

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
October 4, 2021  
6:00 P.M.**

**The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT: Commissioner Randy Thompson, Chairman  
Commissioner Mike Forte, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Frank Williams

STAFF: Randell Woodruff, County Manager  
Bob Shaver, County Attorney  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Haynes Brigman, Deputy County Manager  
Julie Miller, Finance Director  
Daralyn Spivey, Clerk to the Board  
Meagan Kasczak, Communications Director  
Neal Galloway, IT  
Raquel Perez, Executive Assistant

**Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.**

**I. CALL TO ORDER**

Chairman Thompson called the meeting to order at 3:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Thompson gave the Invocation and led the Pledge of Allegiance.

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Thompson asked for adjustments to the agenda. Items V-7 Emergency Services – Sole Source Justification for Alternative Support Apparatus LLC Purchase and V- 9 Utilities – Job Position Adjustment, both under the consent agenda, be removed for further discussions with staff.

Vice-Chairman Forte moved to approve the agenda as amended. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**IV. PUBLIC COMMENTS**

No one signed up to speak.

**V. APPROVAL OF CONSENT AGENDA**

Commissioner Williams moved to approve the Consent Agenda as amended. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0). See individual items for approval status:

- 1. Administration – Budget Calendar FY 2022-2023 - Approved**  
The Board of Commissioners approved the FY 2022-2023 Budget Calendar.

2. **Board Appointment – Town of Sunset Beach ETJ Planning Board - Approved**  
The Board of Commissioners approved the Town of Sunset Beach's recommendation for the appointment of Ms. Sybil Kesterson to fill the vacant ETJ position on the Sunset Beach Planning Board for a term expiring September 2024.
3. **Clerk to the Board - Annual Rural Operating Assistance Program Funding - Approved**  
The Board of Commissioners approved and authorized the County Manager to sign the annual funding ROAP application, the MOU and the Certified Statement.
4. **Clerk to the Board - Meeting Minutes September 20, 2021 - Approved**  
The Board of Commissioners approved the Draft Minutes from the September 20, 2021, Regular Meeting.
5. **County Attorney – Declaration of Surplus Property - Approved**  
The Board of Commissioners declared property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.
6. **Driving Creek Hunting Club Lease - Approved**  
The Board of Commissioners authorized the renewal of the lease of Driving Creek Hunting Club.
7. **Emergency Services – Sole Source Justification for Alternative Apparatus LLC Purchase**  
This item was removed from the agenda for further review.
8. **Finance - Fiscal Items - Approved**  
The Board of Commissioners approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:
  - Parks and Recreation Insurance Proceeds Budget Amendment**  
Appropriated \$1,672 of insurance proceeds for the repair costs of wrecked 2020 F250 Vin 3789.
  - Health Insurance Proceeds Budget Amendment**  
Appropriated \$3,208 of insurance proceeds for the repair costs of wrecked vehicle.
  - Wastewater Budget Amendment**  
Appropriated \$476,000 in wastewater retail sales to refund the amounts paid of \$68,000 per year between April 1, 2013, and April 1, 2019, by Wilmington River Club, LLC to the Town of Navassa per its Impact Fee Agreement with the Town dated October 16, 2012. Brunswick County acquired Navassa's utilities system but did not enter into agreements for the pre-payment of such fees. Wilmington River Club, LLC has not made any connections to the wastewater system under the prepayment agreement it had with the Town. This refund will terminate the agreement with the Town of Navassa and/or Brunswick County (as successor) and Wilmington River Club, LLC will pay the System Development Fees currently in effect at the time of permitting and connection to the county wastewater system.
9. **Utilities – Job Description Adjustment**  
This item was removed from the agenda for further review.
10. **Utilities – UPC Building Expansion Design - Approved**  
The Board of Commissioners approved the Professional Services Agreement with MHAworks, PA for the design and construction of the Utilities Operations Center (UOC) Building Expansion in the amount of \$107,600 and authorized the Chairman and Clerk to the Board to execute the agreement.

## **VI. PRESENTATION**

1. **Cooperative Extension – Proclamation 4H Week**

### **National 4-H Week Proclamation**

**WHEREAS**, 4-H youth across the nation are leading efforts to solve problems in their communities and make a difference for their futures; and

**WHEREAS**, 4-H is the largest youth development organization in North Carolina and the largest in the nation with over six million participants; and

**WHEREAS**, 4-H in North Carolina claims 260,000 youth members and 13,000 volunteers, while the Brunswick County 4-H program numbers more than 100 members and over 20 volunteers, and over 4,000 participants in 4-H enrichment programs; and

**WHEREAS**, 4-H is part of the NC Cooperative Extension System of NC State University and NCA&T State University is a program where you learn through opportunities that provide them hands-on experiences in 4-H's mission mandates of science, engineering and technology; healthy living and citizenship; and

**WHEREAS**, 4-H has connected youth and their communities with the innovative research and resources from our nation's 112 land-grant universities and colleges for more than 118 years.

**NOW THEREFORE BE IT RESOLVED**, the Brunswick County Board of Commissioners, do hereby proclaim October 3-9, 2021, as National 4-H week in Brunswick County. We urge the people of this County to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Brunswick County 4-H Youth Development and to join us in recognizing the unique partnership between our County and State University System

**ADOPTED** this the 4<sup>th</sup> day of October, 2021.

Randell Thompson, Chairman  
Brunswick County Board of Commissioners

ATTEST;

Daralyn Spivey, NCCCC  
Clerk to the Board

Commissioner Williams moved to adopt the Proclamation with the motion seconded by Commissioner Sykes and passed unanimously (5 to 0).

2. **Engineering – Courthouse Exterior Sealing and Cleaning Presentation**

The Board of Commissioners received a presentation on the courthouse construction and the need for preventative maintenance. The consensus of the Board of Commissioners is to authorized Mr. Pinnix to return to the October 18 Board of Commissioner's meeting with Change Order #3 from Monteith Construction to complete the cleaning of the exterior walls and the re-sealing of the joints of the building.

## VII. ADMINISTRATIVE REPORT

1. **Administration – Fiscal Year-End June 30, 2021, County Manger's Report and Capital Project Funding (Randell Woodruff, County Mangers):** The Board of Commissioners received information regarding the Fiscal Year End - June 30, 2021. Vice-Chairman Forte made the motion to approve the budget amendment of \$20M for the appropriation of fund balance to pay-go future projects planned in the Five-Year Capital Improvement Plan with Commissioner Williams seconding and all in favor (5-0).

2. **Administration – Additional Funding Request for BID Marketing Program (Bill Early, Brunswick Business & Industry Development)**

The Board of Commissioners heard a request to appropriate additional funding in the amount of \$100,000 to support the expansion of the Brunswick BID marketing program.

Commissioner Williams made the motion to approve the additional funding and Vice-Chairman Forte seconding the motion with all in favor (5-0).

**3. Human Resources – Classification and Total Compensation Study Consultant Recommendation (Melanie Turrise, Human Resources Director)**

Ms. Turrise presented for the Board the recommendation for the Classification and Total Compensation Study to be conducted by Cape Fear Council of Government (CFCOG) in partnership with the Piedmont Triad Regional Council (PTRC). Commissioner Williams made the motion to authorize the County Manager to execute applicable documents subject to County Attorney's review with Vice-Chairman Forte seconding and all in favor (5-0).

**4. Utilities – Oak Island Wholesale Bulk Water Service Agreement (John Nichols, PE, Director of Public Utilities)**

Mr. Nichols requested the Board of Commissioners approve the renewed Wholesale Bulk Water Service Agreement between Brunswick County and the Town of Oak Island and authorize the Chairman to execute the agreement upon review by the County Attorney. Vice-Chairman Forte made the motion to approve the agreement with Commissioner Williams seconding and all in favor (5-0).

**5. Utilities – PFS Funding (John Nichols, PE, Director of Public Utilities)**

The Board of Commissioners received information regarding efforts to obtain additional funding for PFAS related to utility infrastructure expenses and to authorize the Utilities Director to represent Brunswick County with efforts to inform elected officials regarding PFAS legislative issues. Commissioner Williams made the motion to authorize the chairman to sign letters to various regulatory agencies and federal and state officials requesting their support of ongoing efforts to properly fund Utilities dealing with PFAS infrastructure needs. Commissioner Cooke seconded the motion with all in favor (5-0).

**VIII. OTHER BUSINESS/INFORMAL DISCUSSION**

Referencing the Brunswick County Government Complex Master Plan 2021-2026 delivered to each Commissioner, Commissioner Cooke would like those present to consider when planning future building needs to factor in the ability for county staff to work virtually. Additionally, the possibility of having satellite complexes/office space that would allow for the public to access the services throughout the County as opposed to all offices located at the current Complex.

**X. ADJOURNMENT**

Commissioner Cooke moved to adjourn the meeting at 4:14 p.m. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

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Randy Thompson, Chairman  
Brunswick County Board of Commissioners

Attest:

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Daralyn Spivey, NCCMC  
Clerk to the Board