MINUTES
City Council Public Works & Utilities Committee

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

Members Present:	Lauren Wise, Chair, Council Member Owen Carson, Citizen Member Mayor Maureen Copelof, Ex-Officio
Staff Present:	David Todd, Assistant City Manager Dennis Richardson, Water Treatment Plant Supervisor Aaron Winans, Wastewater Treatment Plant Superintendent Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey
Media:	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. Wise to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes – January 7, 2026 Meeting

Mr. Carson moved, seconded by Mr. Wise to approve the minutes of the January 7, 2026 meeting as presented. The motion carried unanimously.

E. Norton Creek Restoration Phases 2 and 3

After additional discussion, this item was removed from the agenda and will be discussed at the next Committee meeting.

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 and Sewer
Fixed 21 water leaks
Repaired/Unstopped 12 sewer lines
Made 6 water and sewer taps
Assisted with plowing and salting roads

Streets
Poured 5 yards of concrete for sidewalk repairs
Installed 6 new stop signs
Installed 6 new traffic pattern ahead signs
Installed 3 stop sign ahead signs
Installed 6 yellow flashing lights
Installed 9 red flashing lights
Repainted two stop bars
Collected 30 small dump truckloads of brush
Collected 20 large brush truckloads of brush
Used 10 yards of cold patch in Straus Park on edge of rods and potholes
Used 5 yards of cold patch for potholes and utility cuts
Cleaned up storm debris on roads from ice storm
Chainsaw/tree cutting safety class, Tannery North Trail Construction
Formed 80 ft of concrete for curb on Railroad Avenue
Plowed snow for snowstorm
Put 10 buckets of ice melt on handicap ramps for ice storm
Put 15 buckets of ice melt on handicap ramps for snowstorm
Prepared trucks and equipment for ice and snowstorm
Assisted with water leaks and sewer blockages

Building and Grounds
Completed 25 Non-Routine Work Orders
Installed signs and lights at McLean and Railroad trail crossing, truncated domes yet to be installed

Fleet Maintenance
Completed 246 Work Orders

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.

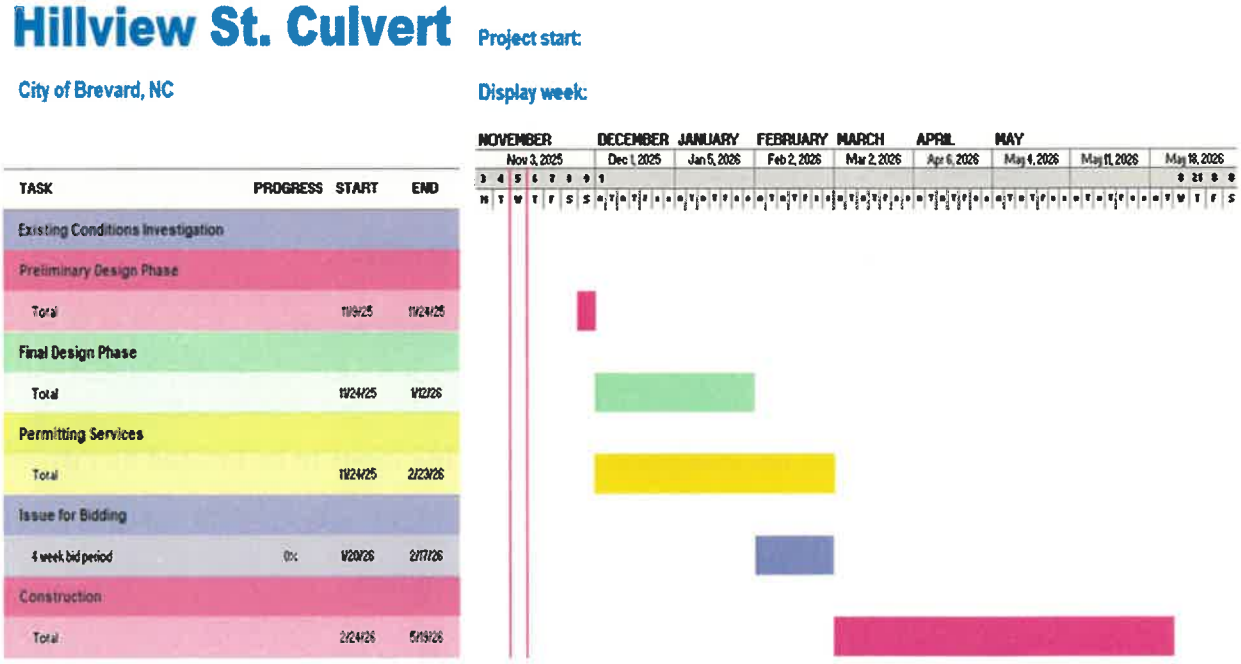
The field data collection task is approximately 95% complete, with activities concluded on January 8, 2026. Additional field data collection may be required after CCTV and analysis of existing stormwater systems is completed. CCTV services will begin on February 9, 2026 and will conclude in late March.

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
                a. CCTV to begin 02/09 for one week. CCTV to conclude in late March with 1.5 weeks of work. CCTV data to be provided in May 2026.
            3. **January:** Start building H+H models
            4. **January (01/15):** Stormwater UDO Kickoff
                a. Next scheduled meeting on 02/17 to discuss action items.
            5. **February – April:** CCTV crews on-site
                a. Week of 02/09 + late March.
            6. **April:** Final field visits for any missing data
            7. **February – April:** Finalizing existing conditions models + Prioritization
            8. **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

3. Hillview Street Culvert

We are finalizing the plans this week and procurement specs. Copies of both items will be provided for review later this week.



4. Water Treatment Plant Renovation

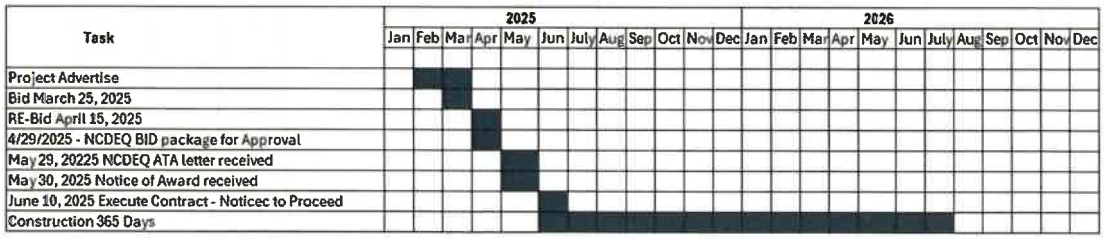
Work to date:

1. New Clearwell top completed, poured. Waiting on concrete testing reports.
2. Starting installation(s) of the new actuators.
3. Old (blue) control panel – removed, fabrication of new desktop for that old location.
4. Working on final approval for new pumps in pump room. There were specific design loads to consider for a new connection to existing concrete flooring.
5. Generator Pad is under construction, formwork to start and concrete poured.
6. New Generator is arriving at the end of February.

Upcoming work: Work over the next couple of months

1. Complete Clearwell work and tank testing.
2. Estimated delivery time for Back Up Power generator is 2/27/2026.
3. Estimated delivery time for automatic transfer switch is 3/12/2026.
4. Continued work on changing out the actuators.
5. New Filter Media is on for the first week of March.
6. Clean flocculators week of February 16th so that the metal fabricators can start installation work.

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 Planning Department completed
- Preparation of a proposed improvements program based on future demand

Next Steps:
- Finalize Report.

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	completed
Project Close out	February 13, 2026 – mailing deliverables next week

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

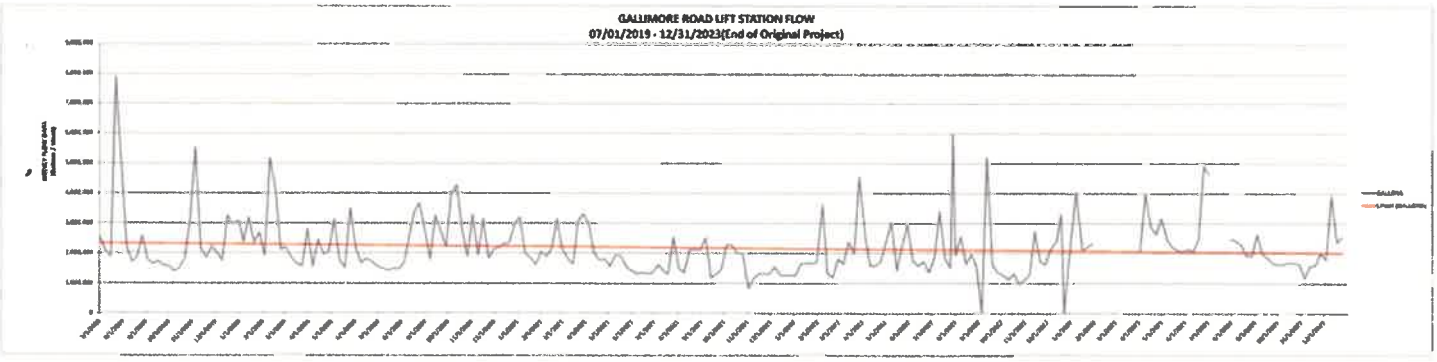
Schedule of Remaining Tasks:

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	completed
Financial Impact	completed
Present to City of Brevard	TBD
Project Close-out	Completed – Deliverables shall be delivered Feb. 5, 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.
- ***Contractor expected to be on site to line England St the week of February 9, 2026.***



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.

- Slide rail system has been installed, and the contractor has started to install the pump station wet well.

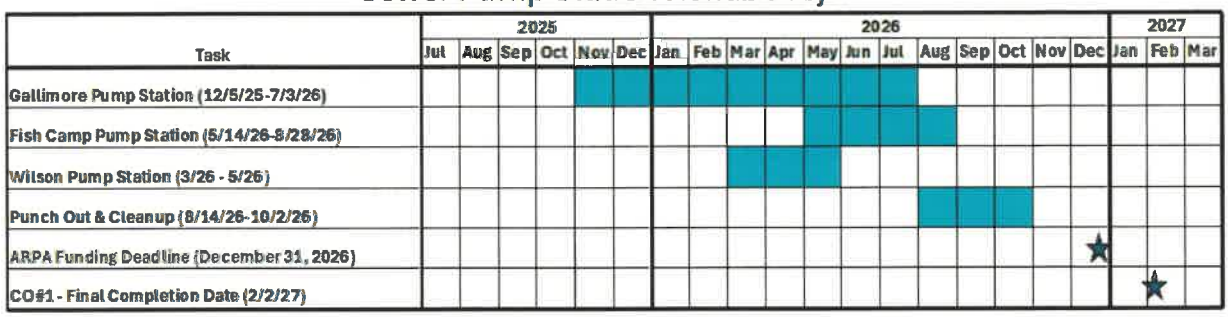
Shop drawings and submittals are continuing to be reviewed.

Change Order No. 1 (Grinder Vault)

- Contractor has been sent final Change Order and received approval for associated grinder vault shop drawing.

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

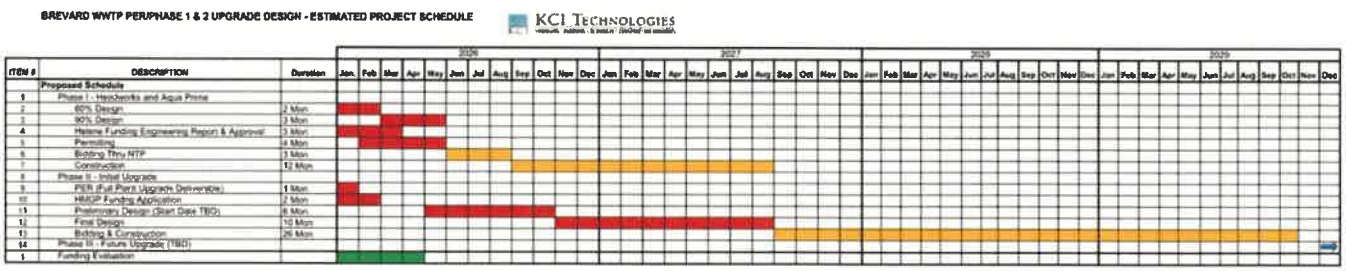


8. WWTP Renovation and Upgrade Project

The City is still waiting on the Letter of Intent to Fund for the funding the City received after Hurricane Helene, which will outline the next steps required for this funding. We anticipate that next steps will include an Engineer's Report and Plan and Bidding document approval.

KCI was able to determine that the HMGP advanced assistance program, which does not allow for partial funding of a project, would not be able to fund the design and construction of the Phase 2 improvements based upon the preliminary BCA prepared by ICF. KCI will continue to evaluate other alternatives for funding the Phase 2 improvements.

KCI is continuing to work on the 60% design of Phase 1 and PER. Over the coming weeks KCI will be onsite with a potential contractor to review the site and discuss the site plans for the Phase 1 design with the WWTP staff. We also anticipate scheduling a funding meeting to discuss alternatives for funding 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	

9. Public Comment

Harvey Sankey asked if enough overtime was budgeted to cover the Public Works employees who worked during Winter Storms Fern and Gianna. Mr. Richardson stated that the City does include sufficient overtime in its budget.

Harvey Sankey also inquired as to communications and how to best highlight the information in the Public Works Update. Mayor Copelof stated that the City has been consistently sharing information on social media and has posts dedicated to Public Works. Councilmember Wise stated that between the Public Works & Utilities Committee meetings, Committee meeting minutes, City Council meetings, City Council meeting minutes, social media, a communications coordinator, newsletters, Meet the Mayor events, and making staff and elected officials available to constituents, there are ten different ways to obtain this information. Councilmember Wise added that he agrees that communication related to the City's work is important, but that the information is available. Mr. Carson added that most people get their information and/or news from Facebook and that maybe placing a link to the minutes and information for the next Committee meeting on the bottom of Public Works posts would help direct citizens to the available information.

Harvey Sankey asked if he missed an update on the Brushy Creek Sewer Rehab project, to which Mr. Todd stated that he did not include an update in his presentation, but that we are waiting for the next steps for the grant to start design work.

Harvey Sankey also inquired about the grant for the WWTP, to which Mr. Todd stated that we were not successful in obtaining the HMGP grant. Mr. Todd added that we

believe we have been awarded a State Revolving Fund loan that is a principal forgiveness loan for $5 million. The $5 million loan in combination with $8 million left of State Appropriation funds, leaves us with $13 million to cover the estimated construction costs for Phase 1. Design for Phase 1 has already been paid for.

10. Set Next Meeting – March 4, 2026 at 3:30pm

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

11. Adjourn

There being no further business, the meeting was adjourned at 5:01 p.m.

Minutes Approved: March 4, 2026

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

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager