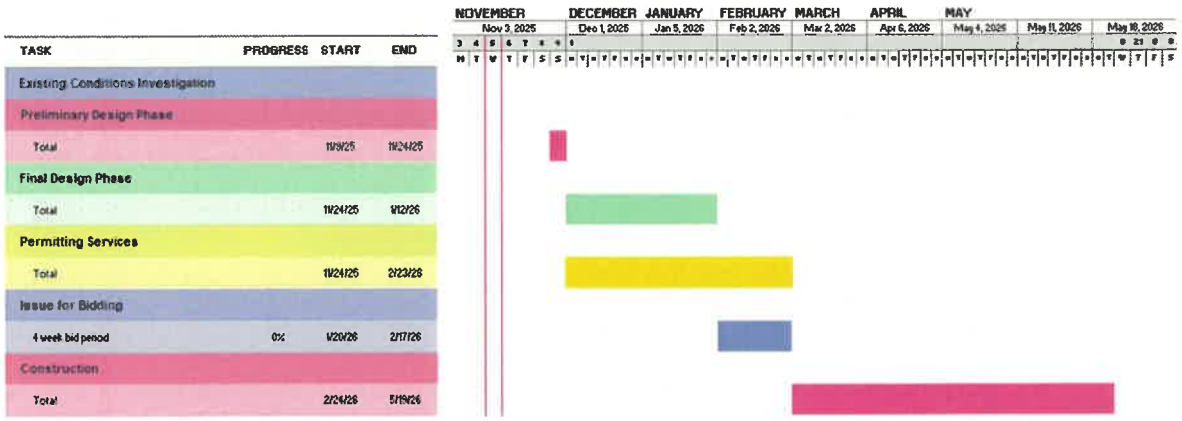
1. Overall Project Schedule and Scope:
    a. Phase 1 completed in fiscal year 2026 (June 2025 – June 2026)
        i. Identification of Projects and Capital Improvement Planning
            1. **March:** Stormwater UDO discussion held on 2/17
                a. Next scheduled meeting on 03/31 to discuss action items.
            2. **March – April:** CCTV crews mobilized the week of 02/16
                a. CCTV crew will complete work on week of 03/30 +04/06
            3. **March - April:** Finalizing existing conditions models + Prioritization
            4. **April:** Final field visits for any missing data
            5. **April – June:** Report writing + finalizing deliverables
            6. **July:** Submittal to City of Brevard for review and approval
    b. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
        i. Schematic Design and Identification of Funding

3. Hillview Street Culvert

Project is out for bidding. There are currently 12 plan holders. Ten are contractors and two are plan houses. One contractor has indicated that he will not bid and a second has indicated it is unlikely. Both cited an excess backlog of work as the reason for their response. Bids are due on Tuesday, March 24th at 2pm.

Hillview St. Culvert Project start:

City of Brevard, NC Display week:



4. Water Treatment Plant Renovation

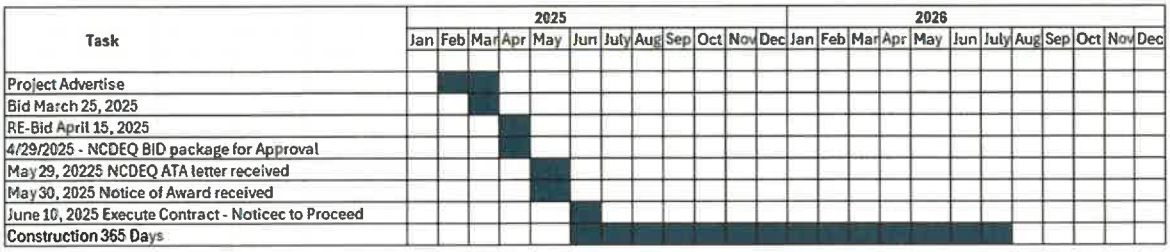
Work to date:

1. New Clearwell was set to be disinfected week of 3/3/2026. There was a slight seepage in the tank, so CMT (concrete) has been contacted to meet onsite. The seepage was near the draw/fill line. Once this is resolved, disinfection will proceed.
2. Media removed from the filter bay #1 – and replacement media begins 3/3/2026
3. Of the 20 new actuators planned to be installed, only 4 remain. Carolina Specialties are working with Brevard water plant staff to finalize and calibrate opening/shutting of each actuator based on back pressures.
4. New generator arrived and has been placed on its new pad behind the pump building.

Upcoming work: Work over the next couple of months

1. Complete Clearwell work on seepage point.
2. Disinfect the tank.
3. We are awaiting the delivery date of the new pumps and controls.

City of Brevard - Water Treatment Plant Improvements :
NCDEQ SRP-D-ARP-0222
Brown PA - 20042



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.
- Flow tests have been completed.
- System partially calibrated.
- Awaiting future demand (upcoming development) information.
- Completed recommended improvements based on failing infrastructure.
- On-site inspection and assessment of the existing pump stations completed.
- Demand projections based on information provided by Planning Department completed.
- Preparation of a proposed improvements program based on future demand.

Next Steps:

- Finalize Report.
- Revisit Financial Impact due to CIP changes.

Schedule of Remaining Tasks:

Task	**Completion Date**
Field Work (not including missing items)	completed
Initial Model (for calibration)	completed
Flow Tests (by City of Brevard)	completed
Analysis of Ex. Water System	completed
Update Demand Projections with regard to TAZ data	completed
Demand Projections based on upcoming development	completed
Capital Improvements Program	completed
Financial Impact	Being revised
Project Close out	March 6, 2026

b. Sewer System Asset Inventory & Assessment

Current Status:

- Fieldwork is 100% complete.

- Sewer mapping is 100% complete.
- Preparing an infrastructure replacement program.
- Demand projections based on NCDOT TAZ.
- Demand projections based on information provided by Planning Department completed.
- Report has been completed.
- CIP and Financial Impact have been completed.

Next Steps:

- Schedule presentation to City of Brevard

Schedule of Remaining Tasks:

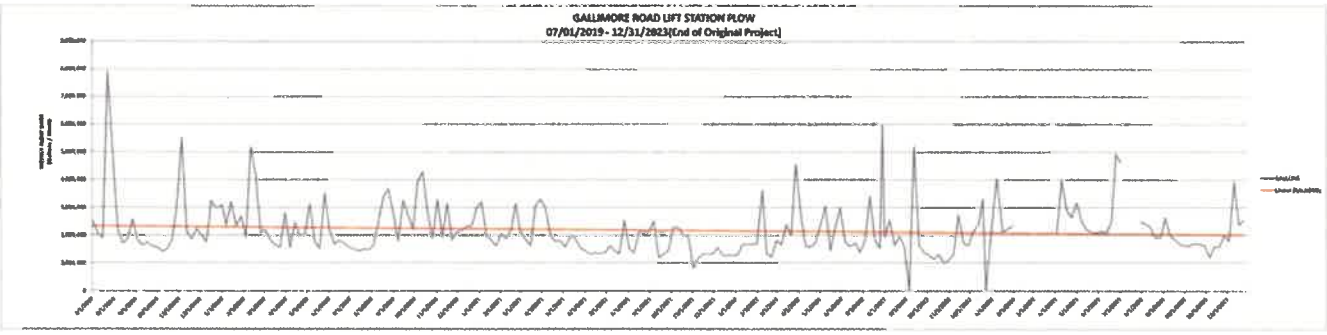
Task	Completion Date
Field Work (not including missing items)	Completed – additional manhole being located
Smoke Testing of Kings Creek Basin	completed
Identify and Rate Critical Infrastructure	TBD
Update Demand Projections	completed
Identify Areas Needing Sewer with Planning Dept.	completed
Update Existing Infrastructure Assessment	completed
Capital Improvements Program – Failing Infrastructure	completed
Capital Improvements Program – Future Development	completed
Financial Impact	completed
Present to City of Brevard	TBD
Project Close-out	Completed

6. Gallimore Sewer Rehab Update

Gallimore Basin Sewer Rehab Change Order #2

- The pipe lining along County Club Road and Caldwell Street is complete.
- The manholes along Country Club Road and Caldwell Street are complete.
- BLD has lined the service laterals along Caldwell and Country Club Rd.
- The Contractor is currently negotiating with a Sub to perform point repairs along England St and install cleanouts.
- Contractor is overdue in providing an updated schedule.
- England Street Gravity Sewer has been lined
- 3 sewer services along Caldwell St remain to be lined after point repairs.
- 3 services along England Street to be lined.
- 10 cleanouts to be installed.

- Contractor waiting on Sub to schedule excavation and repair of existing services and installation of cleanouts.



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.

TP Howard is currently mobilized at the Gallimore Pump Station and construction continues.

- The contractor has installed the pump station wet well.
- The contractor has begun to install the grinder vault. Vault was to be installed Friday, February 27th.
- The Contractor has begun removal of excess dirt.
- The meter vault and valve vault have been delivered to the jobsite.

Shop drawings and submittals are continuing to be reviewed.

Change Order No. 1 (Grinder Vault)

- The Change Order is complete, and Contractor has been sent final the Change Order.
- Associated grinder vault shop drawings have been approved and the grinder vault was delivered to the jobsite.

Progress has been made on both the Fish Camp and Gallimore Road easements. Terms have been reached and staff are currently finalizing paperwork.

Sewer Pump Station Rehab Project

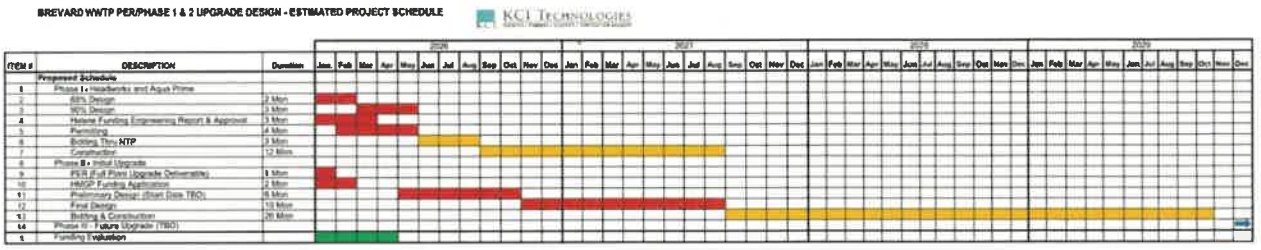
Task	2025						2026												2027		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Gallimore Pump Station (12/5/25-7/3/26)					■	■	■	■	■	■	■	■	■								
Fish Camp Pump Station (5/14/26-8/31/26)											■	■	■	■							
Wilson Pump Station (3/26 - 5/26)									■	■	■										
Punch Out & Cleanup (9/14/26-11/19/26)														■	■	■	■				
ARPA Funding Deadline (December 31, 2026)																		★			
CO#1 - Final Completion Date (2/2/27)																				★	

8. WWTP Renovation and Upgrade Project

In February, The City received the Letter of Intent to Fund for the Phase 1 Helene funding and was approved by Council. City staff, with assistance from KCI, has also submitted a request to DWI to designate the remainder of the City's appropriations funding to the construction of Phase 1.

Over the coming weeks, KCI will be finalizing their internal review of the permit level Phase 1 design drawings and Phase 2 & 3 PER. KCI is anticipating sharing these documents with the City and reviewing these documents in person with City staff in March. During this meeting, KCI will discuss potential funding options for the design of Phase 2.

Following this meeting, KCI will make any necessary changes requested and begin the permitting and funding approval process for the Phase 1 design.



BREVARD WWTP PER/PHASE 1 & 2 UPGRADE DESIGN - ESTIMATED PROJECT SCHEDULE

KCI TECHNOLOGIES

ITEM #	DESCRIPTION	Duration	2026 Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2027 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	Proposed Schedule																					
1	Phase I - Headworks and Aqua Prime																					
2	60% Design	2 Mon																				
3	90% Design	3 Mon																				
4	Helene Funding Engineering Report & Approval	3 Mon																				
5	Permitting	4 Mon																				
6	Bidding Thru NTP	3 Mon																				
7	Construction	12 Mon																				
8	Phase II - Initial Upgrade																					
9	PER (Full Plant Upgrade Deliverable)	1 Mon																				
10	HMGP Funding Application	2 Mon																				
11	Preliminary Design (Start Date TBD)	6 Mon																				
12	Final Design	10 Mon																				
13	Bidding & Construction	26 Mon																				
14	Phase III - Future Upgrade (TBD)																					
1	Funding Evaluation																					

9. Public Comment

Harvey Sankey asked about Land of Sky and its work with the City, to which Mr. Todd explained their role as a regional council, how they assist the City with projects and grant applications, and how the City sometimes contracts their services. Mayor Copelof added that she is also the Chair of the Land of Sky Board of Delegates and that the services Land of Sky provides are intended to augment the work of cities and counties.

Mr. Sankey also asked if the request for additional personnel in the Public Works department will come to the Committee first. Mayor Copelof said that those requests do

not come to the Committees. Mr. Wise added that the reason that each Committee has 2 Councilmembers is so that a few Councilmembers know what is going on in each group.

Mr. Carson stated that he may need to recuse himself from some oversight of the Committee, as he is a subcontractor for a contractor selected for an interview for work on the Estatoe Trail. He explained that he may be the best representative to attend, and he does not want it to conflict with the role of the Committee. Mr. Todd stated that this Committee will not be involved in the selection process and that he does not see any conflict with Mr. Carson's role on the Committee.

10. Set Next Meeting – April 1, 2026 at 3:30pm

The next regular meeting of the committee will be on April 1, 2026 at 3:30pm.

11. Adjourn

There being no further business, the meeting was adjourned at 5:13 p.m.

Minutes Approved: April 1, 2026

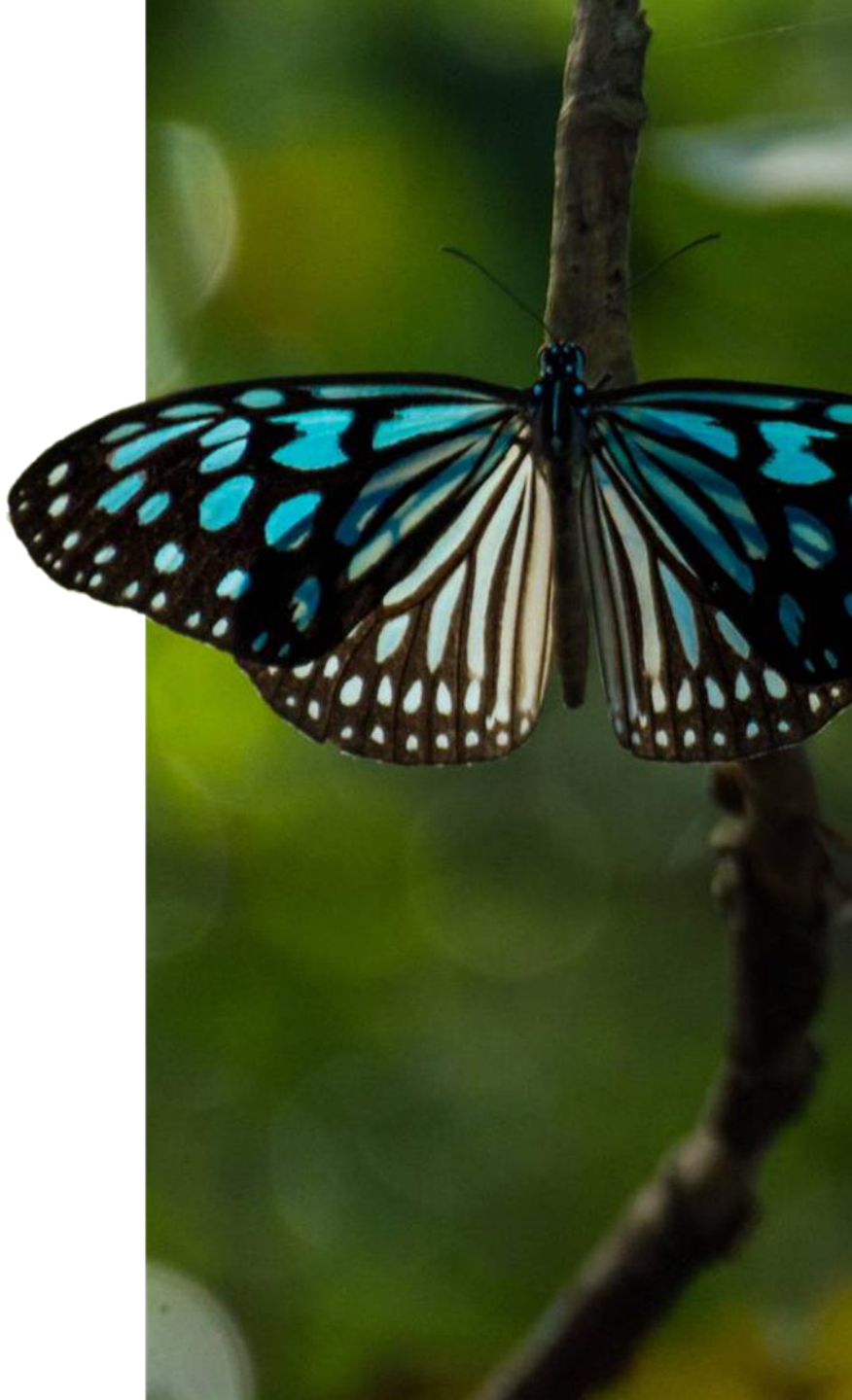
Lauren Wise, Chair, Council Member
Gary Daniel, Vice Chair, Council Member

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager

NORTON CREEK STREAM RESTORATION PLANNING PROJECT

PUBLIC WORKS COMMITTEE
MARCH 3RD, 2026

Mary Roderick, PhD, Land of Sky Regional Council
Jane Margaret Bell, AICP, Land of Sky Regional Council
Paul Ray, City of Brevard



Project Overview

Funding Source: NC Land and Water Fund Planning Grant

Amount: $75,000

Timeframe: March 2025 – March 2026
Construction 2027

Scope & Status:

- Site Survey
- Existing Conditions Assessment
- Identify Preferred Stream Realignment
- Develop 30% Design Plans
- Public Engagement Input
- Refinements & Cost Estimate



Existing Conditions

Norton Creek from Silversteen Park to Rosman Hwy










06.24.2025 09:33


06.24.2025 08:15

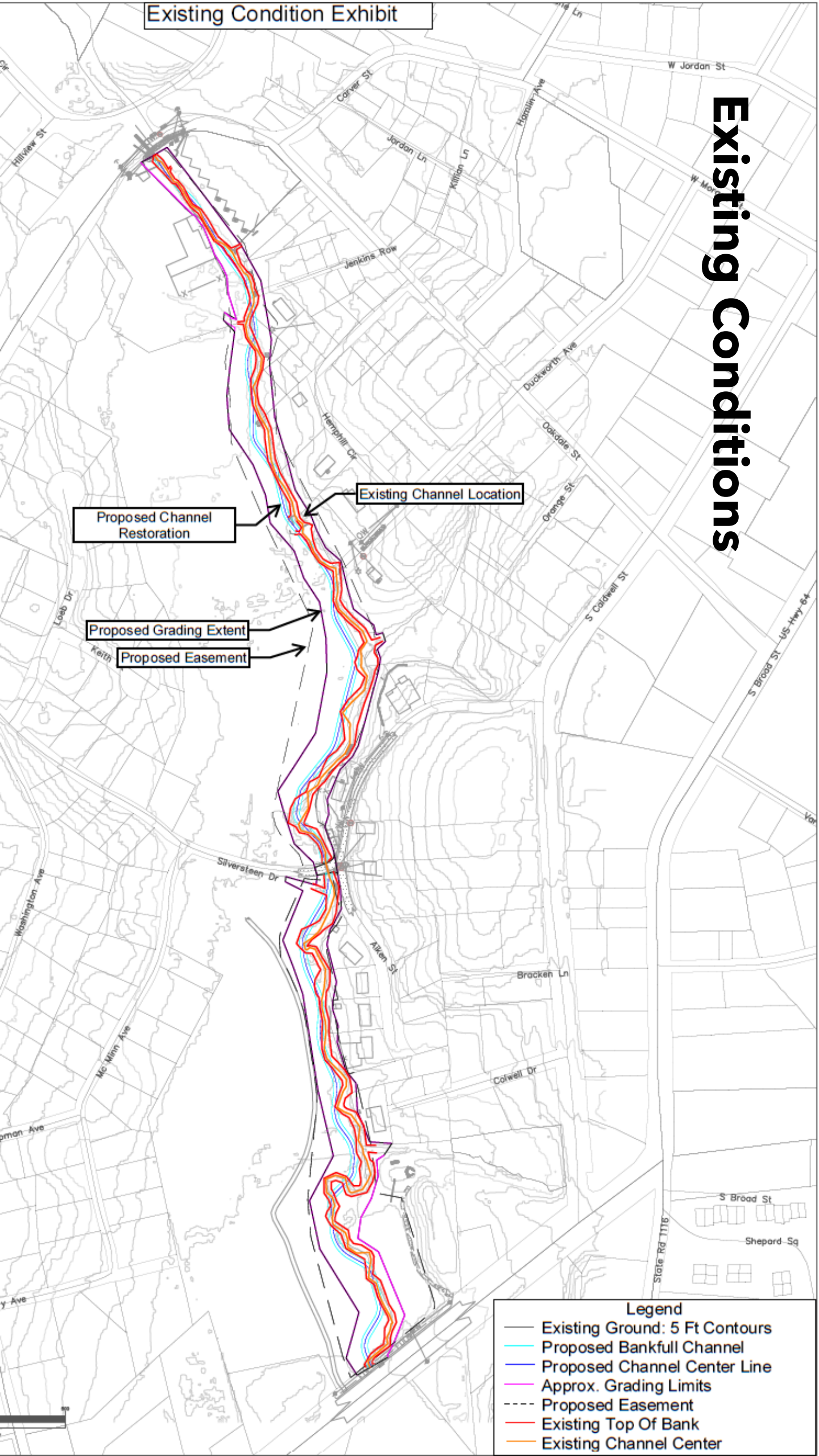

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06.24.2025 09:39


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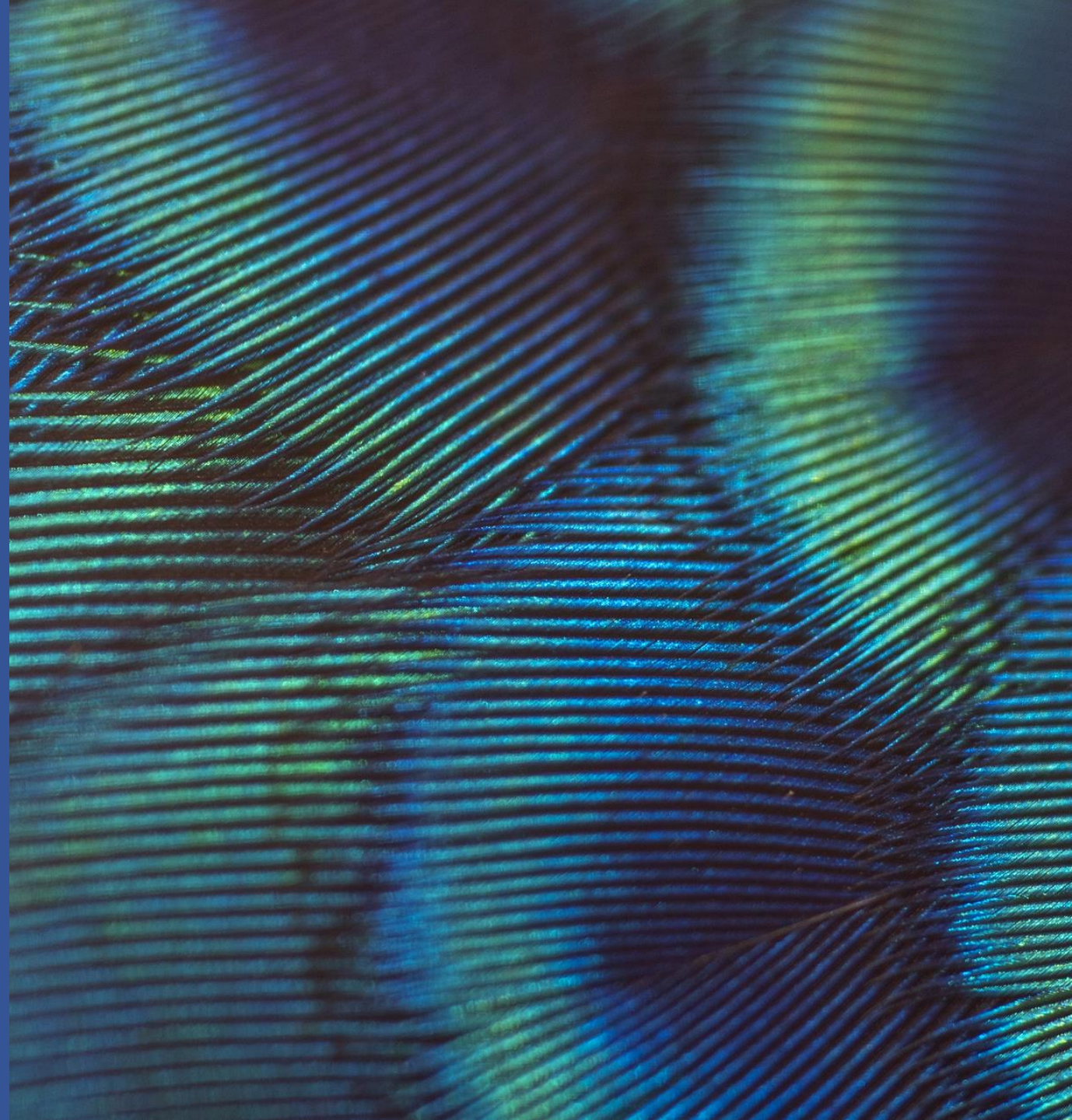



USA


Existing Condition Exhibit
Existing Conditions
Proposed Channel Restoration
Existing Channel Location
Proposed Grading Extent
Proposed Easement
W Jordan St
Carver St
Jordan Ln
Killian St
Hopalin Ave
Hillview St
Jenkins Row
Hemphill Cir
Duckworth Ave
Oakdale St
Orange St
S Caldwell St
S Broad St - US Hwy 64
Loab Dr
Keith
Silverstein Dr
Washington Ave
Mc Minn Ave
Aiken St
Bracken Ln
Colwell Dr
S Broad St
Shepard Sq
State Rd 1118
Legend
Existing Ground: 5 Ft Contours
Proposed Bankfull Channel
Proposed Channel Center Line
Approx. Grading Limits
Proposed Easement
Existing Top Of Bank
Existing Channel Center

Proposed Design

Norton Creek from Silversteen Park to Rosman Hwy



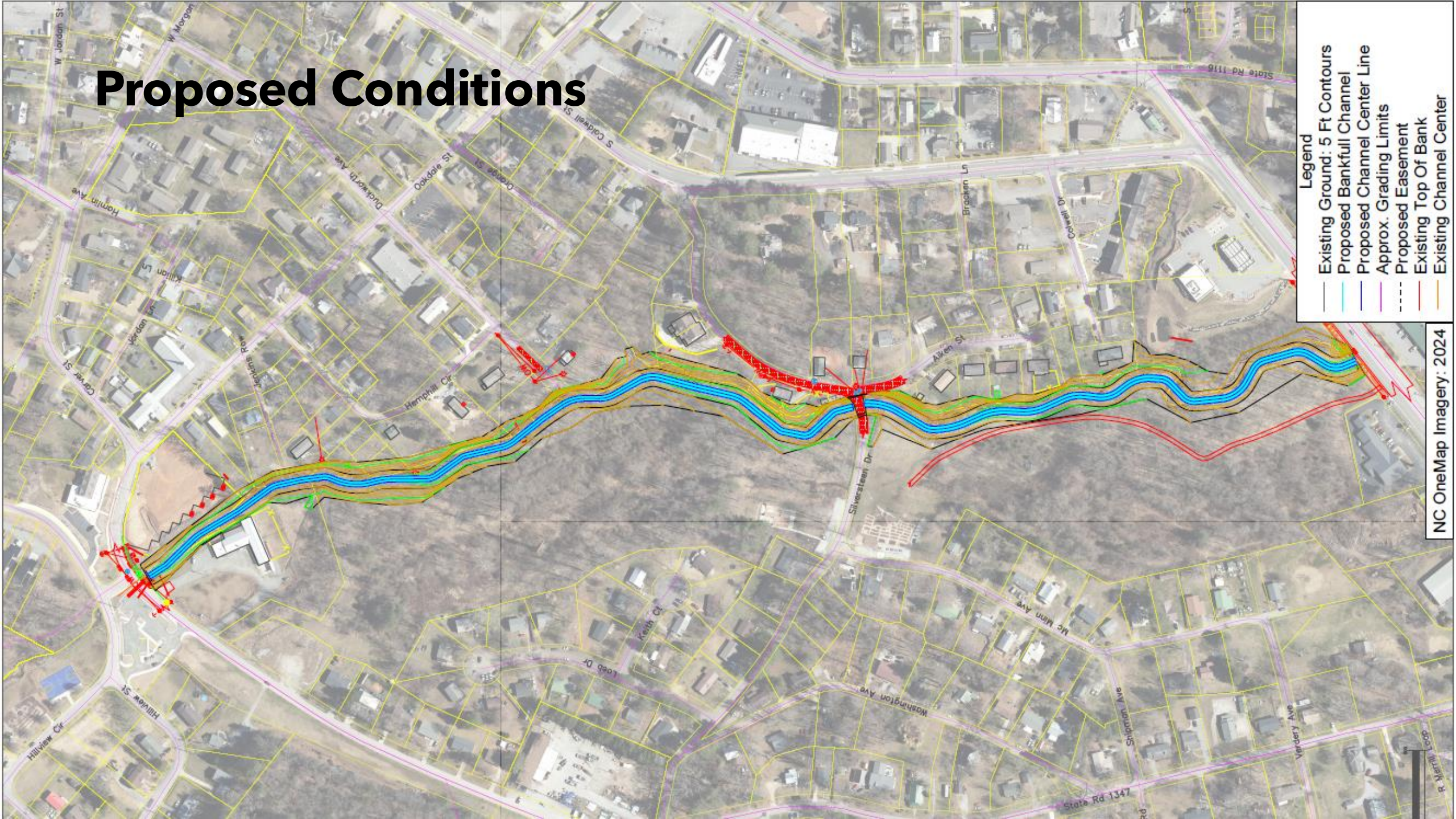


Restoration Goals

- Stop ongoing erosion and stabilize banks with long-term solutions
- Protect property and infrastructure
- Increase flood capacity with the creation of a lower floodplain bench
- Improve the stream natural function and its ability to capture pollutants
- Create high-quality habitat for important native species such as the Brook Trout



Proposed Conditions




09.26.2023 14:21


09.26.2023 14:22





Proposed Native Plants























Project Cost Estimate

Norton Creek Stream Restoration Budget			
Item	NCLWF	Match	Total
Design & Permitting	$ 258,875.00	$ 208,875.00	$ 467,750.00
Construction	$ 943,750.00	$ 943,750.00	$ 1,887,500.00
Construction Admin/Observation	$ 83,750.00	$ 83,750.00	$ 167,500.00
Project Administration	$ 50,000.00	$ 50,000.00	$ 100,000.00
Easement Prep & Recordation	$ -	$ 54,750.00	$ 54,750.00
Post-Construction Services	$ 50,250.00	$ 50,250.00	$ 100,500.00
Construction Contingency	$ 113,375.00	$ 75,375.00	$ 188,750.00
Signage	$ -	$ 40,000.00	$ 40,000.00
Total	$ 1,500,000.00	$ 1,506,750.00	$ 3,006,750.00

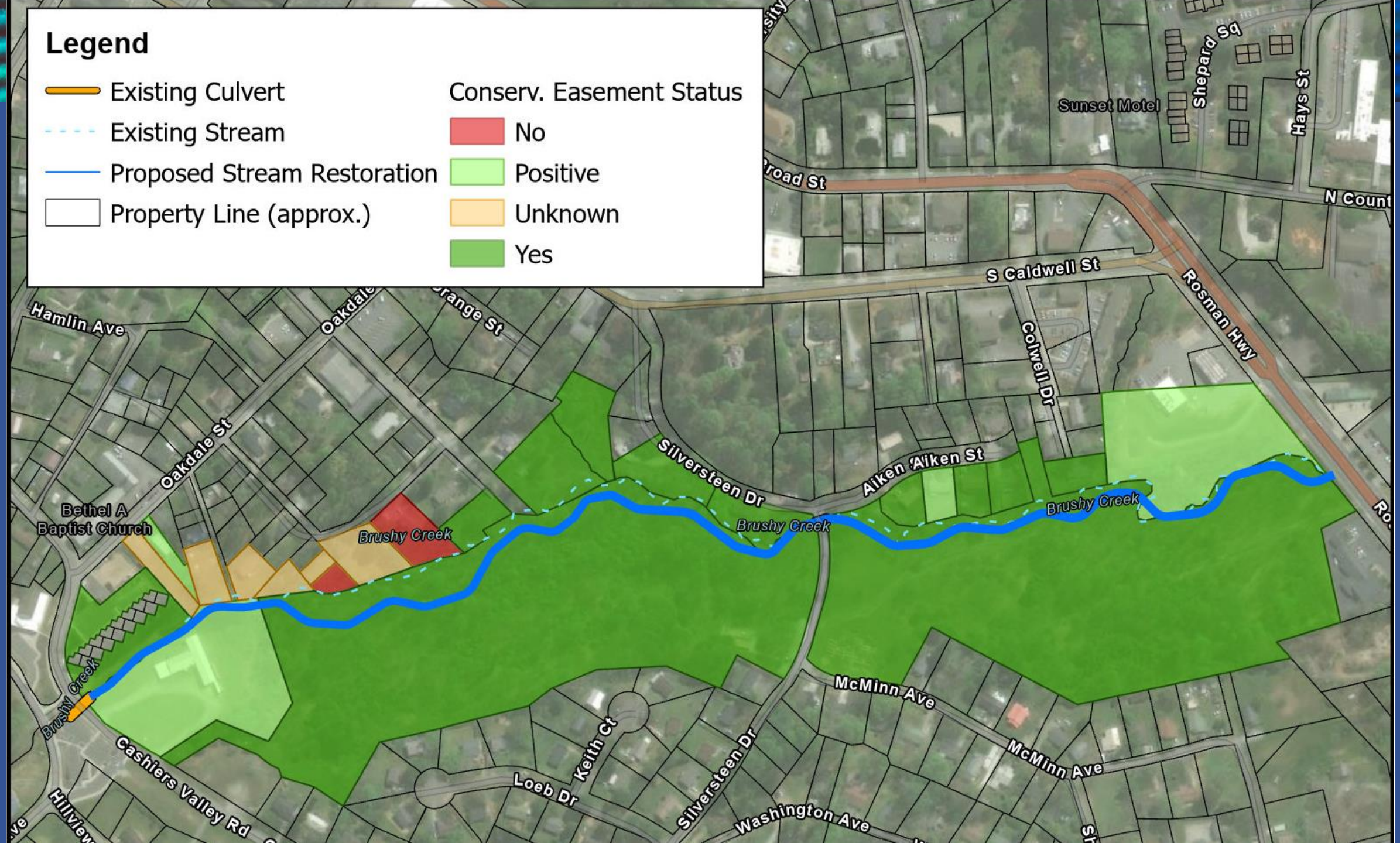


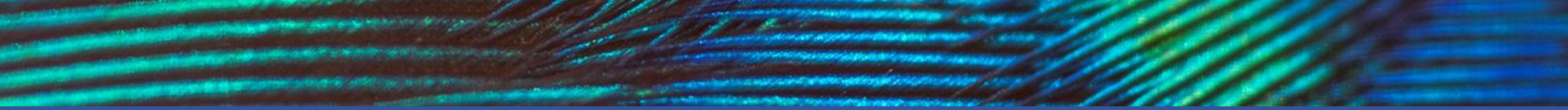
Project Current Status

- 8 signed Letters of Intent for conservation easement around stream

- 3 funding applications for final design and construction complete
  - NC Flood Resiliency Blueprint – awards next month
  - NC Land and Water Fund – awards in the Fall
  - State Legislature Direct Allocation Request

- Another public engagement planned for the Spring


Legend
Existing Culvert
Existing Stream
Proposed Stream Restoration
Property Line (approx.)
Conserv. Easement Status
No
Positive
Unknown
Yes
Sunset Motel
Shepard Sq
Hays St
S Caldwell St
Rosman Hwy
Colwell Dr
Hamlin Ave
Oakdale St
Silversteen Dr
Aiken St
Brushy Creek
Bethel A
Baptist Church
McMinn Ave
Keith Ct
Loeb Dr
Washington Ave
Cashiers Valley Rd



Conservation Easement

- **Purpose:** Permanently protect restored stream areas funded by the NC Land and Water Fund (NCLWF).
- **Ownership:** Landowner keeps property ownership but agrees to specific permanent restrictions.
- **Protected Area:** Approximately a 40–50 ft natural buffer along each side of the stream.
- **Allowed Uses:** Passive recreation (walking, fishing, birdwatching) and educational visits.
- **Prohibited Activities:** No new buildings, farming, grading, dumping, or vegetation removal (except invasives).
- **Responsibilities:** The Grantee monitors and enforces the easement; the Landowner maintains the buffer.
- **Duration:** Perpetual – applies to all future owners.
- Why It Matters: Protects water quality, prevents erosion, reduces flooding, and supports wildlife habitat.

Contact info

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City of Brevard

Jane Margaret Bell, AICP

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Land of Sky Regional Council

