MINUTES
City Council Public Works & Utilities Committee

Wednesday, August 5, 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:	Wilson Hooper, City Manager David Todd, Assistant City Manager Cliff Justus, Public Works Operations Manager Dennis Richardson, Water Treatment Plant Supervisor Aaron Winans, Wastewater Treatment Plant Supervisor Denise Hodsdon, City Clerk
Guests:	None
Media:	None

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:30 p.m.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

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

D. Approval of Minutes – July 1, 2026 Meeting

Mr. Carson moved, seconded by Mr. Daniel to approve the minutes of the July 1, 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

Inspections: Bridge at Job Corps – inspected bridge hangers holding 8" water main under bridge crossing; all are in good condition. Bridge at Count ry Club Road and Woodland Terrace – ordered supplies to replace all water main bridge hangers.
Leak Checks, Searches and/or Repairs: 3
Meetings with Contractors: 2
Housekeeping: Weedeated all Pump Stations
Pressure Tests/Checks on Lines: 2
Meter Box Replacement: 1
Meter Check or Repair: 1
Meter Replacement: 1
Hydrant Repair: 1

Sewer

Lift Stations: Checked pump run times, inspected wet wells, pulled and cleaned out pumps, mowed and weed-eated, used new vac truck to suck up all the grease built up inside wet wells, performed weekly inspections of wastewater pump stations and recorded data (hours, condition of wet wells, total gallons, etc.).
Manhole Repair/Rehab: Used jackhammer to uncover manhole LO-174B (12 Chipmunk Court) that had been covered by concrete in driveway. Installed risers to level it with driveway.
Locates: 230 (as of 7/28/26).
Meetings: Met several times with contractors and customers (including meeting with contractors regarding direction of sewer lines for the new courthouse).
Sewer Blockages: Unblocked 60 feet of sewer lines.
Sewer Repairs: Replaced 9 feet of PVC sewer lines (broken and causing blockages), replaced broken sewer caps and lids on clean outs.
Line Cleaning: 1,590 feet (as of 7/28/26). Required Footage for 2026: 31,680 feet; Cleaned to Date: 39,975 feet. Exceeded requirement by 8,295 feet to date.
Video Inspections: 1,245 feet (as of 7/28/26).
Streets Assist: 7 (cardboard, recycling, trash and brush collection, street repairs).
Water Assist: 19 (meter and meter box replacement, leak checks, replacement of service lines, hydrant flushes, water taps, location of water leaks using geophones, installation of backflow preventers, etc.).

Garage

Completed 186 fleet maintenance work orders as of 7/28.

Streets & Sanitation

Utility Strips Mowed: 44
Roads Flail Mowed: 13
Trimming Around Signs: 12
Roads Trimmed by Hand: 27
Concrete: 10 bags
Potholes Patched: 15
Bags of Brush: 50
Loads of Loose Brush: 12
Special Waste Collections (bulk collections): 2
Footage of Curbs Cleaned: 100'
Erect/Remove Banners: 4
Barricades: 7 deployed
No Parking Signs Installed/Removed: 35
Pole Banners: 30
American Flags: 30
Recycle Carts Delivered: 2
Trash Collection: 249.17 tons.
Recycle Collection: Residential = 33.04 tons; Commercial = 31.02 tons.
Cardboard Collection: 19.34 tons.
Water Assist: 2 – repaired water meter and replaced water meter lid and box.
Sewer Assist: 1 – repaired storm drain box.

Building & Grounds

Mowing: Weekly, mowed 36 acres of parks and properties and bike paths.
Sports Complex: Nail and light drag all 6 fields once a week to keep up.
Clemson Plaza: Weekly weed removal.
Bump-outs: Weekly weed removal. Mulched flower beds.
Public Works: Weeded and mulched flower beds. Refinished locker room floors. Replaced all air filters.
Franklin Park: Weeded and mulched flower beds. Installed new faucet in men's restroom. Repaired/replaced loose and rotten timbers.
Police Department: Pressure washed building and grounds.
Hap Simpson Park: Pressure washed fishing deck.
City Hall: Completed ALL work orders (set up for meetings, etc.), replaced all air filters and redid all flower beds behind City Hall.
City Public Parking Lot (across from City Hall): Cleaned flower beds.
MCJCC: Installed new door hardware for men's restroom.
Allison Creek Bike Path: Repaired holes in foot bridge.
Train Depot: Replaced all air filters.
Downtown: Trimmed suckers off trees.
City Public Restrooms and Buildings: Cleaned daily.
Misc. Work Orders: Flags, clogs, etc. all completed.

2. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and recently completed Phase 1 of the project in June, which focused 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.

A draft report was submitted to the City at the end of June to complete Phase 1. This included existing conditions hydraulic modeling results, CIP prioritization, the UDO updates, CCTV reports, and a GIS geodatabase compiling stormwater inventory from Land of Sky and McAdams data collection. The report is currently under review by the City.

Below is the schedule:

1. Completed Asset Geodatabase and Dashboard
2. ERU Analysis is underway
    a. McAdams and the City met July 8th to review initial findings and provide feedback. Follow-up occurred today, August 5th.
3. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
    a. Schematic Design and Identification of Funding
    b. Kickoff for Phase 2 will proceed after Phase 1 review is completed.

Asset Dashboard:



ERU Impervious Analysis:



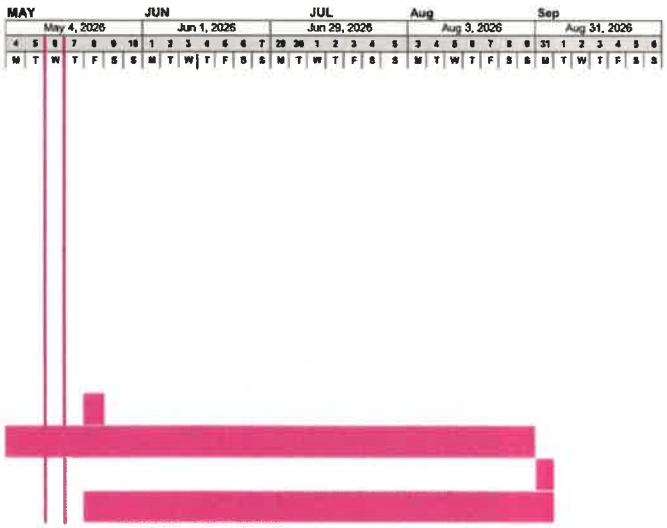
3. Hillview Street Culvert

- The Contractor has begun installation of the culvert but is only able to install the bottom halves due to a conflict with a 4" gas main at the southern end. They are working with Enbridge Gas to try to resolve the conflict, however, initial conversations suggest a significant delay (i.e., > 30 days).
- Another 4" gas main is located at the north end, just north of the edge of the pavement of Hillview Street, and the Contractor has been made aware that they need to coordinate that relocation also.
- The 6" water main in Phase 1 is being lowered this week and will allow additional culvert (bottom halves) to be installed.
- After the 4th bottom section of culvert was set the contractor discovered a waterline that conflicts with the bottom of the culvert. The waterline will need to be relocated to go under the new culvert.
- The Contractor opted to use the originally proposed pump around method, and it is working well.
- Materials are being stockpiled onsite and, in the field, located southwest of the intersection of Hillview Street and Cashiers Valley Road (i.e., South of the Silversteen Park and Mary C. Jenkins Community Center parking area).

Hillview St. Culvert

City of Brevard, NC

TASK	PROGRESS	START	END
Existing Conditions Investigation			
Preliminary Design Phase			
Total	100%	11/9/25	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%	5/8/26	5/8/26
Construction	0%	5/4/26	8/17/26
Close-out	0%	8/17/26	8/31/26
Total	0%	5/8/26	8/31/26



4. Water Treatment Plant Renovation

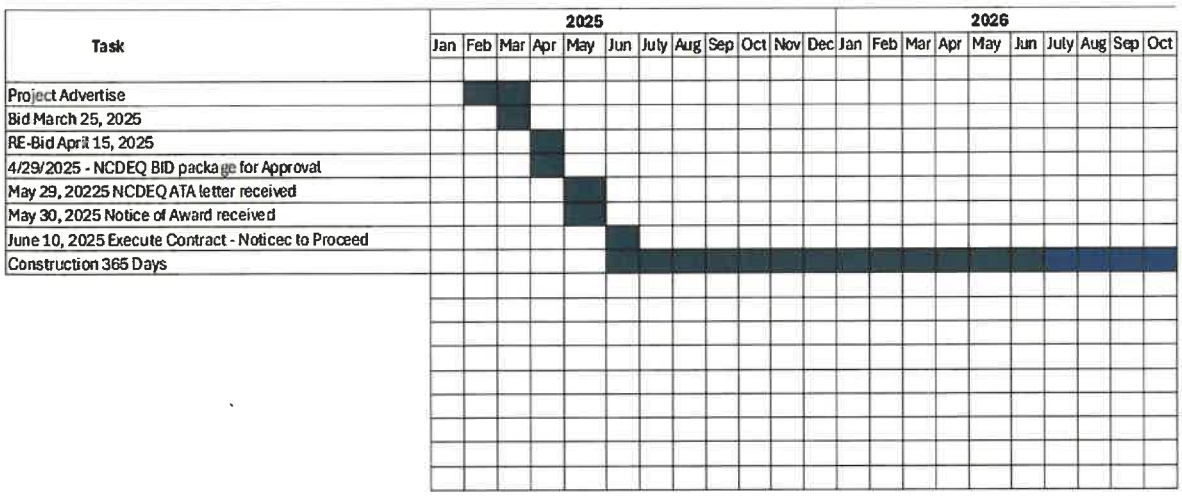
Work to date:

1. Electrical Engineer Approved the Proposed New VFD Drives for the transfer pumps and Raw Water Intake Pumps, waiting on the Final cost for Approvals for Installation.
2. Electrical Engineer Approved the Housekeeping pedestals for the new panels.
3. Electrical Engineer Approved the panel box changes to tie in new Generator.
4. Conduit work and new control panel work continues in the Pump room.
5. New Tank has been partially backfilled; waiting to complete backfilling once the overflow line is installed.
6. The new sludge pump is scheduled to be installed week of August 10th

Upcoming work: Work over the next couple of months

1. Delivery of New Pumps has been, yet again, pushed out. Contractor is working to remedy this. More on this item as we get updates. Pump delivery has been pushed to September 2026.
2. Generator Start up

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



5. Gallimore Sewer Rehab Update

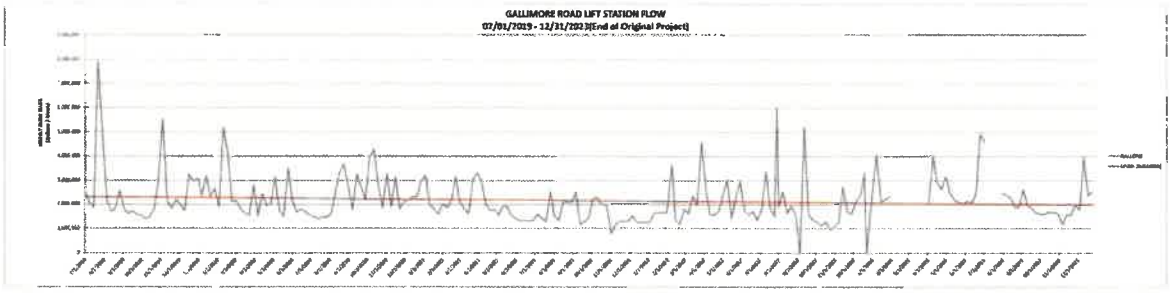
Gallimore Basin Sewer Rehab Change Order #2

As mentioned previously, the original contractor on this project, AM Liner, was purchased by Insituform Technologies. Insituform Technologies assumed the AM Liner contract and completed several of the outstanding closeout items but after months of attempts we have been unable to get them to complete the remaining work which consisted mostly of small spot repairs. Earlier this month, with some pressure from DEQ, and with feedback from our engineer and legal counsel, we basically declared them nonresponsive and have released retainage and payment for work completed to date and closed the contract.

For now, this project is considered complete, but Dean Luebbe is working with DEQ to see if we can redirect any of the remaining funds to another project on our sewer system.

This project resulted in a significant reduction in I&I that was being introduced into our sewer collection system, enough to change the flow analysis for our Wastewater Treatment Plant renovation.

Complete.



6. Sewer Pump Station Rehabilitation Project

Gallimore Road Site

- TP Howard (TPH) has completed conduit installation. Ground cables have been placed but have not yet been connected to ground rods. Concrete placement around the conduit duct bank is underway.

Wilson Road Site

- Generator startup and training were delayed and will be rescheduled in the near future.

Fish Camp Site

- TPH has installed the new valve vault and associated piping and appurtenances within the vault.
- TPH has drained the wet well, installed new piping in preparation for the pumps, and begun grouting the wet well bench.

General

- Shop drawings and submittals are winding down; all major equipment has been approved.

Sewer Pump Station Rehab Project

Task	2025						2026												2027		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Gallimore Pump Station (12/8/25-10/9/26)																					
Fish Camp Pump Station (6/8/26-10/9/26)																					
Wilson Pump Station (3/30/26-7/10/26)																					
Punch Out & Cleanup (10/12/26-11/19/26)																					
ARPA Funding Deadline (12/31/26)																		★			
CO#1-Final Completion Date (2/2/27)																				★	

7. WWTP Renovation and Upgrade Project

KCI is continuing to work with their subconsultants to finalize the plans and specifications, while simultaneously wrapping up the permitting and funding approval process necessary for the bidding of the Phase 1 design over the next

several weeks. The recently awarded $5M supplemental Helene Funding required preparation and submittal of an Engineering Report and Environmental Information Document (ER-EID). This ER-EID was uploaded to the State's electronic permit portal on June 24th for state review and approval. KCI and Brevard Staff received ER-EID review comments from the State on July 17th. KCI is preparing responses to comments and will submit them in August.

KCI is targeting mid-August to submit Construction Plans and Specs to NCDEQ for review and approval.

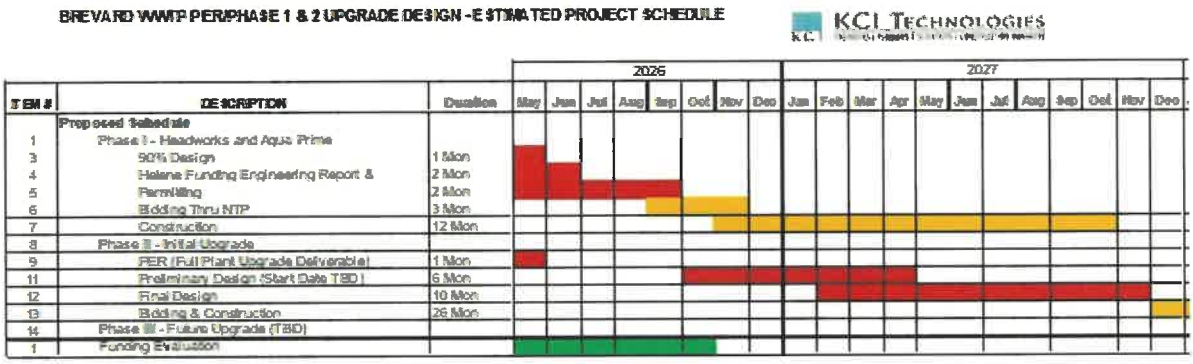
KCI will continue to work with the City staff on pursuing Phase 2 funding.

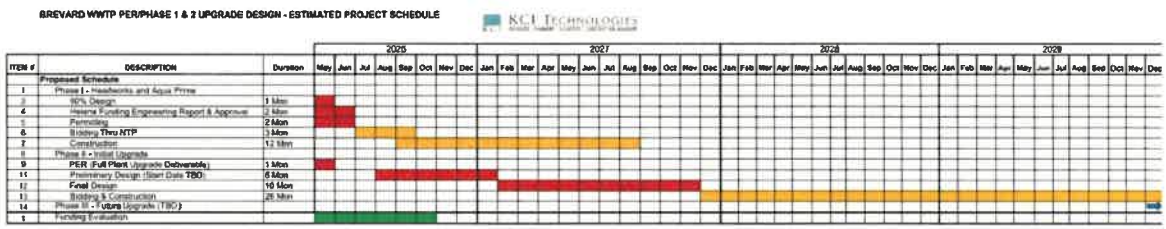
There are continued discussions about a possible intermediate phase that would retrofit the RBC trains to add to plant reliability, small increase in capacity, and buy time to fully fund Phase 2.

Mr. Todd and Mr. Hooper stated that we are likely 3-5 years away from raising the money and starting Phase 2, so retrofitting the RBC trains may be necessary to continue operating for the next 5 years. It can be considered alternative phase 1a. Mr. Winans explained that since replacing an RBC a couple months ago, it has had over 10 cups break off due to it being used and brittle. They are working to reattach used cups with bolts. However, Mr. Winans said that even if the RBCs are still operating for the next few years, they are continuously having to inspect them to ensure they are intact and operating properly and they are likely going to run out of parts/components for them.

Mr. Daniel said not having a backup is a critical problem, but he appreciates the transparency of the conversation. He added that when he first came on to Council, it was not as transparent and we are now in debt paying for repairs that were not effective.

Mr. Hooper suggested inviting KCI to the next meeting to share more about the possible retrofitting. The Committee agreed.





8. Tannery Smokestack

D.H. Griffin has been awarded the contract to remove both the underground vault and smokestack. The contract was revised to include saving 10 pallets of bricks for use on a future project. D.H. Griffin has ordered the needed geotextile materials and are on hold to start work pending approval of the Environmental Management Plan (EMP) by DEQ.

Our engineer has submitted both the EMP for the vault and the smokestack to DEQ and we have received comments back. Our engineer is working on addressing the comments and will be inviting DEQ to the site to review current conditions. We are anticipating sending comments back to DEQ in a couple of weeks pending the DEQ site visit and hopefully final approved EMPs from DEQ by mid- to late September.

Demolition, once started, is estimated to take about a month to complete for the smokestack and a couple of weeks for the vault.

F. Revisit FOG Code Changes

Mr. Todd said that the code sections were given to the Committee for comments after the last meeting and he received some back, which were incorporated. Definitions were added to help clarify some of the language, some edits were made that helped reduce any limiting provisions, and typos were corrected. Mr. Todd said they spent a lot of time focusing on enforcement and the DEQ guidance advises that if someone's sewer is disconnected for FOG violations, then you should also disconnect their water. Mr. Todd said they found out that Hendersonville has never disconnected water service for FOG violations, nor has Union County. Union County advised that they would not want to cut off water because that may prevent a business from generating revenue that would actually allow them to fix the issue.

Mr. Wise asked if Staff got any indication about the number of offenses in the other municipalities. Mr. Winans said no, it varies based on the number of restaurants, but most of it will be minor offenses due to the lack of grease trap maintenance.

Mr. Todd said that someone asked about how the inspections will work with Transylvania County and if the fines are paid to the City or to the Health Department. He said the fines are paid to the City and the intent is to work with the Building Inspector and the Health Inspector to get ahead of the issues. He added that all of the departments will need to work together to help gather information and the

County will act as an extra set of eyes. Mr. Winans said he plans to reach out to the County to introduce the FOG Coordinator, exchange contact information, and discuss the City's plans and how they integrate with the County's work flow.

Mr. Hooper stated that the City plans to do significant outreach before enforcement because it is a big change in our regulatory practices. Mr. Wise recommended reaching out to ensure that all of the restaurants are aware and understand. Mr. Hooper said he can see the County being heavily involved in the outreach to ensure all regulations are covered at the same time.

The Committee advised paring down the presentation when presenting the changes to Council to help get everyone oriented and to provide a redlined version of the code so that everyone can see where changes were made.

Mr. Daniel suggested notifying affected businesses of our regulatory responsibilities and why the City is doing this prior to the matter going to Council. Notification to affected businesses would be more immediate so that they know it is going to Council and would be prior to any outreach efforts related to the larger program.

Mr. Daniel moved, seconded by Mr. Carson to refer the most recent version of the changes to the Fats, Oils, and Grease sections of the Code of Ordinances to the full Council. The motion carried unanimously.

Committee Comments

Mr. Hooper requested a closed session be added to the agenda to discuss security-related matters. Mr. Daniel moved, seconded by Mr. Carson to amend the agenda to add a closed session as Item H.

Mr. Daniel said the contractors working at the intersection of Whitmire St. and Railroad Ave. need to clean up at the end of the day. The contractors have been leaving chunks of concrete on the multi-use path and it is hazardous.

G. Public Comment

No one from the public spoke during public comment.

H. Closed Session – Protect Public Safety from Terrorism: GS § 143 318.11. (a)(9)

At 4:42pm, Mr. Carson moved, seconded by Mr. Daniel to enter into closed session to discuss a matter related to terrorism pursuant to GS § 143 318.11. (a)(9). The motion carried unanimously. City Manager Wilson Hooper, and City Clerk, Denise Hodsdon were authorized to remain for the closed session.

Return to Open Session: At 4:57pm, Mr. Carson moved, seconded by Mr. Daniel to come out of closed session and resume the meeting in open session. The motion carried unanimously.

I. Set Next Meeting – Wednesday, September 2, 2026 at 3:30pm

The next regular meeting of the committee will be on September 2, 2026 at 3:30pm.

J. Adjourn

There being no further business, the meeting was adjourned at 4:57 p.m.

Minutes Approved: September 2, 2026

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

Shawnee A Cummings
Shawnee Cummings
Assistant to the City Manager