MINUTES
City Council Public Works & Utilities Committee

Tuesday, July 2, 2025 – 3:30pm
City Council Chambers

Members Present:	Mac Morrow, Chair, Council Member Lauren Wise, Vice-Chair, Council Member Mayor Copelof, Ex-Officio Member
Members Absent:	Owen Carson, Citizen Member
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Wesley Shook, Public Works Director Aaron Winans, Wastewater Treatment Plant Superintendent Paul Ray, Planning Director Selena Coffey, Assistant to the City Manager

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:31pm.

B. Certification of Quorum

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

C. Approval of Agenda

Mr. Wise made a motion to approve the agenda, which was seconded by Mr. Morrow. All in favor.

D. Approval of Minutes

Mr. Wise made a motion to approve the agenda, which was seconded by Mr. Morrow. All in favor.

E. Project Updates:

1. Review of McAdams Stormwater Master Plan Proposal

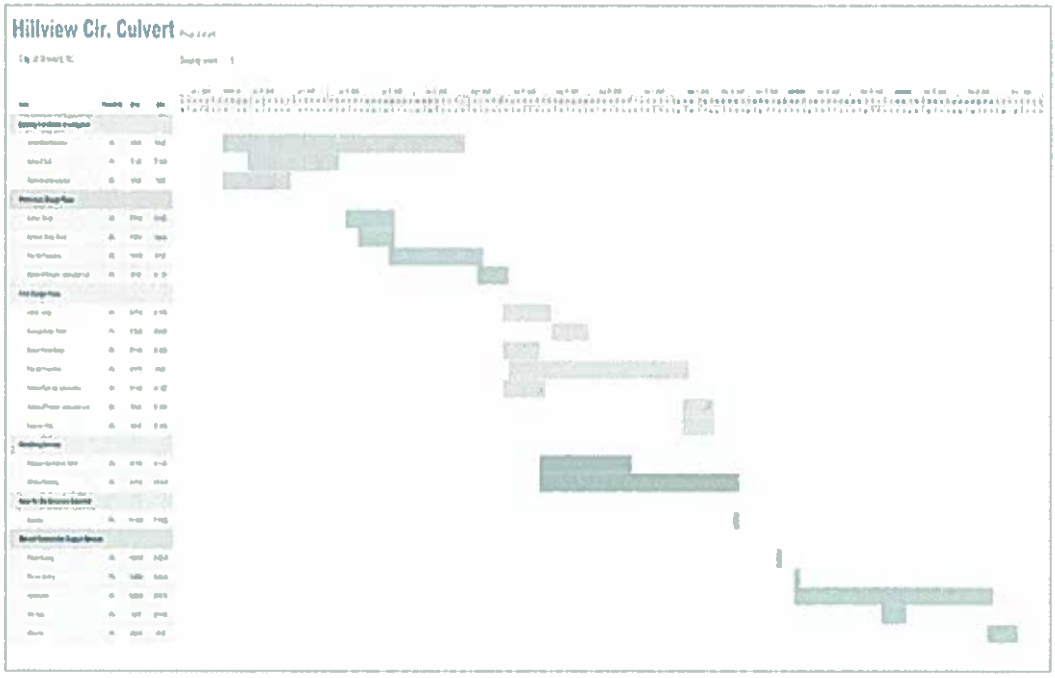
Mr. Todd reported that, based on the last special-called meeting, he moved forward with due diligence in negotiating with McAdams. He reported that he was able to get McAdams to reduce the cost from $20,000 to $15,000 and that the final proposal has been signed and McAdams will be at the next meeting to report to the committee.

2. Hillview Street Culvert

Mr. Todd reported that the Subsurface Utility Engineering group was on-site Tuesday, July 1. The WSP Geotech group will layout boring locations at the same time so that they can be collected by the surveyor. The surveyor will follow up after these two tasks so that they can collect the locations of the borings and utilities (along with topography and other existing improvements). The H&H group has prepared preliminary sizing for the replacement culvert, estimating the size at approximately 11'x6'x150".

Mr. Todd reminded the committee that the 2007 stormwater master plan recommended replacement of this culvert to reduce road overtopping and also recommended a bottomless culvert to promote better benthic conditions for Norton Creek. He stated that the city is looking into three possible options, which include: 1) a precast concrete, open-bottom, arch, 2) an aluminum plate open-bottom arch, and 3) an aluminum pipe arch, the bottom of which would be buried a minimum of 12" below the creek bed, thus providing a natural bed condition through the length of the pipe.

Mr. Todd then provided a review of the following tables showing a timeline for the project.



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	9/9/25
Contract Docs and Specifications	0%	8/11/25	8/17/25
Opinion of Probable Construction Cost	0%	9/9/25	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	2/28/26
Site Visits	0%	1/3/26	2/14/26
Close-out	0%	2/28/26	3/4/26

3. Norton Creek Restoration Phase 2

Mr. Todd then provided the following overview of the Norton Creek Restoration project noting the following:

Current Status:

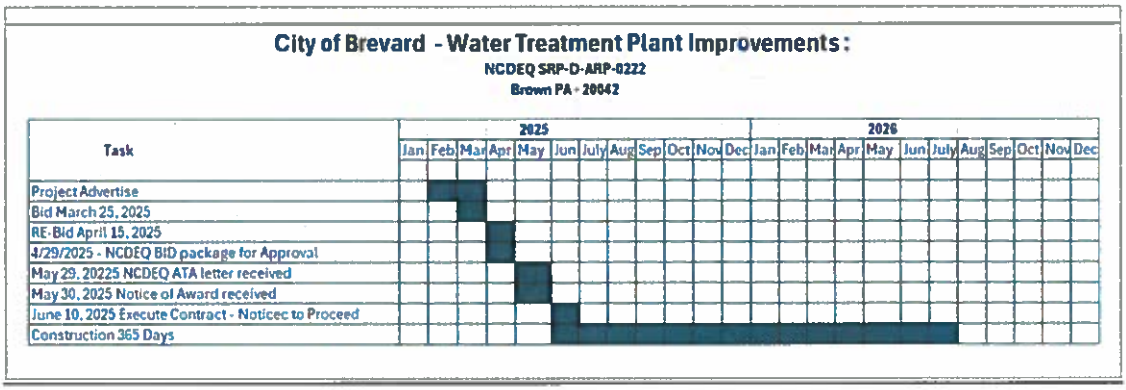
- All permits have been obtained
- No Rise Certification completed
- Bid documents have been completed and reviewed

Next Steps:

- Advertise for construction

4. **Water Treatment Plant Renovation Update**

Mr. Todd reported that the water treatment plant renovation is moving forward, and the construction contract has been executed with a Notice to Proceed issued. Carolina Specialties has begun gathering shop drawings, and product specifications for motors, pumps, etc. and plans to have those to the designer in the next few weeks for approval. Carolina Specialties has also mobilized, and grading work has begun on installation of the Clearwell. Mr. Todd provided the following timeline for the committee.



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

Mr. Todd provided the following information on this project:

A. Water System Asset Inventory & 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 90% complete
- Water main mapping is 98% complete
- Hydraulic model construction is 95% complete, have run initial modeling.

Next Steps:

- Continue calibrating hydraulic model
- 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)	July 1, 2025
Hydraulic Model (for calibration)	July 15, 2025
Flow Tests (by City of Brevard)	July 15, 2025
Analysis of Ex. Water System	July 18, 2025
Update Demand Projections	August 1, 2025
Capital Improvements Program & Financial Impact	September 1,2025

B. Sewer System Asset Inventory & Assessment

Field Work to Date:

- Manholes Inspected and identified on GPS – 1516 (found 53 new manholes)
- Manholes paved over / no signal for GPS / bolted shut / etc. - 329

Current Status:

- Fieldwork is 82% complete
- Sewer mapping is 90% complete
- Brushy Creek Basin Smoke Tested, 100% complete

Next Steps:

- Finalize field work
- Coordinate with NCRWA to perform smoke testing of the Kings Creek Basin
- Identify and rate critical infrastructure
- Continue performing 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

Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	July 31, 2025
Smoke Testing of Kings Creek Basin	July 24, 2025
Identify and Rate Critical Infrastructure	July 31, 2025
Update Demand Projections	August 1, 2025
Identify Areas Needing Sewer with Planning Dept.	July 15, 2025
Update Existing Infrastructure Assessment	August 14, 2025
Capital Improvements Program & Financial Impact	August 28, 2025
Present to City of Brevard	September 1, 2025

6. Gallimore Basin Sewer Rehab Update – Change Order #2

Mr. Todd reported that the lining along County Club Road and Caldwell Street are now complete. He provided the following additional updates:

- The Contractor has completed lining the majority of manholes.
- The Contractor is having a difficult time securing a sub to perform the point repairs along England Street.
- The Contractor has submitted a pay application; however, Summit is holding the invoice until the contractor addresses questions regarding the post-construction CCTV videos, hoping to resolve first week of July.
- Awaiting an updated project 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 June 30. Submittals will start rolling in this month and their tentative mobilization date is September 1, 2025.

Sewer Pump Station Rehab Project 6/4/2025

Task	2025												2026											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Advertise																								
Bid (April 8, 2025)			★																					
Execute Contract																								
Construction (500 Days)																								
Gallimore Pump Station																								
Fish Camp Pump Station																								
Wilson Pump Station																								
ARPA Funding Deadline (December 31, 2026)																								★

8. Wastewater Treatment Plant Update

Mr. Todd reported that KCI is continuing to work on the 30% design, and with the approval of design amendment #2 will be able to proceed through final design and bidding while also finalizing the Phase 2 & 3 preliminary engineering report. The next steps include getting Holmes Geospatial on site for site survey and underground utility locates. Following the completion of the 30% design and approval by the City, Mr. Todd noted that the city will begin the electrical and structural design and mobilize the geotechnical sub consultant to perform a subsurface investigation at the locations for the proposed Phase 1 equipment.

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

KCI TECHNOLOGIES

ITEM #	DESCRIPTION	Duration	2025				2026				2027				2028				2029			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Proposed Schedule																					
1	Phase I - Headworks																					
2	Design & Permitting	9 Mon																				
3	Bidding & Construction	18 Mon																				
4	Phase II - Initial Upgrade																					
5	PER (Full Plant Upgrade Deliverable)	7 Mon																				
6	Design & Permitting	24 Mon																				
7	Bidding & Construction	24 Mon																				
8	Phase III - Future Upgrade (TBD)																					➡
1	Funding Evaluation																					

Committee members and staff then discussed making improvements within the Cherry Street neighborhood to help residents in that community be able to evacuate in case of future flooding. Mr. Todd shared that McGill Associates will be reviewing this area and making recommendations in this regard.

F. Public Comment

Harvey Sankey complimented Mr. Todd and the Public Works team for their work on all of these projects. He then asked for an update from Mr. Todd, who responded.

G. Set Next Meeting – August 6, 2025 at 30pm

Mr. Morrow stated that the next meeting will be held on August 6, 2025 at 3:30pm.

H. Adjourn

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

Minutes Approved: August 6, 2025

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

Selena D. Coffey
Assistant to the City Manager