MINUTES
City Council Public Works & Utilities Committee

Wednesday, January 7, 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:	David Todd, Assistant City Manager Dean Luebbe, Assistant City Manager/Finance Director Wesley Shook, Public Works Director Dennis Richardson, Water Treatment Plant Supervisor Aaron Winans, Wastewater Treatment Plant Superintendent Denise Hodsdon, City Clerk Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey
Press:	n/a

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:34 p.m.

B. Certification of Quorum

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

C. Approval of Agenda

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

D. Approval of Minutes – November 5, 2025 Meeting

Mr. Daniel moved, seconded by Mr. Carson to approve the minutes of the November 5, 2025 meeting as presented. The motion carried unanimously.

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

1. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and is currently advancing 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.

Field data collection task is approximately 70% complete, with activities anticipated to conclude by 1/8/26. Downtown data collection is complete, while the Oakwood Neighborhood is approximately 90% complete. Remaining data collection includes stormwater infrastructure within the Cherry Street Neighborhood, Ducks Drive Neighborhood, and two culvert crossings located at Silversteen Community Garden and Batson Road.

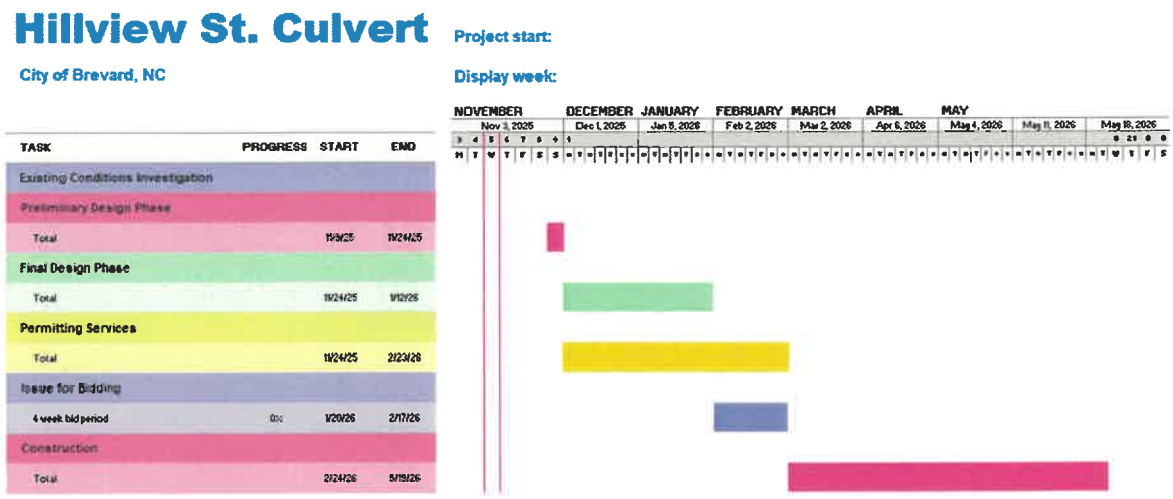
Below is the overall schedule:

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. Initial field data collection completed early January.
            2. **January:** Start coordination with CCTV
            3. **January:** Start building H+H models
            4. **February:** Final field visits for any missing data
            5. **February – April:** CCTV crews on-site
            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 – June 2027)
        i. Schematic Design and Identification of Funding

2. Hillview Street Culvert

Staff is currently responding to City comments and finalizing the plans. We are working on procurement specs in the next few weeks, and the project is anticipated to go to bid in early February per the most recent schedule update.

Regarding the temporary road repair, we will be issuing a revised plan on 1/5/26 or 1/6/26 to reflect centering the steel plates over the existing pipe. Steel plates are being delivered on 1/2/26, with repairs beginning on 1/13/26, which are expected to last 2-3 days.



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
Execute Change Order #1	1-31-2026
Completed Work of Change Order #1	2-28-2026

4. Water Treatment Plant Renovation

Work to date:

1. New Clearwell base completed. 28-day break came in at 128% strength. Very good.

2. New Clearwell walls completed. 7-day break came in at 73% strength.
3. Change Order completed and approved by NCDEQ on December 2, 2025.

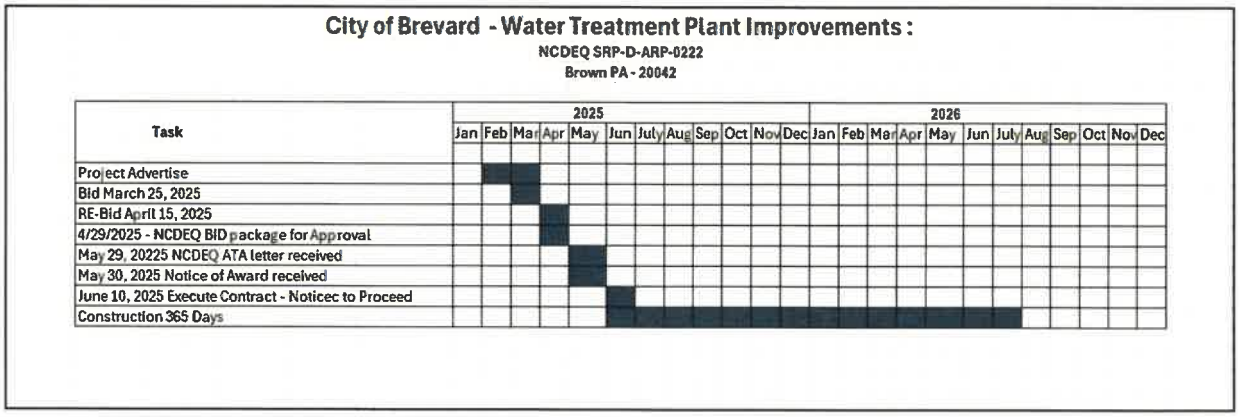
   Change Order items include:
   1. Demolition of existing (original) control panel and installation of desk and cabinet
   2. Filter media replacement
   3. Clearwell vent
   4. 6-inch plug valve @ drying beds (5-valves)
   5. Tubing for chemical feed lines
   6. Finish water pump (1 additional)
   7.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

Change Order approved cost $499,230.

4. Concrete Flooring and pipe work completed at the sludge drying beds, and in operation.
5. New 10-inch valve at existing Clearwell to new Clearwell to be installed this week.

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.



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 Planning Department completed

Next Steps:

- 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	completed
Capital Improvements Program & Financial Impact	January 31, 2026
Project Close out	January 31, 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

Next Steps:

- Identify and rate critical infrastructure
- Preparation of a proposed improvements program based on demand projections

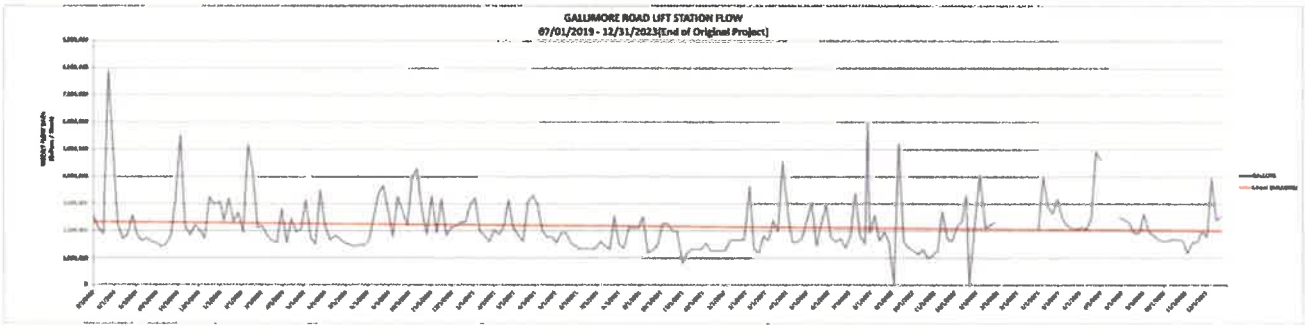
Schedule of Remaining Tasks:

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	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	January 15, 2026
Financial Impact	January 15, 2026
Present to City of Brevard	TBD
Project Close-out	January 31, 2026

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
- Liquidated damages are being considered

