MINUTES
City Council Public Works & Utilities Committee

Wednesday, November 5, 2025 – 3:30pm
City Council Chambers

Members Present:	Mac Morrow, Chair, Council Member Lauren Wise, 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 Becky McCann, Communications Coordinator Denise Hodsdon, City Clerk
Guests:	Harvey Sankey
Press:	David Bradley, *Transylvania Times*

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:33pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

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

D. Approval of Minutes – October 1, 2025 Meeting

Mr. Wise moved, seconded by Mr. Carson to approve the minutes of the October 1, 2025 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 currently completing Phase 1 of the project, mainly focusing on the field data collection task. This

effort is coupled with a desktop analysis, geodatabase management, and preliminary CIP prioritization planning. McAdams and the City of Brevard have completed the project kickoff and prioritization workshop to establish a prioritization matrix identifying design criteria for the ten (10) scoped hotspots areas on 10/14/2025. 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
Duckworth Avenue

Below is the overall schedule:

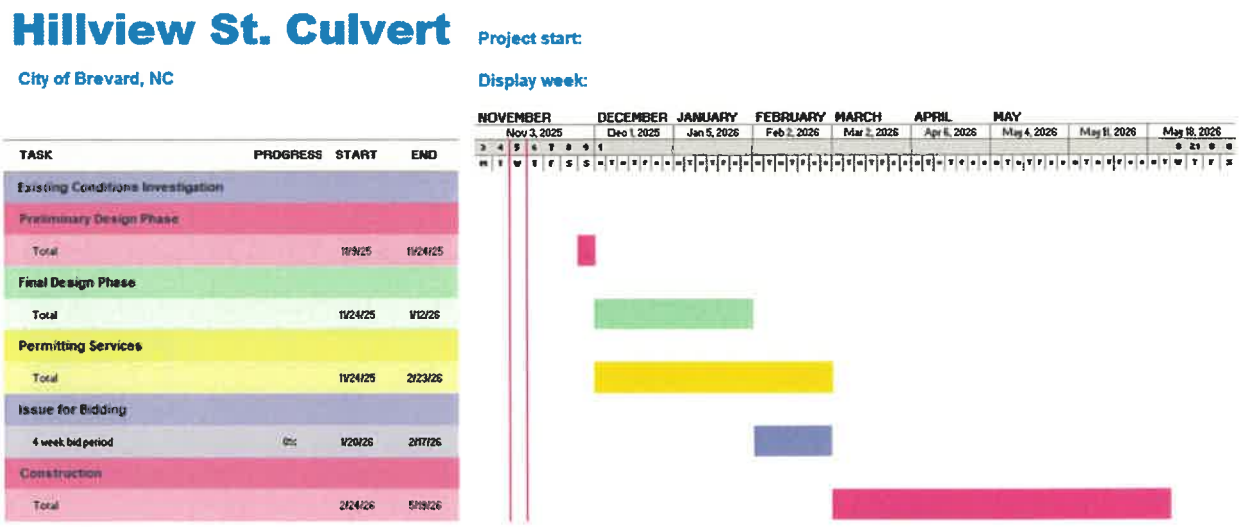
1. Overall Project Schedule and Scope:
    a. Phase 1 completed in fiscal year 2026 (June 2025 – June 2026)
        i. Identification of Projects and Capital Improvement Planning
            1. **October – January:** Field work and post processing of data
                a. City of Brevard to help support field data collection every Tuesday (7am-3:30pm) until end of year. Brie Saur and Wesley Shook to coordinate efforts as needed.
            2. **December:** Start coordination with CCTV
            3. **January – March:** CCTV crews on-site
            4. **January:** Start building H+H models
            5. **February:** Final field visits for any missing data
            6. **March - April:** Finalizing existing conditions models + Prioritization
            7. **April – June:** Report writing + finalizing deliverables
    b. Phase 2 completed in fiscal year 2027 (July 2026 – 2027)
        i. Schematic Design and Identification of Funding

2. Hillview Street Culvert

Staff is continuing to work with FEMA to determine if this project will be funded through FEMA Public Assistance. 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.

The survey work and H&H study are complete. Our Designer will commence permitting from the preliminary plan set that will be ready this week, complete the final plans the second week in January, bid the project for four weeks from mid-late January until mid-

February, and commence construction in late February depending on how quickly we can turn around the contract with the successful contractor (the schedule assumes one week, but that may be ambitious). Allowing about twelve weeks (60 work days), the construction period would then be from late February through mid-May. There are no assumptions regarding weather.



3. Norton Creek Restoration Phase 2

Current Status:

- Construction has been completed
- Change Order is being prepared to repair areas of the original streambank project damaged during Hurricane Helene and by the landscapers.

Next Steps:

- Execute Change Order #1

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	Completed
Construction to begin	Completed
Construction to be completed	Completed
Change Order #1	12-31-2025

4. Water Treatment Plant Renovation

Shop DWGs approved to date:
See Attached List

Work to date:

1. New Clearwell base completed. 7-day break came in at 90% strength. Very good.
2. New Clearwell walls - rebar and forms to be completed 11.6.2025, pour new walls 11.07.2025.
3. Change Order nearly completed for submittal to COB for Approval. Waiting for sedimentation basin pump cost, should be completed week of 11.10.2025 for submittal.

   Change order items include:
   1. Demolition of existing (original) control panel and installation of desk and cabinet
   2. Filter media replacement
   3. Clearwell vent
   4. 6-inch plug valve @ drying beds (5-valves)
   5. Tubing for chemical feed lines
   6. Finish water pump (1 additional)
   7. Transfer pump (1 additional)
   8. Sludge/solids pump for sed. Basin

   Estimated cost $485,000 (plus the solids pump to come)

4. New roof at drying beds completed.

Upcoming work: Work over the next couple of months

1. Complete Clearwell work and piping work to tie new tank in
2. Continued work on the receipt and Approval of Shop drawings. Brown PA
3. Estimated delivery time for Back Up Power generator is 2/27/2026.
4. Estimated delivery time for automatic transfer switch is 3/12/2026.

City of Brevard - Water Treatment Plant Improvements

NCDEQ SRP-D-ARP-0222

Brown PA - 20042

Task	2025												2026											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	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																								

Brevard Water Plant Shop DWG Submittals **Brown PA 20042** **Date: 11_03_2025**

	submittal	approved	not approved	Notes
1	Fortiline	7/14/2025		
2	Roof Paint Chip	8/13/2025		
3	Kohler Gen	8/15/2025		
4	MCC	8/25/2025		
5	Concrete Mix	9/4/2025		
6	CW230253 -	9/5/2025		chemical feed, sludge pump, bicarb pump
7	Waterstop	9/11/2025		
8	kohler Gen Platform	9/11/2025		
9	Tank Elevation change	9/11/2025		
10	CW230253 -	11/3/2025	9/21/2025	VFD - resubmitted, with Elec Engr Approved
11	Plat Check Valve	10/8/2025		
12	Trillium Anchor		10/25/2025	
13	Trillium Pump		10/25/2025	
14				
15				
16				

5. Water and Sewer Asset Inventory Assessment

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

Next Steps:

- Perform on-site inspection and assessment of the existing pump stations

- Demand projections based on information provided Planning Department
- Preparation of a proposed improvements program based on future demand

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	November 15, 2025
Capital Improvements Program & Financial Impact	November 31,2025
Project Close out	December 31, 2025

Sewer System Asset Inventory & Assessment

Current Status:
- Fieldwork is 98% complete
- Sewer mapping is 98% complete
- Preparing an infrastructure replacement program
- Demand projections based on NCDOT TAZ

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

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	November 14, 2025
Update Demand Projections	November 14, 2025
Identify Areas Needing Sewer with Planning Dept.	completed
Update Existing Infrastructure Assessment	completed
Capital Improvements Program – Failing Infrastructure	completed
Capital Improvements Program – Future Development	November 14, 2025

Financial Impact	November 14, 2025
Present to City of Brevard	TBD
Project Close-out	December 15, 2025

5a. The Burl Sewer Line Upgrade

The sewer line that the developers plan to tie into is identified as an 8-inch line, but it has been discovered that approximately 200 feet from the tie-in, the line steps down to a 6-inch line and there are a lot of properties that tie into that line. This 6-inch line is most likely not adequate to carry everything that would come from The Burl if it were fully developed. Currently there are two 6-inch lines that run on either side of Hillview, and we are talking about tapping off of one of those manholes where the 8-inch line runs to and take an 8-inch line down Hillview and tying into our system further down the line where it is an 8-inch. That would help The Burl, however there are no funds budgeted for that. We have talked to the developers and are looking at different alternatives. One possible opportunity would be to tie into the HAC housing development's new sewer line, which the County is paying for.

6. Gallimore Sewer Rehab Update

Gallimore Basin Sewer Rehab Change Order #2

- The pipe lining along County Club Road and Caldwell Street have been completed and they are working on service lines this week
- The manholes along Country Club Road and Caldwell Street are complete
- BLD is scheduled to line the service laterals along Caldwell and Country Club Rd. – Week of November 3, 2025
- 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

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 December 1st.

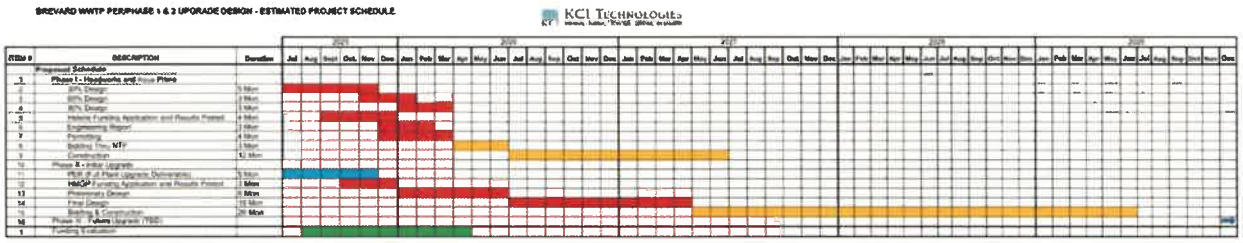
Shop drawings and submittals are continuing to be reviewed, and the engineer is working with the contractor on Change Order No. 1.

Progress has been made on the Fish Camp easements however the property owner has raised additional questions. We are working with Counsel now to resolve the outstanding issues and are hopeful to have this in place in the next 30 days.

Sewer Pump Station Rehabilitation Project																						
			2025						2026													
Task	To	From	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December		
Gallimore Pump Station	12/1/2025	7/15/2026																				
Fish Camp Pump Station	5/14/2026	8/28/2026																				
Wilson Road Pump Station	8/14/2026	10/2/2026																				
Punch Out & Cleanup	8/14/2026	10/2/2026																				
Final Completion Date	11/19/2026																					
ARPA Funding Deadline	12/31/2026																					

8. WWTP Renovation and Upgrade Project

KCI, with assistance from the City and ICF has completed and submitted two funding applications in the last week. Through the DWI SRF Helene funding program an additional $5.6 million was applied for to fund the construction of Phase 1. It is anticipated that only $5.0 million, if successful, will be awarded but will all be principal forgiveness. Through the HMGP advanced assistance program, approximately $2.6 million was applied for to fund the design of Phase 2. If successful, this will also be all principal forgiveness/grant. It is anticipated we will find out the results for both programs this December. KCI with help from the City and ICF will continue to evaluate alternatives to fund the construction of Phase 2. KCI will provide Brevard staff in the coming month the PER and the Phase 1 design plans for review so that we can continue advancing the design while we await funding application results.



				2025												
ITEM #	DESCRIPTION	Duration	Jul	Aug	Sept	Oct.	Nov.	Dec.	Jan.	Feb	Mar	Apr	Ma			
	Proposed Schedule															
1	Phase I - Headworks and Aqua Prime															
2	30% Design	5 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)	5 Mon														
12	HMGP Funidng Application and Results Posted	3 Mon														
13	Preliminary Design	6 Mon														
14	Final Design	10 Mon														
15	Bidding & Construction	26 Mon														
16	Phase III - Future Upgrade (TBD)															
1	Funding Evaluation															

F. Public Comment

Harvey Sankey asked if there were any other major projects that are not on this list. Mr. Hooper noted that all of these are utility-related projects, but probably in the year to come we will bring some General Fund-related projects to the committee, including either significant renovations to the City Hall building or the possibility of starting a replacement project for this building. There may also be some trail-adjacent public works projects that we will need to discuss in the months to come.

G. Set Next Meeting

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

H. Adjourn

There being no further business, the meeting was adjourned at 4:52 p.m.

Minutes Approved: January 7, 2026

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

Denise Hodsdon
City Clerk