



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
FRIDAY, MAY 19, 2017 – 9:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Friday, May 19, 2017 at 9:00 a.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem John Fletcher; Commissioners Peter Freer and Ken Kyser; Town Manager David W. Hewett; Town Clerk Heather Finnell, Public Works Director Chris Clemmons; Water & Sewer Superintendent Eric Long; and Building Official Tim Evans. Also present were Michal Norton and Doug Chapman from McGill and Associates; Mike Sullivan and Tony Marwitz from the Sewer Vulnerability Advisory Committee and homeowners Judy Holden and Pat Kwiatkowski. Commissioners H. Ashley Royal and Kim Isenhour were not in attendance.

Town Manager Hewett introduced McGill and Associates and explained the purpose of the meeting. The Board agreed to a workshop setting where the audience can ask questions throughout the meeting.

Mr. Chapman provided a quick recap of the process. He said one of the things they looked at was raising the equipment. Two alternatives raised the equipment above the base flood elevation. Through discussions with Town staff and in consideration of the positives and negatives, they thought Alternative 2 was the most practical for the Town. There are still some variables that need to be decided. Pump station 4 is the most vulnerable to flooding. Going through the design process for Station 4 gives us the opportunity to get it to a point where we could determine a better resolution of cost estimates. Mr. Chapman said nondestructive testing was done parallel to the report being prepared. The testing showed the tanks were in pretty good condition. They had a few areas of wear each. They recommend that the Town look at a regular schedule for completing those tests. They also recommend that the Town investigate a SCADA system. That is included in all of the alternatives. He suggested that the Town may want to do some level of SCADA on Station 1. Mr. Chapman said they talked about strategy for the valve pit vents. Public Works is investigating a communication system where you can have central communication with valve pits. They also recommended looking at a staff and user friendly mapping system.

Commissioner Freer asked if they see doing Pump Station 4 as a pilot and then trying to replicate what was learned for Stations 3 and 2 and leave 1 as a unique situation. Mr. Chapman said Stations 2 and 3 are essentially identical. He explained how Station 4 is a little different. There will be some differences. Station 1 can be completed differently because of its location. It is the most critical station from staff's operation. It serves a larger area. Public Works Director Clemmons said it has four zones in that one station. Town Manager Hewett said he wants to qualify the difference between a critical facility and the vulnerability of the stations. He said the vulnerability is completely different in comparison to the other stations. Mr.

Norton said you still have access and safety factors to consider, even though there is not the flooding risks. Mr. Sullivan explained why he thinks Station 1 should be the last one to be done. Building Official Evans talked about the flood insurance program and Town ordinances. He said if the Town doesn't follow the program, homeowners' insurance could go up. He said the Hazard Mitigation Plan says the Town would do everything we could to raise the facilities up. He proposed based on the information he discussed that they all be considered the same in respect to vulnerability. You can phase them, but they are all critical. Mr. Sullivan agrees that all four are vulnerable, but the Town needs to make a decision based on money. We need to prioritize.

Commissioner Freer said it is his understanding that the work needs to be completed one station at a time and that there are a lot of things that the Town can do immediately to each one before a complete retrofit, for example SCADA. Mr. Chapman explained we can only do minimal things to 2, 3 4 and leave the equipment under base flood elevation. Those things will not fix the big picture. Commissioner Freer said in his mind it will be 18 months to complete the first one. It will be several years to complete the project and you don't want to have three stations sit over that period. He suggested that we could maybe do the minimum on those. Mr. Chapman talked about issues with meeting code by doing it that way. Town Manager Hewett said in his opinion until the fundamentals of elevation are dealt with, installing any kind of SCADA system would not be a good idea. It is expensive.

Mr. Marwitz said if a pump station goes down, 25% of the island is in trouble. He said we need to develop a bypass system. Commissioner Freer asked if we need a bypass system while changing over. Mr. Chapman explained how the process would work. All of work would be done while the old equipment is still operating. They would then start switching over the parts one item at a time. He discussed the individual components. He said they could all be done at the same time. Public Works Director Clemmons said if we replace one at a time, it would increase the inventory of spare parts to operate the system. Mayor Pro Tem Fletcher asked if money is the reason we wouldn't do all four at the same time. Town Manager Hewett replied yes and no. This is an experiment, by phasing it in it reduces vulnerability and risks in terms of getting it right. He would prefer to initially program to do one station at a time. He thinks the Board needs to decide which design they would like to use. He thinks it will be a six year program. Town Manager Hewett thinks by that time Station 1 will have capacity issues that will need to be dealt with. Building Official Evans said if you are going to phase it over time, phase the whole project. The Board discussed how the project could be phased. Mr. Marwitz said the longer you wait the more likely you are to have a catastrophic problem. He said do whatever is necessary to get started to get it finished. Mr. Chapman talked about the electrical equipment that will be left underground.

Mr. Chapman said you could design them all now and then decide what to do with construction. The Board discussed the best way to move forward. Building Official Evans talked about phasing by working on each individual item of the project on all stations at the same time. Discussion was held on the best method of moving forward.

Mayor Holden needed to leave the meeting at 10:25 a.m. to attend a regularly scheduled Quarterly Mayors' Meeting.

The Board talked about the different alternatives. Mr. Chapman sketched and explained the difference between the alternatives.

The Board took a break from 10:30 a.m. – 10:35 a.m.

The Board talked about the next steps. The first step is the Board needs to adopt a budget that includes funding for the project. The next step would be to put out a Request for Qualifications for an engineering firm to do the designs. Town Manager Hewett said in the Budget Message he recommended the Board choose Alternative 2 and to phase it in. The Board talked about the timing of phasing the alternatives and held additional discussion on the sequencing of the project. Mr. Chapman showed the sketches of Alternatives 2 and 3.

Public Works Director Clemmons, Water & Sewer Superintendent Long and Mr. Sullivan likes Alternative 2. Town Manager Hewett said he is with the operators. Mr. Marwitz recommends Alternative 3.

*Mayor Pro Tem Fletcher and Commissioners Freer and Kyser agreed they would like to select Alternative 2.*

Commissioner Kyser suggested that when the site evaluations are done, they should all be completed at the same time.

Town Manager Hewett said he is hearing that the Board likes Alternative 2, but based on what we see when we do our exploratory engineering, we may have to change.

*Mayor Pro Tem Fletcher and Commissioners Freer and Kyser agreed to complete them one at time, starting with Station 4 then progressing.*

Town Manager Hewett said the budget would be effective July 1<sup>st</sup> and that is when we would start the Request for Qualifications. He doesn't anticipate starting the Request for Qualifications until the budget is voted on.

## **ADJOURNMENT**

The meeting was adjourned at 11:03 a.m.

---

J. Alan Holden, Mayor

ATTEST:

---

Heather Finnell, Town Clerk