

NEW BUSINESS (NB-1)**Lower Cape Fear Water & Sewer Authority****AGENDA ITEM**

To: CHAIRMAN LEONARD AND BOARD MEMBERS

From: TIM H. HOLLOMAN, EXECUTIVE DIRECTOR

Date: 7/12/2021

Re: Consider Request to Restructure Staffing Under
Current Operations and Maintenance Agreement

Reviewed and approved as to form: MATTHEW A. NICHOLS, AUTHORITY ATTORNEY

Background: The Authority has engaged Brunswick County to Operate the Kings Bluff Raw Water Pumping Plant since its inception. In June there were discussions regarding adding an administrative position for the plant under the auspices of the Authority.

While the Board did not support restructuring in this manner, LCFWASA staff and Brunswick County staff have discussed ways to strengthen oversight and increase O and M activities for this critical infrastructure. Currently, Brunswick County provides two full-time equivalent positions consisting of one full-time and two part-time positions.

After Staff level discussions with John Nichols, Brunswick County Utility Director, if restructuring is to occur, there is a desire to implement a strategy that will be beneficial in the long term. With this in mind, the Authority would request that in addition to the one full-time position provided now under the O and M agreement, there would be an additional full-time position and one half-time position. One of the positions would have additional management responsibility. This allows for succession planning and having two full-time employees familiar with pump station and transmission line operation, especially with the additional transmission line coming online in 2022.

This would bring station staffing levels to 2.5 positions from the current 2 FTEs allowing for expanded depth and ability to expand plant maintenance and provide for training of a second full-time employee for this critical facility. Brunswick County has indicated willingness for LCFWASA Director to provide input into the potential employee recruitment that the 0.5 addition may require. Also, Brunswick County currently uses a former employee through a staffing agency, and this provision is not expected to change in the near-term.

Cost: There would be an administrative fee initially set at \$2,000 a month (\$24,000) and the 0.5 FTE increase of approximately \$20,000, for a total increase of \$44,000. At this point, that should be taken care of with the original submission of the Brunswick County Operating costs for FY 2021-22. Typically, the actual expenses are less than the forecasted budget.

Action Requested: Motion to Approve or Disapprove