# MINUTES
# City Council Public Works & Utilities Committee

**Wednesday, May 6, 2026 – 3:30 p.m.**
City Council Chambers

| | |
|---|---|
| Members Present: | Lauren Wise, Chair, Council Member<br>Gary Daniel, Vice Chair, Council Member<br>Mayor Maureen Copelof, Ex-Officio |
| Members Absent: | Owen Carson, Citizen Member |
| Staff Present: | Wilson Hooper, City Manager<br>David Todd, Assistant City Manager<br>Wesley Shook, Public Works Director<br>Dennis Richardson, Water Treatment Plant Supervisor<br>Shawnee Cummings, Assistant to the City Manager |
| Guests: | Harvey Sankey |
| Media: | Jonathan Rich |

## 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. Wise to approve the agenda as presented. The motion carried unanimously.

## D. Approval of Minutes – April 1, 2026 Meeting

Mr. Daniel moved, seconded by Mr. Wise to approve the minutes of the April 1, 2026 meeting as presented. The motion carried unanimously.

## E. 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**

Performed: 3 - locates for water line replacement & hydrant placement, 3 -hydrant repairs/replacement, 3 -DOT meetings, 3 -assists (sanitation), 3 -leak checks/repairs, 6 -water tap & meter installs – 6, 1 - backflow replacements. Pump stations maintenance – cleaned out gutters, mowed & weed eating.
3 locates for water line replacement, 1 hydrant repair, 3 DOT meetings, 4 leak checks, 2 leak repairs, 6 tap verifications, 1 automatic flush hydrant installations, 2-meter installations, 5 taps
Assists: 8 Sanitation & Streets

**Sewer**

Lift Station Maintenance: Weekly checks of pump run times & alternation, inspection of wet wells, inspection of floats confirming they are in operating position and are clean, and mowing, weed eating and spraying to keep grounds easy to access. All 15 lift stations are monitored and records are updated weekly.
Sewer blockages: 6 confirmed. Unstopped 460 feet of sewer line.
Sewer line cleaning: cleaned 7,852 ft of sewer mains in April. **Cleaned 32,505 feet so far this year. REQUIRED YEARLY FOOTAGE IS 31,680 FEET, so we've exceeded that yearly goal already in April by 825 feet.
Sewer line repairs – 4, tap installs – 1 (along with 2 water tap installs for Ben), video inspections – 1,726 feet, assists – streets -1, water – 9, sanitation – 6.
State project at Bi-Lo: pumping it out every day to keep it from discharging (Manhole #TC-016), until state contractor did the repair.

**Streets & Sanitation**

Collected: Garbage – 229.45 tons, Recycling – 56.02 tons, Cardboard – 18.63 tons
Paid Special Pick Ups/Small Appliance/Bagged yard debris – 20
Sign repair/replacement/removal – 3
Recycle Cart/Dumpster Delivery/Pick Ups – 11
Sidewalk/Curb/Pothole repair or patch – 14
Banner up/down/repair – 9
Collected 30 small dump truckloads of brush
Collected 22 large brush truckloads of brush
Mowing – utility strips/shop & utility buildings – 15
Downed tree cleanup – 6
Storm drains maintenance/repair – 7
Paint 'stop bars' on road – 6
Miscellaneous work orders – 9

**Garage**

Completed 258 fleet maintenance work orders.

**Building & Grounds**

Repaired Franklin Park playground.
Planted flowers at City Hall.
Mulched & string trimmed.
Participated in Arbor Day, planted 4 trees.
Pressure washed train depot.
Remove damaged trees from Hap Simpson Park.
Built new garden beds at community garden.
Installed new door at Girl Scout hut.
Mulched French Broad Community Center.
Installed 30-foot bases on field #5 at the sports complex.
Trimmed trees at MCJCC.
Repaired trash bins on Jordan St.
15 non-related work orders.

Mr. Todd also gave the following updates:

- The City has a lot of fire hydrants that need to be replaced, with some dating back to the early 1950's, and Public Works Staff will be working to take many of the old hydrants out of service before the next meeting.
- A NCDOT contractor working at Bi-Lo, near the future traffic circle, was performing work on the bank bordering NC-280 and got a bunch of dirt in one of the City's manholes. The dirt plugged the line and Staff unstopped it enough to let water flow, but the contractor pumped the manhole every day to get the dirt out.
    - During this process, Staff found a section of the pipe that had an offset and were able to get that fixed.
- The City received its new garbage truck and new vac truck last month. The new garbage truck allowed the City to return its rental garbage truck, which was about $1700/week. Two other garbage trucks had repairs performed, with one getting a new engine and the other getting a new transmission.

## 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, preliminary CIP prioritization planning, and UDO updates.

CCTV services began on 02/16/2026 and concluded on 04/08/2026. McAdams held a follow up UDO Workshop with the City of Brevard staff on 04/14/2026 to finalize UDO recommendations. Hydraulic modeling is ongoing and will be finalized in May. The first draft of the Preliminary Engineering Report will be submitted mid-June for review and approval.

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
            - **CCTV Support:** McAdams in process of QAQC efforts
                - Services began on 02/16
                - Services concluded 04/08
            - **Field Data Collection:** Completed
            - **Geodatabase Management:** In progress
                - McAdams is updating GIS inventory based on CCTV data and collected field data information
            - **Analysis of Existing Stormwater Systems:** In progress
                - Finalizing identified areas and will be completed in May 2026
            - **CIP Prioritization Development:** In progress

        - Ongoing prioritization, with anticipated completion in May 2026
    - **UDO Update:** In progress
        - Initial meeting held on 02/17 for scope determination
        - Meeting held on 04/14 to discuss first round of comments
        - Follow up meeting to be held on 06/12 for finalization
    - **Stormwater Assessment Report:** In progress
        - Compiling data and anticipating first draft submittal in mid-June 2026
        - Finalized report provided, after comment review, in July 2026.
- b. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
    - i. Schematic Design and Identification of Funding

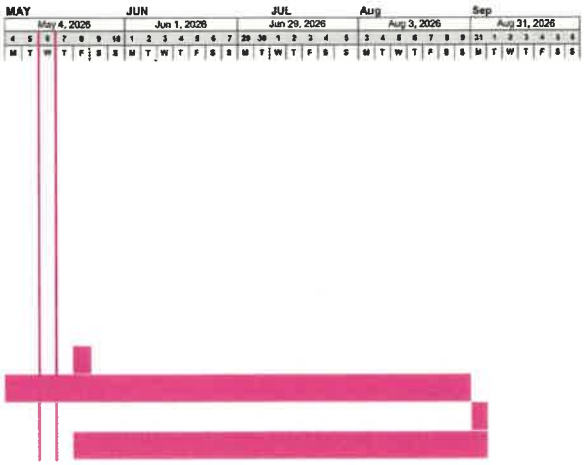
### 3. Hillview Street Culvert

- Contractor has been issued Notice to Proceed by email with the effective date of May 4, 2026.
- Contractor has provided copies of bonds to the Engineer, which were subsequently mailed to the Owner.
- Contractor was notified by email that they did not include the signed contract and were instructed to send it directly to the Owner.
- Contractor has submitted the first round of product submittals by email on 04/27/26. They were marked up by the Engineer and returned to the contractor by email on 04/30/26 and stamped Revise and Resubmit.
- Contractor spoke by phone with the Engineer on 05/04/2026 regarding the logistics of the sewer line that passes through the culvert and the potential for the sewer line to penetrate more than a single joint of culvert. The Engineer directed the Contractor to work with the structural engineer for the culvert manufacturer to arrive at an acceptable solution and return it to the Engineer with the revised submittal.
- The Engineer requested a construction schedule, including mobilization and implementation of traffic control for Phase 1, from the Contractor by email on 05/04/2026. Four bids were received on Tuesday, March 24th at 1PM. The engineer's opinion of cost was $1.30M and the bids came in between $1.02M and $1.31M.

## Hillview St. Culvert

City of Brevard, NC

| TASK | PROGRESS | START | END |
|---|---|---|---|
| Existing Conditions Investigation | | | |
| Preliminary Design Phase | | | |
| Total | 100% | 11/8/25 | 11/24/25 |
| Final Design Phase | | | |
| Total | 100% | 11/24/25 | 1/12/26 |
| Permitting Services | | | |
| Total | | 11/24/25 | 2/23/26 |
| Issue for Bidding | | | |
| 4 week bid period | 100% | 2/20/26 | 3/24/26 |
| Construction | | | |
| Pre-con Meeting | 0% | 5/8/26 | 5/8/26 |
| Construction | 0% | 5/4/26 | 8/17/26 |
| Close-out | 0% | 8/17/26 | 8/31/26 |
| Total | 0% | 5/8/26 | 8/31/26 |




### 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 and the seepage was near the draw/fill line. CMT has been contacted to meet onsite. Once this is resolved, disinfection will proceed.
   a. Update: CMT has repaired all the weep points. Brown PA inspected on 05/01/2026 and will perform a final on 05/05/2026.
2. Of the 20 new actuators planned to be installed, only 1 remains to be installed at the raw water intake.
3. Conduit work and new control panel work continues in the pump room.
4. The installation of the equipment in the flocculation basin is ongoing, and the stilling walls are being stalled.

**Upcoming work:** Work over the next couple of months

1. Delivery of new pumps in August for installation
2. Completion of work at flocculators

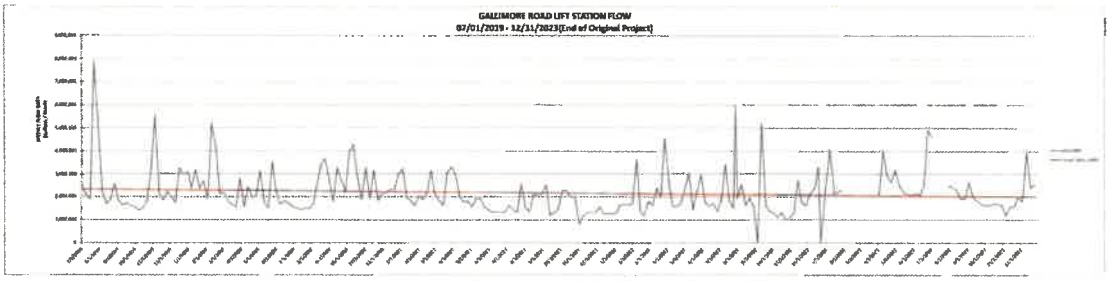
**City of Brevard - Water Treatment Plant Improvements :**
NCDEQ SRP-D-ARP-0222
Brown PA - 20042

| Task | 2025 Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec | 2026 Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Advertise | | | | | | | | | | | | | | | | | | | | | | | | |
| Bid March 25, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| RE-Bid April 15, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/29/2025 - NCDEQ BID package for Approval | | | | | | | | | | | | | | | | | | | | | | | | |
| May 29, 20225 NCDEQ ATA letter received | | | | | | | | | | | | | | | | | | | | | | | | |
| May 30, 2025 Notice of Award received | | | | | | | | | | | | | | | | | | | | | | | | |
| June 10, 2025 Execute Contract - Noticec to Proceed | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction 365 Days | | | | | | | | | | | | | | | | | | | | | | | | |

## 5. Gallimore Sewer Rehab Update

***Gallimore Basin Sewer Rehab Change Order #2***

- 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.
- 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.
- **Contractor stated it will be a couple of months before Sub can get to the services.**
- **Holding Payment Application**




## 6. Sewer Pump Station Rehabilitation Project

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

- The contractor has installed the pump station wet well, grinder vault, meter and valve vaults, and piping between the vaults.
- The contractor has completed the majority of the installation of the gravity sewer and manholes between the new pump station and the existing pump station.
    - SSMH #1, 2, 3, 4, and 5 have been installed.
    - 36" gravity sewer has been installed from station 10+00± to station 10+51± between the wet well and SSMH #2 and has begun being installed from station 10+00± at SSMH#2 towards SSMH #6.
    - 24" gravity sewer has been installed from station 10+51± to station 15+10± between SSMH #2 and 5.
    - Force main installation is complete to station 14+34±.

TP Howard is currently mobilizing to the Wilson Pump Station, and the Electrical Sub has completed installation of all components. TP Howard is waiting for the gas service to be installed and tentatively has scheduled the start-up of the generation for Thursday, May 14th.

Shop drawings and submittals are continuing to be reviewed.

Both the Fish Camp and Gallimore Road easements have been finalized, and the paperwork is now complete.

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) | | | | | | | | | | | | | | | | | | | | ★ | |

## 7. WWTP Renovation and Upgrade Project

Mr. Todd stated that at the WWTP, an RBC shaft broke in the center and Staff mobilized quickly to get multiple quotes. After retaining a contractor, they started replacing the RBC, but upon draining the water, it caused the shaft to shift. The shift of the shaft caused the concrete and bearings to move, breaking a wall of the RBC basin and requiring further repair. Staff were able to retain another contractor to repair the basin the next day and the concrete has been set. The RBC shaft was placed and they are waiting for the biological growth to regenerate. KCI was able to get Staff in touch with the second contractor quickly and Mr. Todd was thankful for their involvement.

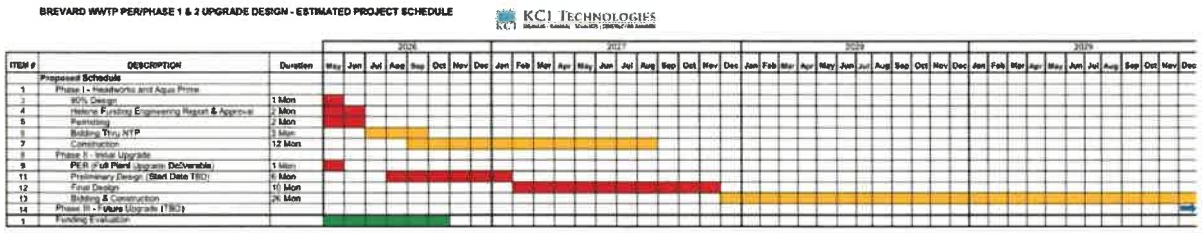
KCI is continuing to work with their subconsultants to finalize the plans and specifications, while simultaneously wrapping up the permitting and funding approval process necessary for the bidding of the Phase 1 design over the next several weeks.

KCI has discussed with Brevard staff pursuing FEMA BRIC funding for Phase 2 but this funding will be limited to site and chlorine contact basin improvements. KCI will continue to work with the City staff on pursuing Phase 2 funding.

The Basin study performed by KCI has been updated to include the expected flows from the Davidson River Village and is being internally reviewed. An updated PowerPoint and figures will be provided to Brevard staff for review.

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

| ITEM # | DESCRIPTION | Duration | 2026 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Fe |
| | Proposed Schedule | | | | | | | | | | | |
| 1 | Phase I - Headworks and Aqua Prime | | | | | | | | | | | |
| 3 | 90% Design | 1 Mon | ■ | | | | | | | | | |
| 4 | Helena Funding Engineering Report & Approval | 2 Mon | ■ | ■ | | | | | | | | |
| 5 | Permitting | 2 Mon | ■ | ■ | | | | | | | | |
| 6 | Bidding Thru NTP | 3 Mon | | | ■ | ■ | ■ | | | | | |
| 7 | Construction | 12 Mon | | | | | ■ | ■ | ■ | ■ | ■ | ■ |
| 8 | Phase II - Initial Upgrade | | | | | | | | | | | |
| 9 | PER (Full Plant Upgrade Deliverable) | 1 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 | | ■ | ■ | ■ | ■ | ■ | ■ | | | | |




## 8. Tannery Smokestack

Two pre-bid meetings were held on Friday, 04/24/2026 on the tannery site, one for the demolition of the smokestack and the other for removal of an abandoned underground vault which contains an oily substance and is a remnant of the old tannery. Five bidders were present. All five intend to bid on the vault removal project and three of the bidders intend to bid on the stack demolition as well. Bids are due Friday, 05/08/2026.

Once we know the actual cost of removal for both items, we will be better prepared to determine the best path forward. The intent, if funding allows, is to remove both the smokestack and the vault prior to the construction of the new multi-purpose path.

The smokestack demolition bids will include an alternate to leave a small portion of the smokestack. Pending review of the costs, the city's insurer has said that it will consider allowing a small portion of the stack to remain pending review and approval by a structural engineer. The city has a proposal on hand from a structural engineer, WSP, to review the stack remnant if the cost reveals this to be feasible alternative.

## 9. Public Comment

Madeline Magin stated that she owns 185 King St. and she read in the paper that commercial businesses will be paying higher sanitation fees, which she supports. She said many businesses obtain dumpsters from private service providers and do not use the City's services, so she is wondering if there will be an option to opt out because she could see that being a problem for businesses that deal with their trash already.

Ms. Magin also thanked the Committee for the crosswalks on Railroad Ave., by Whitmire St. and the propane company. She said the problem is that there is no way to cross Railroad Ave. close to all the businesses, as there are no crosswalks at King St., French Broad St., and Whitmire St. The closest option is on Probart St., so people using the bike path have to wait until it is clear and then cross through traffic. She asked if it would be possible to add two crosswalks, one at the King St./French Broad St. triangle and one at Whitmire St. that crosses over to the sidewalk to help with walkability and safety. Mr. Daniel said as someone who walks that route, it would be great if it could cross to the King St./French Broad St. triangle. Mr. Hooper said Staff will ask the City's traffic engineer about the best placement for sidewalks to see what can be done in that area.

Harvey Sankey had clarifying questions about the broken RBC at the WWTP and the number of tipper carts being requested in the budget. He also asked if it would be possible to get some of the department heads to attend a meeting in Straus Park to talk to the citizens about what is going on in the City. The Committee recommended the citizens come to the Committee meeting since we cover everything here. Mayor Copelof said if the citizens of Straus Park want to do a town hall, she would be happy to do that.

**10. Set Next Meeting – June 3, 2026 at 3:30pm**

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

**11. Adjourn**

There being no further business, the meeting was adjourned at 4:28 p.m.

Minutes Approved: June 3, 2026

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

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager