

**Onslow Water & Sewer Authority**  
**Board of Directors' Special Meeting 228 Georgetown Road Jacksonville**  
**Thursday, October 9, 2025**  
**APPROVED MINUTES**

**CALL TO ORDER:** Having a quorum, Chairman Royce Bennett called the meeting to order at 5:00 pm. Board members present included Chairman Michael Royce Bennett, Vice Chairman Paul Conner, Secretary/Treasurer Richard Grant, Directors Jerry Bittner, Joe Brown, Gregory Hines, Tony Padgett, and Robert Warden.

**1. APPROVAL OF AGENDA** – Director Jerry Bittner made a motion to approve the agenda as submitted. Director Tony Padgett seconded the motion. All were in favor. The agenda was approved as submitted.

**2. BUSINESS**

**A. Amended Project Ordinance Topsail Island Booster Station**

**[A COPY OF THE TOPSAIL ISLAND BOOSTER STATION AMENDED PROJECT ORDINANCE WITH BUDGET AMENDMENT AND THE CAROLINA UTILITIES COMPANY CHANGE ORDER NUMBER 1 MAY BE FOUND AT EXHIBIT A AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]**

Chairman Royce Bennett called on CFO, J. Eric Adams to present the item. Mr. Adams began by offering an apology for the previous board meeting emphasizing that the presentation of this agenda item was not presented in a fashion that was understandable and for his lack of ability to explain those differences. He also thanked Director Warden and Chairman Bennett for allowing us the opportunity to explain those. He moved on to begin providing the details of the Amended Project Ordinance for Topsail Island Booster Station starting with stating the total amount of the amendment is \$94,592.51 which brings the construction services to \$2,502,105.51 which is the amount of the total contract and \$10,000 contingency. He then explained the updated Budget Amendment format sharing that the first section shows the original project ordinance prior to what is being amended, the second section contains the amount of the amendment and the lines it effects and the third and final section shows the final amended project ordinance which agrees to the official project ordinance. Mr. Adams then explained the contract change order form saying he and Mr. Lohr worked with the Engineering Firm to make a couple of changes to present this a little more clearly. He said previously there was not the \$115,272.51 that was showing on the change order summary; the original version showed the \$110,272.51 which included the \$5,000 decrease and helped lead to that confusion. He went on to share that the total decrease in the contract was from the \$115[,272.51] to \$94[,592.51] for a total of \$20,680.00 and noted that is the amount for this amendment and brings the total contract to \$2,492,105.51 which agrees to the last page of the change order summary on the third page but previously the summary did not include the liquidated damages which led to the discrepancy between those numbers. He said substantially there is not change to the contract amount or the amount of the amendment just in the new presentation of those items it is much more clear and easier to understand. Secretary/Treasurer Richard Grant said excellent presentation and added that what would be helpful with projects moving forward is this is what we estimated in the beginning, this is what the bids came in at, and as we are closing it out it is helpful to give a snapshot or one page summary. Mr. Adams said if everyone is in agreement he will take a previously closed project and prepare something like that and see if that is what you have in mind.

**Action:** A motion was made by Director Robert Warden to approve the amended project ordinance and associated budget amendment and the Carolina Utilities

Company Change Order Number 1. A second was made by Director Tony Padgett. All were in favor, the motion passed unanimously.

**B. Calendar Year 2025 Board of Directors Meeting Schedule Amendment**

**[A COPY OF THE AMENDED CALENDAR YEAR 2025 BOARD OF DIRECTORS MEETING SCHEDULE MAY BE FOUND AT EXHIBIT B AND ARE FULLY INCORPORATED HEREIN BY REFERENCE]**

Chairman Royce Bennett called on CEO, Franky Howard, to present the item. Mr. Howard explained what is being requested with this item is to change the November 20, 2025 Regular Meeting to November 13, 2025 and we will post that as our updated meeting schedule due to conflicts in schedules.

**Action:** A motion was made by Secretary/Treasurer Richard Grant made a motion to approve an amendment to the Calendar Year 2025 ONWASA Board of Directors Regular Meeting Calendar to change the November meeting date from Thursday, November 20, 2025, to Thursday, November 13, 2025. A second was made by Director Tony Padgett. All were in favor, the motion passed unanimously.

**3. CLOSED SESSION**

A motion was made by Director Greg Hines to enter into closed session pursuant to NCGS § 143-318.11(a)(3) and NCGS § 143-318.11(a)(5). Vice Chairman Paul Conner made a second. All were in favor, the Board entered into closed session at 5:13pm and entered back into open session at 5:32 pm. No Action was taken.

**4. CEO COMMENTS**

No comments were made.

**5. DIRECTOR COMMENTS**

There were no director comments.

**6. ADJOURNMENT:** Chairman Bennett adjourned the meeting at 5:36 pm.

The minutes were approved on November 13, 2025.

Onslow Water & Sewer Authority Board of Directors



Michael Royce Bennett, Chairman

ATTEST:

Heather W Norris, Clerk

**CONTRACT CHANGE ORDER FORM**

EXHIBIT A

	<b>ORDER NO.</b>	1
<b>PROJECT NAME:</b> North Topsail Water Main and Booster Station	<b>DATE</b>	6/26/25 Rev. 9/26/25
<b>OWNER:</b> Onslow Water and Sewer Authority	<b>STATE</b>	NC
<b>CONTRACTOR:</b> Carolina Utilities Company, LLC	<b>COUNTY</b>	Onslow
<i>You are hereby requested to comply with the following changes from the contract plans and specifications:</i>		
Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
1. A. Geotechnical Report for active shoring at water main connection required by the North Carolina Department of Transportation. B. Relocation of existing force main on Loggerhead Drive. C. An additional vault installation with flow meter at Marina Way and a flow meter vault at the booster station.		\$115,272.51
2. Allowance for relocating existing private utilities (not required)	\$5,000.00	
3. Additional professional engineering services required by ARDURRA beyond the Contract period (assessed as damages).	\$15,680.00	
TOTALS OF DECREASE AND/OR INCREASE	\$20,680.00	\$115,272.51
NET CHANGE IN CONTRACT PRICE		\$94,592.51
Justification: Requested changes to scope and actual professional services costs through period of extended construction time.		

The amount of the Contract will be **increased** by the sum of:

Ninety-Four Thousand Five Hundred Ninety-Two and 51/100 Dollars ( \$94,592.51 )

This Contract total including this and previous change orders will be:

Two Million Four Hundred Ninety-Two Thousand One Hundred Five and 51/100 Dollars ( \$2,492,105.51 )

The Contract period for completion will be ~~(increased)~~ ~~(decreased)~~ **unchanged** 0 calendar days

Contract period for completion including this and previous change orders 210 calendar days

This document will become a supplement to the Contract and all provisions will apply hereto.

I certify that my Bonding Company will be notified forthwith that my Contract has been **increased** by the amount of this change order and that a copy of the approve change order will be mailed upon receipt by me to my surety.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

**CHANGE ORDER SUMMARY**  
**North Topsail Beach Booster Station**  
**Onslow Water and Sewer Authority**

ITEM NO.	ITEM DESCRIPTION	UNIT MEASURE	QTY	UNIT PRICE	ORIGINAL CONTRACT PRICE	CO#1 QTY CHANGE	CO#1 ADJUSTMENT	REVISED CONTRACT QTY	REVISED CONTRACT AMOUNT
<b>GENERAL WORK</b>									
1	Mobilization, Bonds & Insurance (3% MAX)	LS	1	\$ 70,000.00	\$ 70,000.00		\$ -	1	\$ 70,000.00
2	Allowance for Relocating Existing Private Utilities	LS	1	\$ 5,000.00	\$ 5,000.00	-1	\$ (5,000.00)	0	\$ -
3	Allowance for Materials Testing	LS	1	\$ 12,000.00	\$ 12,000.00		\$ -	1	\$ 12,000.00
<b>BOOSTER PUMP STATION</b>									
4	Elevated 14'x28' Booster Pump Station Building and Stairs (Complete, Incl. Floor Hatch and 3/4 Ton Monorail Hoist)	LS	1	\$ 622,000.00	\$ 622,000.00		\$ -	1	\$ 622,000.00
5	Packaged Duplex Booster Pumping System (Incl. Integrated VFDs, Flow Meter, 4" Surge Valve, etc.)	LS	1	\$ 360,000.00	\$ 360,000.00		\$ -	1	\$ 360,000.00
6	Electrical - Booster Pump Station Site (Incl. Electrical Service, Panels, Wiring and Conduits, Connection to Pump Control System Portable Generator Connection, etc.)	LS	1	\$ 285,000.00	\$ 285,000.00		\$ -	1	\$ 285,000.00
7	4-Inch Surge Relief Discharge Piping (Approx. 20 LF) and 2'x2' Concrete Splash Pad (Incl. Connection to Packaged Pumping System)	LS	1	\$ 7,000.00	\$ 7,000.00		\$ -	1	\$ 7,000.00
8	10-Inch DIP Suction and Discharge Riser Pipe (Incl. Flanged Connection to Packaged Pumping System and MJ Connection to Suction/Discharge Water Main 90 Degree Bend)	LF	34	\$ 720.00	\$ 24,480.00		\$ -	34	\$ 24,480.00
<b>SUCTION/DISCHARGE WATER MAIN</b>									
9	10-Inch PVC C900 Water Main by Open-Cut	LF	260	\$ 80.00	\$ 20,800.00		\$ -	260	\$ 20,800.00
10	10-Inch RJDIP Water Main by Open-Cut (Incl. DIP Bends, Fittings, Restraint)	LF	470	\$ 205.00	\$ 96,350.00		\$ -	470	\$ 96,350.00
11	10-Inch DI Gate Valve	EA	3	\$ 4,200.00	\$ 12,600.00		\$ -	3	\$ 12,600.00
12	10-Inch DI Butterfly Valve with Pedestal Mounted Motorized Actuator	EA	1	\$ 32,000.00	\$ 32,000.00		\$ -	1	\$ 32,000.00
13	10-Inch DI Swing Check Valve Assembly	EA	1	\$ 14,000.00	\$ 14,000.00		\$ -	1	\$ 14,000.00

ITEM NO.	ITEM DESCRIPTION	UNIT MEASURE	QTY	UNIT PRICE	ORIGINAL CONTRACT PRICE	CO#1 QTY CHANGE	CO#1 ADJUSTMENT	REVISED CONTRACT QTY	REVISED CONTRACT AMOUNT
14	10-Inch Restrained Flange Coupling Adapter	EA	2	\$ 1,900.00	\$ 3,800.00		\$ -	2	\$ 3,800.00
15	4' x 4' Concrete Valve Vault with 3' x 3' Flood Proof Aluminium Access Hatch	EA	1	\$ 8,000.00	\$ 8,000.00	1	\$ 8,000.00	2	\$ 16,000.00
16	4' x 6' Concrete Valve Vault with 3'x3' Flood Proof Aluminium Access Hatch	EA	1	\$ 15,000.00	\$ 15,000.00		\$ -	1	\$ 15,000.00
17	1/2 HP Sump Pump (Incl. 1-1/2" Sch. 40 PVC Discharge Piping, Ball Valve, Check Valve)	EA	2	\$ 1,600.00	\$ 3,200.00	2	\$ 3,200.00	4	\$ 6,400.00
18	Cut-In 10-Inch RJDI Gate Valve on Existing Water Main (NC 210) (Incl. Temporary Shoring in NCDOT Right-of-Way)	EA	1	\$ 4,200.00	\$ 4,200.00		\$ -	1	\$ 4,200.00
19	Cut-In Connection to 10-Inch Water Main with 10-inch RJDI Tee (NC 210) (Incl. Temporary Shoring in NCDOT Right-of-Way)	EA	2	\$ 52,000.00	\$ 104,000.00		\$ -	2	\$ 104,000.00
<b>MARINA WAY VALVE VAULT</b>									
20	Electrical - Marina Way (Incl. Electrical Service, Panels, Wiring and Conduits, Motorized Valve Actuators and Sump Pump Connection, etc.)	LS	1	\$ 190,000.00	\$ 190,000.00		\$ -	1	\$ 190,000.00
21	12-Inch RJDIP Water Main by Open-Cut (Incl. DIP Bends, Fittings, Restraint)	LF	35	\$ 340.00	\$ 11,900.00		\$ -	35	\$ 11,900.00
22	12-Inch DI Gate Valve	EA	1	\$ 5,300.00	\$ 5,300.00		\$ -	1	\$ 5,300.00
23	12-Inch DI Gate Valve with Pedestal Mounted Motorized Actuator	EA	2	\$ 34,000.00	\$ 68,000.00		\$ -	2	\$ 68,000.00
24	12-Inch DI Swing Check Valve Assembly	EA	1	\$ 10,000.00	\$ 10,000.00		\$ -	1	\$ 10,000.00
25	12-Inch Restrained Flange Coupling Adapter	EA	3	\$ 2,400.00	\$ 7,200.00		\$ -	3	\$ 7,200.00
26	12-Inch Restrained Coupling Adapter (Plain-End to Plain-End Pipe)	EA	1	\$ 2,700.00	\$ 2,700.00		\$ -	1	\$ 2,700.00
27	8' x 8' Concrete Valve Vault with 3'x5' Flood Proof Aluminium Access Hatch	EA	1	\$ 245,000.00	\$ 245,000.00		\$ -	1	\$ 245,000.00
28	1/2 HP Sump Pump - Marina Way (Incl. 1-1/2" Sch. 40 PVC Discharge Piping, Ball Valve, Check Valve)	EA	1	\$ 1,600.00	\$ 1,600.00		\$ -	1	\$ 1,600.00
29	Cut-In Connection to 12-Inch Water Main with 12-Inch DI Tee - Marina Way	EA	2	\$ 6,000.00	\$ 12,000.00		\$ -	2	\$ 12,000.00
<b>EXCAVATIONS/REPAIRS</b>									
30	Concrete Driveway	SY	26	\$ 130.00	\$ 3,380.00		\$ -	26	\$ 3,380.00
31	Gravel Restoration (#57 Stone)	SY	195	\$ 28.00	\$ 5,460.00		\$ -	195	\$ 5,460.00

ITEM NO.	ITEM DESCRIPTION	UNIT MEASURE	QTY	UNIT PRICE	ORIGINAL CONTRACT PRICE	CO#1 QTY CHANGE	CO#1 ADJUSTMENT	REVISED CONTRACT QTY	REVISED CONTRACT AMOUNT	
32	Unsuitable Soil Removal & Replacement	CY	5	\$ 120.00	\$ 600.00		\$ -	5	\$ 600.00	
33	Asphalt Pavement Repair	SY	431	\$ 125.00	\$ 53,875.00		\$ -	431	\$ 53,875.00	
34	Asphalt Mill and Overlay	SY	710	\$ 65.00	\$ 46,150.00		\$ -	710	\$ 46,150.00	
<b>TRAFFIC CONTROL</b>										
35	Traffic Control (NCDOT Right-of-Way)	LS	1	\$ 12,000.00	\$ 12,000.00		\$ -	1	\$ 12,000.00	
<b>EROSION CONTROL</b>										
36	Compost Filter Sock	LF	266	\$ 12.00	\$ 3,192.00		\$ -	266	\$ 3,192.00	
37	Silt Fence	LF	275	\$ 10.00	\$ 2,750.00		\$ -	275	\$ 2,750.00	
38	Temporary Construction Entrance	EA	1	\$ 12,000.00	\$ 12,000.00		\$ -	1	\$ 12,000.00	
39	Site Stabilization - Seeding, Straw with Net	SY	622	\$ 8.00	\$ 4,976.00		\$ -	622	\$ 4,976.00	
CO-1-1	Geotechnical Report (Active Shoring Per NC DOT)	EA	0	\$ 4,175.00	\$ -	1	\$ 4,175.00	1	\$ 4,175.00	
CO-1-2	Relocation of forcemain on Loggerhead Drive	LS	0	\$ 12,400.00	\$ -	1	\$ 12,400.00	1	\$ 12,400.00	
CO-1-3	Installation of 7x13 Onwer Supplied Vault	LS		\$ 63,947.51		1	\$ 63,947.51	1	\$ 63,947.51	
CO-1-4	Core Owner Supplied Vault	LS		\$ 3,450.00		1	\$ 3,450.00	1	\$ 3,450.00	
CO-1-5	Flow meter for Marina Way	LS		\$ 17,120.00		1	\$ 17,120.00	1	\$ 17,120.00	
CO-1-6	Upgrade to SCADA for Marina Way Flow Meter	LS		\$ 1,255.00		1	\$ 1,255.00	1	\$ 1,255.00	
CO-1-7	Additoinal wiring for Marina Way Flow Meter	LS		\$ 1,725.00		1	\$ 1,725.00	1	\$ 1,725.00	
COI-8	Liquidated Damages	LS		\$ (15,680.00)		1	\$ (15,680.00)	1	\$ (15,680.00)	
<b>ORIGINAL CONTRACT</b>					<b>\$ 2,397,513.00</b>	<b>CO#1 CHANGE</b>		<b>\$ 94,592.51</b>	<b>TOTAL</b>	<b>\$ 2,492,105.51</b>

**ONslow WATER & SEWER AUTHORITY  
TOPSAIL ISLAND BOOSTER PUMPING STATION  
PROJECT NUMBER CIP-032**

**AMENDED PROJECT ORDINANCE**

**BE IT ORDAINED** by the Board of Directors of Onslow Water & Sewer Authority (ONWASA) that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Topsail Island Booster Pumping Station Project is hereby adopted:

**Section I.**

The Topsail Island Booster Pumping Station Project shall consist of the design, permitting and construction services necessary to create a new potable water pumping station adjacent to the North Topsail Beach Town Hall that will be connected to the primary transmission main serving Topsail Island. The purpose of this project is to help maintain adequate pressure within the water distribution system on the island during periods of high demand. We are amending this project to include a change order for relocation of existing water main and an additional vault with flow meter.

**Section II.**

The officers of Onslow Water & Sewer Authority are hereby directed to proceed with the Topsail Island Booster Pumping Station Project, Project Number CIP-032.

**Section III.**

The following revenue is anticipated to be available to complete the project:

Fund Balance	\$ 2,847,105.51
Total	<u>\$ 2,847,105.51</u>

**Section IV.**

The following amounts are appropriated for the project:

Professional Services	\$ 345,000.00
Construction	\$ 2,502,105.51
Total	<u>\$ 2,847,105.51</u>

**Section V.**

The Finance Officer is hereby directed to maintain within the Water & Sewer Fund sufficient specific detailed accounting records to provide the accounting required by federal and state regulations and in accordance with generally accepted accounting procedures.

**Section VI.**

The Finance Officer is directed to report monthly on the financial status of the project and on the total revenues received.

**Section VII.**

The Budget Officer is directed to include an analysis of past and future cost and revenues on this project as a part of every budget submission made to this Board.

**Section VIII.**

Copies of this Topsail Island Booster Pumping Station Amended Project Ordinance shall be made available to the Budget Officer for direction in carrying out these projects.

Adopted this 9th day of October 2025.



ONLOW WATER & SEWER  
AUTHORITY BOARD OF  
DIRECTORS

A handwritten signature in black ink, appearing to read "M. Royce Bennett".

Michael Royce Bennett, Chairman

A handwritten signature in blue ink, appearing to read "Heather Norris".

Heather Norris, Clerk to the Board

Amended Project Ordinance  
 Topsail Island Booster Pumping Station Project  
 Project Number CIP-032  
 Budget Amendment  
 October 9, 2025

Original Project Ordinance – Fund 61 and Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Fund Balance Appropriation	3919940	\$2,752,513.00
9910	Expenditure – Transfer to Capital Projects	8000040	\$2,752,513.00
	Revenue – Transfer from Operating	3709991	\$2,752,513.00
8788	Expenditure – Professional Services	8880400	\$ 345,000.00
8788	Expenditure – Construction	8885800	\$2,407,513.00

Budget Amendment – Fund 61 and Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Fund Balance Appropriation	3919940	\$94,592.51
9910	Expenditure – Transfer to Capital Projects	8000040	\$94,592.51
	Revenue – Transfer from Operating	3709991	\$94,592.51
8788	Expenditure – Professional Services	8880400	\$ 0.00
8788	Expenditure – Construction	8885800	\$94,592.51

Amended Project Ordinance – Fund 61 and Fund 40

Department Number	General Ledger Name	General Ledger Number	Amount
	Revenue – Fund Balance Appropriation	3919940	\$2,847,105.51
9910	Expenditure – Transfer to Capital Projects	8000040	\$2,847,105.51
	Revenue – Transfer from Operating	3709991	\$2,847,105.51
8788	Expenditure – Professional Services	8880400	\$ 345,000.00
8788	Expenditure – Construction	8885800	\$2,502,105.51