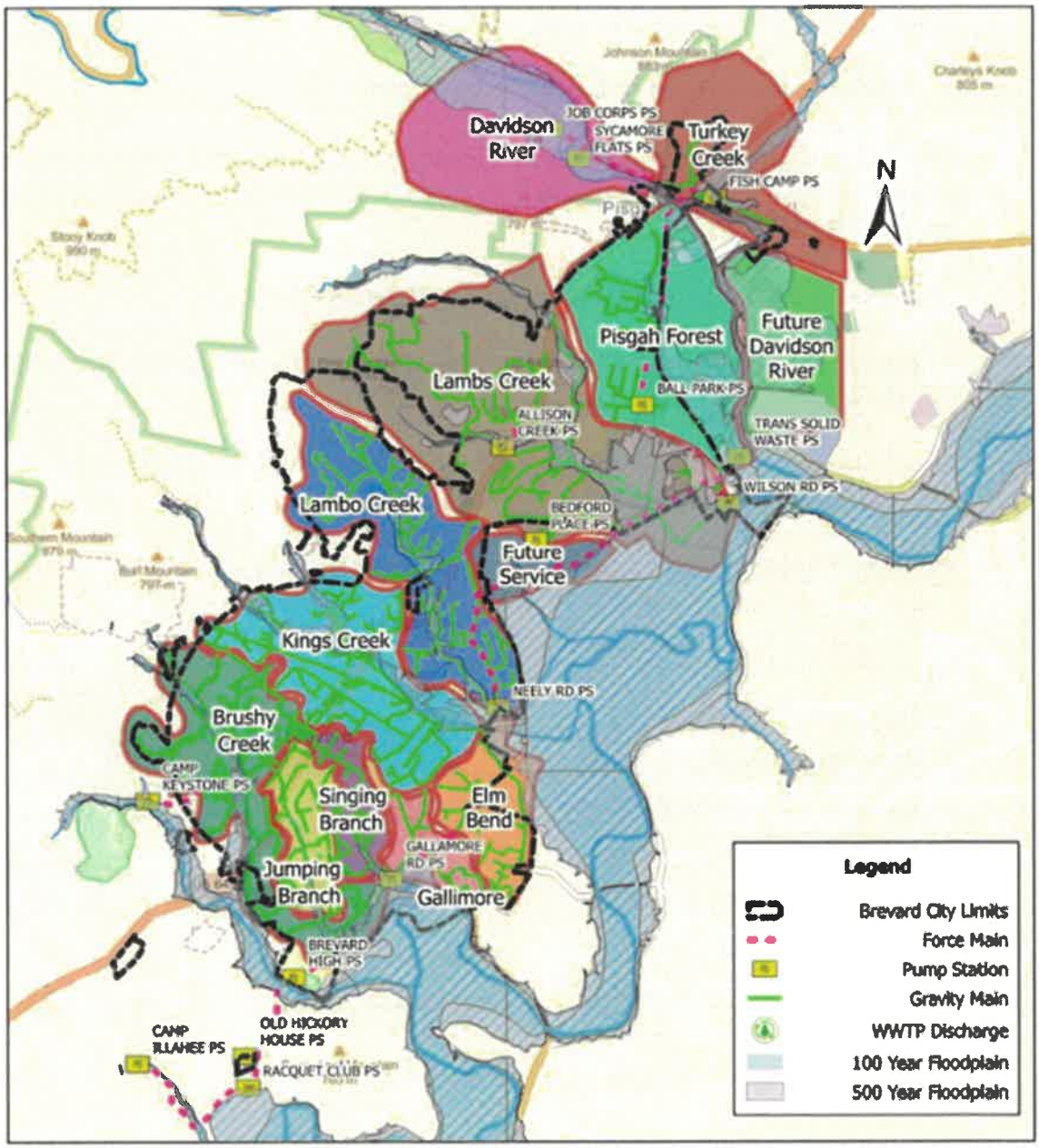


7. Brushy Creek Sewer Rehab

During the process of seeking and applying for grants for the Wastewater Treatment Plant, our consultant, ICF, determined that the City has been linked to a requested $880,000 grant from the EPA. The funding is designated for the prevention of inflow and infiltration into the City's sewer system. The funds are specifically targeted for the Brushy Creek Drainage Basin and are intended to reduce and prevent sanitary-sewer

overflows. The funding request was submitted by Senator Chuck Edwards as a FY 2025 Community Project Funding Request.

The funds will be used in a similar fashion to the funding used on the Gallimore Basin for the repair, replacement, and slip-lining of sewer lines in the Brushy Creek Basin.



8. Sewer Collection System Rehabilitation: 498 Greenville Highway

Approximately 300' of 8" sewer line running parallel to Greenville Hwy, near Gallimore Road and serving the Morgan Manor Apartments, is in poor condition and routinely blocked by tree roots. The line has been cleared multiple times, but it runs directly under a line of trees and quickly becomes clogged again by roots. Public Works has put a new plan in place to check on and remove roots monthly. This piping has been identified on

our recent AIA Sewer Survey as needing to be listed as a CIP item. No design work or plans for replacement are currently in place, but the routine clearing program will continue.

A very rough estimate of cost to slip line the pipe is $200,000, or $100,000 to replace. Once the AIA sewer survey is fully completed this line will be prioritized, along with other needed work across the City.

9. Sewer Pump 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 mobilized during the first week of December.

Shop drawings and submittals are continuing to be reviewed.

Change Order #1 (Grinder Vault) received Approved DWI Eligibility Determination on 12/18/25.

Progress has been made on the Fish Camp and Gallimore Road, terms have been reached, and paperwork is being finalized.

The schedule below does not show the addition of Change Order #1.

Sewer Pump Station Rehab Project

Task	2025		2026											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Gallimore Pump Station (12/5/25-7/3/26)		■	■	■	■	■	■	■	■					
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)														★

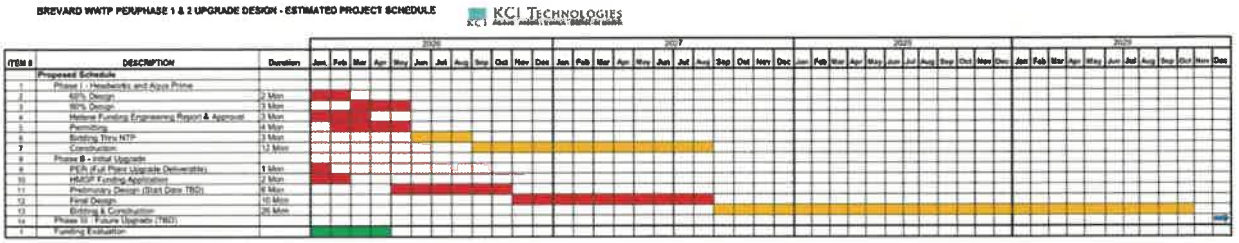
10. WWTP Renovation and Upgrade Project

The application submitted for approximately $5.6 million in additional funding for Phase 1 through the DWI SRF Helene funding program was approved, but for only $5 million at this time. All $5 million is principal forgiveness. Letters of Intent to Fund will be sent in the coming weeks, which will outline the next steps required for this additional funding. We anticipate that next steps will include an Engineer's Report and Plan and Bidding document approval.

With the assistance of ICF through the HMGP advanced assistance program, approximately $2.6 million was applied for to fund the design of Phase 2 at the end of

October 2025. Based on feedback from the HMGP Grant Development Specialist, it was determined that they would no longer be approving "design only applications," but have encouraged the City to submit for an application for both design and construction of Phase 2. KCI and ICF are currently working on a preliminary BCA which determines the maximum grant funding that can be awarded. Based on the results of this process, KCI and ICF will use input from the City to determine if this is still worth pursuing. Applications are due 2/27/26. If successful, this will also be all principal forgiveness/grant.

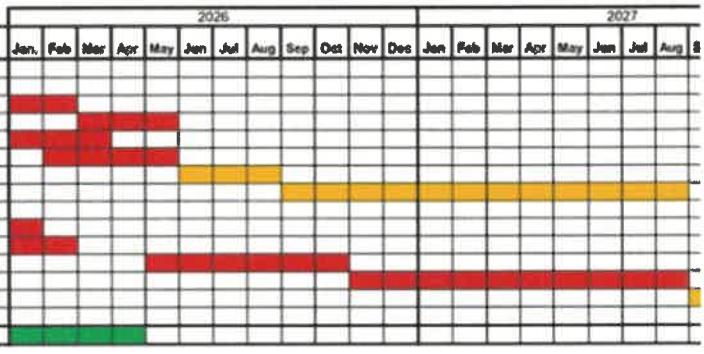
KCI continues to work on the 60% design of Phase 1, based on feedback received from City staff during last month's meeting. We are also in the process of wrapping up the PER for Phase 2.



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

KCI TECHNOLOGIES

ITEM #	DESCRIPTION	Duration
	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	



Given the approaching application due date, there was consensus to refer the revision to the WWTP funding strategy to City Council.

F. Public Comment

Harvey Sankey asked if long-term funding plans have been evaluated and whether estimates for a multi-year spending plan would be available before the end of the fiscal year. Mr. Todd stated that all anticipated and unanticipated capital needs are being itemized and prioritized so that long-term funding strategies are in place and aligned with the City's CIP. Mayor Copelof also noted that because many of the City's projects and capital needs are long-term, there will not be an estimate of the funding required for years to come and that the budget and strategy for the next fiscal year will be the primary focus.

Harvey Sankey also said that the information related to the City's funding allocation should be publicized more to taxpayers due to its importance. Mr. Wise, Mr. Daniel, and Mr. Carson all concurred that information related to allocation, funding, and its importance is available and shared frequently on the City's website, newsletters, social media, during the City's Budget Workshop event, and during regularly scheduled Council meetings, and that the City would continue to share this information with the public.

G. Set Next Meeting

The next regular meeting of the committee will be on February 4, 2026 at 3:30pm.

H. Adjourn

There being no further business, the meeting was adjourned at 5:02 p.m.

Minutes Approved: February 4, 2026

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

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager