MINUTES
City Council Public Works & Utilities Committee

Wednesday, April 1, 2026 – 3:30 p.m.
City Council Chambers

Members Present:	Lauren Wise, Chair, Council Member Owen Carson, Citizen Member Mayor Maureen Copelof, Ex-Officio
Members Absent:	Gary Daniel, Vice Chair, Council Member
Staff Present:	Wilson Hooper, City Manager 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:	David Bradley

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:33 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 – March 4, 2026 Meeting

Mr. Carson moved, seconded by Mr. Wise to approve the minutes of the March 4, 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
3 locates for water line replacement, 1 hydrant repairs, 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
Weekly Lift Station Maintenance.
Cleaned 5,216 feet of sewer mains; Video inspected 320 feet of sewer.
Checked and/or repaired 6 sewer blockages.
9 Sewer Line Repairs, 5 Tap installations, 7 tap verifications, 162 locates, 10 sewer blockages, unstopped 669 feet of sewer line.
Assisted NC DOT Contractor at Bi-Lo; pumped out Manhole #TC-016 every day.
Assists: 1 Sanitation, 3 Water, 4 Streets, 1 County, 1 B&G

Streets & Sanitation
Collected: Garbage – 243.66 tons, Recycling – 46.51 tons, Cardboard – 16.23 tons
Paid Special Pickups & bagged yard debris – 20
Sign Repair/Replacement – 4, Banner up/down - 2
Recycle Cart/Dumpster Delivery/Pick Ups – 6
Sidewalk/Curb Repair – 15
Collected 30 small dump truckloads of brush, Collected 20 large brush truckloads of brush.
Utility strip mowing – 1, Storm clean-up – 4, Clean/repair storm drain – 5
Assists: 1 Water, 1 Sewer

Garage
Completed 262 fleet maintenance work orders.

Building & Grounds
Built new steps & handrails to get into top of concession stand at Sports Complex.
Cleaned up cut trees at North Tannery that were cut for new bike path at skate park only.
Mulched & cleaned out flower beds at Sports Complex, Depot & Franklin Park.
Removed 3 dirt mounds from ballfield for new portable mounds.
Helped form & pour curb on Railroad Ave.
Completed 18 non-routine 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, preliminary CIP prioritization planning, and UDO updates.

CCTV services began on February 16, 2026 and will conclude in early April. CCTV field crews will work from March 30th to April 8th to complete their collection. McAdams

held a UDO Workshop with City of Brevard staff and will revisit discussions with staff on April 14, 2026 to finalize UDO recommendations. Hydraulic modeling is ongoing and will be finalized in June.

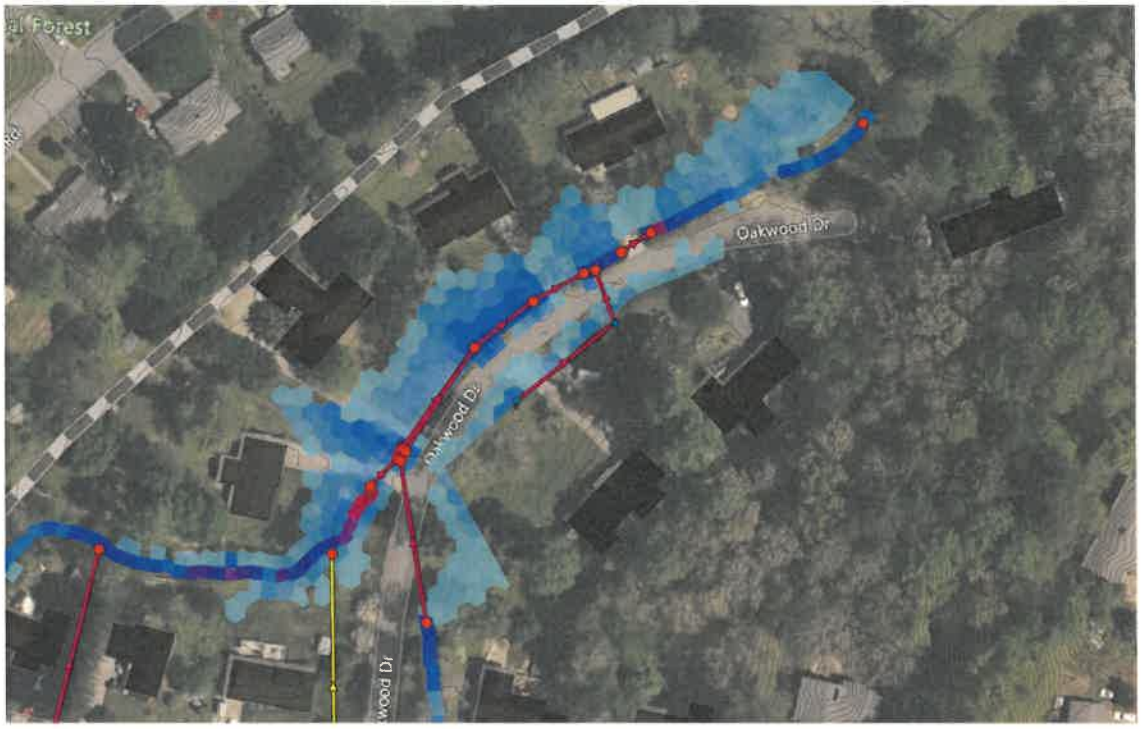
Below is the overall schedule:

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. **March:** Stormwater UDO discussion held on 2/17
                a. Next scheduled meeting on 04/14 to discuss action items.
            2. **March – April:** CCTV crews mobilized the week of 02/16
                a. CCTV crew to complete work on weeks of 03/30 + 04/06
            3. **March - April:** Finalizing existing conditions models + Prioritization
            4. **April:** Final field visits for any missing data
            5. **April – June:** Report writing + finalizing deliverables
            6. **July:** Submittal to City of Brevard for review and approval
    b. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
        i. Schematic Design and Identification of Funding

This Master Plan identifies and focuses on 10 "hot spot" priority areas. The hot spot areas are as follows; 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, and Duckworth Avenue.

For hydrology and calculating peak runoff, we had the option to use 1) City Zoning and assign a percent of impervious cover for each type of zoning based on density requirements or 2) spatially trace the actual existing impervious cover as it exists today. It was decided that City Zoning is to be used as it assumes full buildout conditions and accounts for potential future development. This methodology will be used for both Existing Conditions Analysis and Proposed Project Analysis.

The Zoning Density Analysis, similar to how future flow projections for the Wastewater Plant were determined, does the best job of predicting future stormwater due to build out, but it also inflates current storm water conditions in the model, which can be misleading as the flooding shown from the model will only occur once the land is fully developed. However, this approach does allow for the culverts and other stormwater assets to be properly sized for future flow.

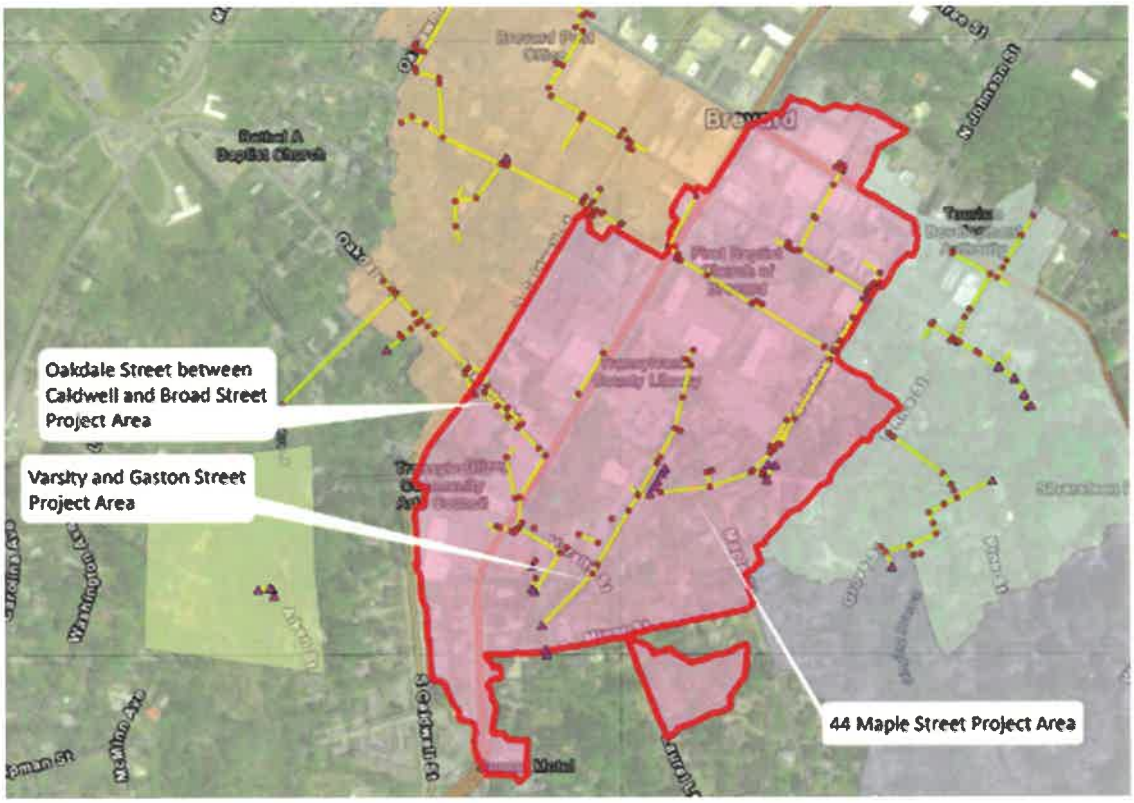


Please see the attached Brevard Model Areas-reduced.pdf for modeling diagrams of the 10 hot spot areas. For clarification — the PDF attached with the model areas only shows 7 models but does encompass all 10 project locations.

The Cherry Street and Ducks Drive Neighborhoods are in the same model due to their proximity and hydraulic connectivity.



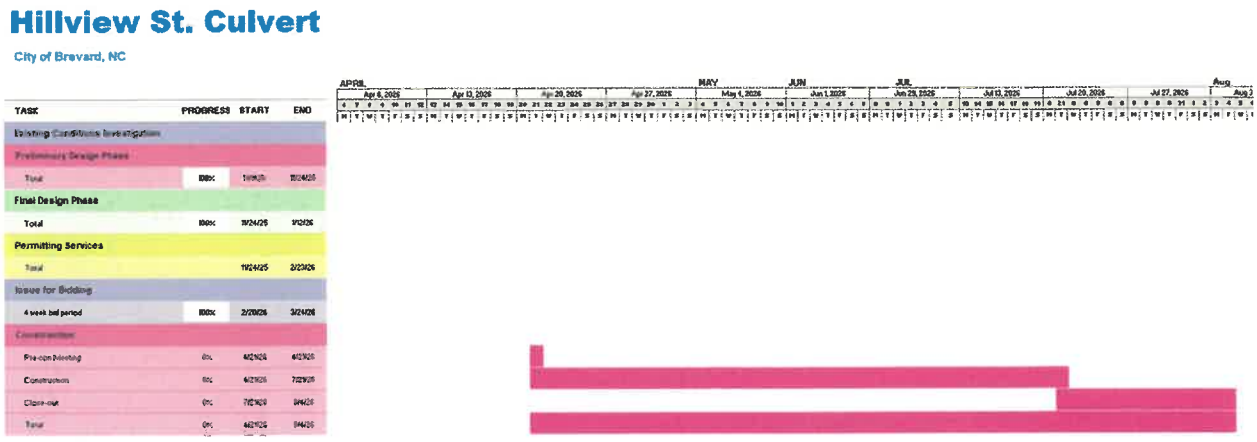
Additionally, the Oakdale Street, Varsity Street, and Maple Street project locations are within the same model.



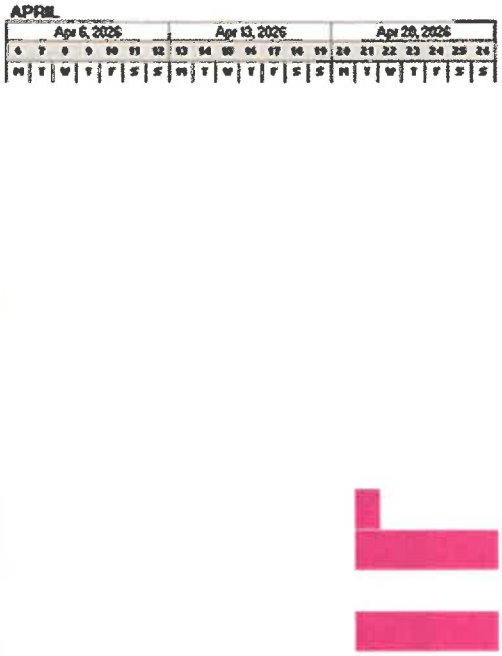
3. Hillview Street Culvert

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.

Next steps: Issue *Notice of Award*, executed contract, and *Notice to Proceed*.



TASK	PROGRESS	START	END
Existing Conditions Investigation			
Preliminary Design Phase			
Total	100%	11/3/25	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%	4/2/26	4/2/26
Construction	0%	4/2/26	7/2/26
Close-out	0%	7/2/26	8/4/26
Total	0%	4/2/26	8/4/26



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. Once this is resolved, disinfection will proceed. To date, CMT has not repaired the seepage point. We are working with Carolina Specialties to get CMT onsite to make the repairs as quickly as possible.
2. Media has been removed and reinstalled in filter bays #1 and #2.
3. Of the 20 new actuators planned to be installed, only 4 remain. All the new actuators installed have been re-adjusted such that they are seated properly, and no leakage is occurring and timed with the auto-open/closed positions. The 4 remaining actuators will be installed at the direction of Brevard Water Plant staff. (It is a timing issue for installation)
4. The new Chlorine Analyzer has been installed and is operating properly.
5. New pumps and Control Panels have a delivery date of August 2026.
6. The installation of the equipment in the flocculation basin is set for the weeks of 3/31/2026 and 4/6/2026.

Upcoming work: Work over the next couple of months

1. Complete Clearwell work on seepage point.
2. Disinfect the tank.

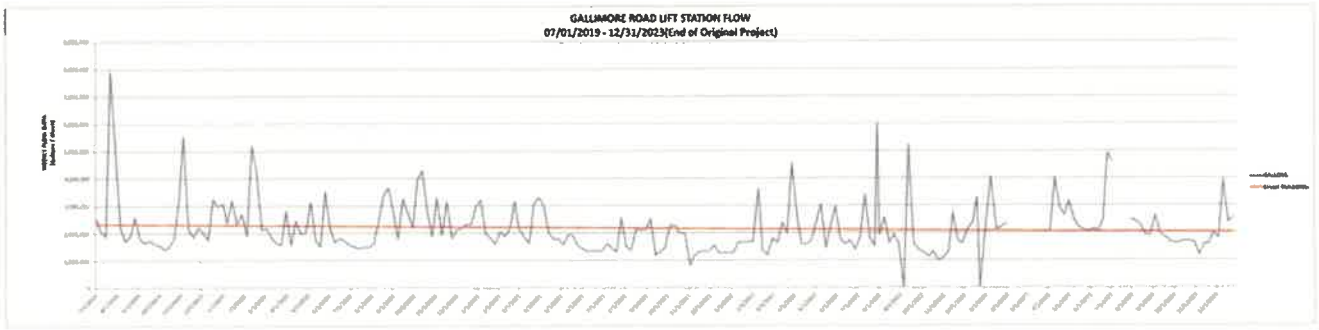
City of Brevard - Water Treatment Plant Improvements :
NCDEQ SRP-D-ARP-0222
Brown PA - 20042

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																								

5. 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.
- England Street Gravity Sewer has been lined
- 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.

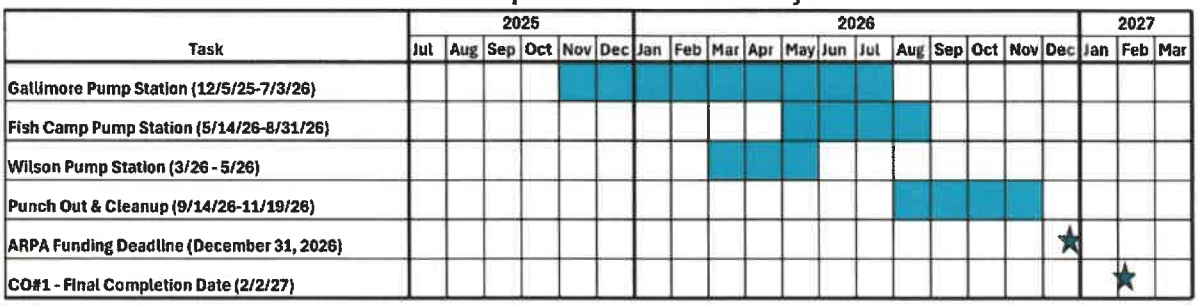
- The contractor has installed the pump station wet well, grinder vault, meter and valve vaults, and piping between most of the vaults.
- The contractor has started the installation of the gravity sewer and manholes between the new pump station and the existing pump station.
    - SSMH #1, 2 and 3 have been installed.
    - 36" gravity sewer has been installed from station 10+00± to station 10+51± between the wet well and SSMH #2
    - 24" gravity sewer has been installed from station 10+51± to station 11+87± between SSMH #2 and 3 and has begun being installed from station 11+87± at SSMH#3 towards SSMH #4.

TP Howard is currently mobilizing to the Wilson Pump Station, and the Electrical Sub is pulling the electrical permits to begin the work on the generator at the site.

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.

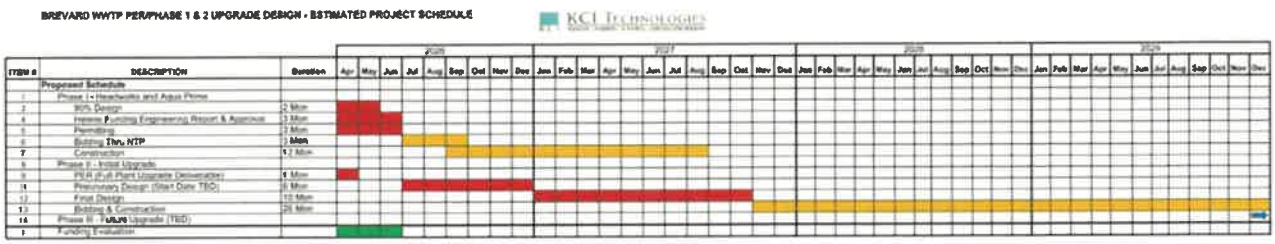
Sewer Pump Station Rehab Project



7. WWTP Renovation and Upgrade Project

In March, KCI met with City staff and reviewed the plans for Phase 1. Following feedback on the plans, final revisions will be made and over the next several weeks, KCI will work with their sub-consultants to finalize the plans and specifications, while simultaneously beginning the permitting and funding approval process necessary for the bidding for the Phase 1 design.

KCI will continue to work with the City staff on pursuing Phase 2 funding.



ITEM #	DESCRIPTION	Duration	2026 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2027 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Proposed Schedule																						
1	**Phase I - Headworks and Aqua Prime**																						
3	90% Design	2 Mon																					
4	**Helene** Funding Engineering Report & Approval	3 Mon																					
5	Permitting	3 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

Current plans are to demolish the old tannery smokestack. We are currently working with an environmental engineering firm, BLE and a couple of demolition contractors to develop the plan, as well as carefully coordinating with NCDEQ. The intent is to develop a simple demolition scope, request multiple quotes for demolition and then design the Environmental Management Plan to accommodate the demolition method chosen.

The city is also working with a structural engineer to see if it might be possible to leave a short portion of the stack as a memorial. Mayor Copelof asked if staff will still proceed with a call to artists to create a design to memorialize the smokestack. Mr. Hooper stated that if we are able to preserve a portion of the smokestack, then there will not be a call to artists, but if it must be demolished completely, then staff will put out a call to artists.

Mr. Carson suggested potentially holding a funeral party or wake for the smokestack as an extension of good faith to the community. He further stated that it would give community members an opportunity to share stories and reflections and it could bring closure to the community. Mr. Carson said it is an opportunity to build bridges in the community, especially for those who did not get closure when the Ecusta plant closed.

9. Public Comment

Mr. Winans said he attended a FOG workshop in Gastonia, NC as it relates to implementation of the FOG program. Mr. Hooper mentioned the FOG program has budgetary implications, as it is State-mandated. Staff will reclassify a current vacancy to reflect the FOG program responsibilities. It will be paid for in this fiscal year but will be a notable item in the proposed budget for next year. Mr. Hooper said the reclassification request would usually be brought to Council, but because it is time sensitive and a State-mandated requirement, it was done administratively.

Harvey Sankey thanked Mr. Winans for the tour of the WWTP.

Mr. Carson mentioned the ongoing drought and with rain expected in the next few days, we are likely to see substantial runoff. Mr. Hooper asked if any municipalities have moved into drought restrictions, to which Mr. Carson stated that he did not think so.

Mr. Carson stated that he has adopted an area near the boardwalk closures, adjacent to the Deerlake neighborhood, and recently performed some invasive plant clearing along the footpath or "goat path". While he was out clearing plants, a woman who lives in the Deerlake neighborhood approached him and asked what he was doing, to which he explained. The woman mentioned that there has been increased interaction with unhoused individuals crossing the ditch that adjoins the neighborhood and asked what could be done about it. She also stated that the HOA has alluded to a longstanding agreement between the City and Deerlake about clearing the ditch out on a routine basis. Mr. Carson also mentioned that he has looked at the area with Mr. Winans before, as there are supposed to be several manholes in the ditch that they were unable to find. Mr. Winans said he also conducted some fecal and coliform sampling that came back positive, as well as dye testing. It is unclear if the ditch is on City property or if there is an agreement, but Mr. Carson said it may be worth looking into. Further along the boundary line, there are also some trees in bad shape and one that recently fell on a car.

10. Set Next Meeting – May 6, 2026 at 3:30pm

The next regular meeting of the committee will be on May 6, 2026 at 3:30pm.

11. Adjourn

There being no further business, the meeting was adjourned at 4:30 p.m.

Minutes Approved: May 6, 2026

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

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager