

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
March 19, 2018
6:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

1. Administration - Cancellation of the April 2, 2018 Regular Meeting
Request that the Board of Commissioners cancel the April 2, 2018 regular meeting.
2. Administration - Resolution of Support for Naming a Section of I-140 for William M. Sue
Request that the Board of Commissioners approve a resolution asking the North Carolina Department of Transportation to name the I-140 bridge over Hwy. 74/76 in Brunswick County for William M. Sue.
3. Administration - Proclamation of Support for Opioid Addiction Awareness Week
Request that the Board of Commissioners approve a Proclamation of Support for Opioid Addiction Awareness during the weekend of April 27-29, 2018.
4. Board Appointment - Nursing Home & Adult Care Home Community Advisory Committee - District 1
Request that the Board of Commissioners reappoint Ms. Holly Brenneman to the Nursing Home & Adult Care Home Community Advisory Committee, District 1, for a 3-year term expiring March 19, 2021.
5. Clerk to the Board - Meeting Minutes
Request that the Board of Commissioners approve the draft minutes for the February 19, 2018 Goals Workshop and the February 19, 2018 Regular Meeting.
6. Clerk to the Board - Resolution Establishing the Regular Meeting Schedule for FY 2018-2019
Request that the Board of Commissioners approve a Resolution establishing the proposed Regular Meeting Schedule for FY 2018-2019.
7. County Attorney - Easement Request
Request that the Board of Commissioners approve an easement to Piedmont Natural Gas Company to serve Verizon in the Leland Industrial Park
8. County Attorney - Russell Butts Heir Property to Surplus
Request that the Board of Commissioners declare a piece of property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.
9. County Attorney - Deed of Dedication for Sunset Ridge Phase 4 Section 3
Request that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge, Phase 4, Section 3.
10. Emergency Services - FY 2017 EMPG Supplemental Funding
Request that the Board of Commissioners approve the FY2017 Supplemental Emergency Management Performance Grant (EMPG) grant award and cost report

for Brunswick County and authorize the Finance Director and Director of Emergency Services to sign the cost report associated with this grant.

11. Engineering - Carolina Shores North Sewer SAD (29) - Contractor Final Adjusting Deductive Change Order

Request that the Board of Commissioners approve the final adjusting change order with Carmichael Construction Company, Inc., for the Carolina Shores North Sewer SAD (29) project in the deductive amount of (\$82,573.42).

12. Engineering - Hwy 74/76 Warehouse Fire Protection Water Main Construction Contract

Request that the Board of Commissioners approve the Notice of Award to Carolina Civilworks, Inc. for the Hwy. 74/76 Warehouse Fire Protection Water Main in the amount of \$1,015,039.00 with subsequent execution of the construction contract upon the County Attorney's review and approval of the contract, pay and performance bonds, certificate of insurance, and E-Verify Affidavit.

13. Finance - Fiscal Items

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

-LIEAP Energy Program Budget Amendment

Appropriate \$55,727 of additional Federal Low Income Home Energy Assistance Funds for use in the Brunswick County LIEAP Program.

-Airport Grant 36244.58.10.3 and 36244.58.10.2 Grant Agreements, Resolution, Budget Amendment and Grant Ordinance.

Approve and authorize the chairman to sign the grant agreements and resolutions for Airport Grants 36244.58.10.3 in the amount of \$460,982 with a local match of \$51,221 and 36244.58.10.2 in the amount of \$2,000,000 with no local match. The grant and local match were approved on the February 5, 2018 Board of Commissioners meeting. NC Department of Transportation split the grant into two grants in order to simplify processing of reimbursements and paperwork due to the differing local match requirements. Transfer \$512,203 of funding to new airport grant 36244.58.10.3 to accurately reflect the changes from NCDOT-Aviation Division.

-Schools 2016 Bond Referendum Projects Budget Amendment and Project Ordinance

The Board of Education approved at their March 2, 2018 meeting and are requesting the Board of Commissioners to approve two transfers from the School Capital Funds held by the County for the benefit of the schools in the School Capital Reserves: (1) Transfer \$2,000,000 of Sales Tax Contingency and \$100,000 of Ad Valorem Contingency funds to the project for the Town Creek site work. This advanced funding will be reimbursed with the Phase 1 GO Bond issue and funds returned to the School Capital Reserves held by the County for the benefit of the Schools. (2) Transfer \$2,840,000 Ad Valorem Contingency to project for the Town Creek unanticipated code work, unsuitable soils, grade adjustment, water pressure and gym/stage enlargement. Note that the \$2,840,000 is not advanced funding and will not be reimbursed from Phase 1 GO Bond issue.

-Financial Reports for February 2018 (unaudited)

Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at: <http://brunswickcountync.gov/finance/reports>

14. GIS - Street Adoptions
Request that the Board of Commissioners approve the first reading of the street names and set the date for the Public Hearing to April 16, 2018.
15. Health Services - Communicable Disease Annual Report
Request that the Board of Commissioners review and approve the 2017 Communicable Disease Annual Report.
16. Health and Human Services - Health Services - FY18-19 State Consolidated Agreement Approval
Request that the Board of Commissioners review and approve the consolidated agreement for FY18-19 between the State of North Carolina and Brunswick County Health Services.
17. Health and Human Services - The Toner Exchange Contract Renewal
Request that the Board of Commissioners approve the renewal contract of \$25,587 per annum for three years with The Toner Exchange.
18. Operation Services - Increase in Construction & Demolition Waste Disposal Transfer
Request that the Board of Commissioners approve the increase of Construction & Demolition waste transferred to the Sampson County Landfill to 75% of tonnage from the current 50%.
19. Planning - Fee Deferral Agreement: Coastal Commons Senior Living Community Affordable Housing Development
Request that the Board of Commissioners adopt a resolution approving a fee deferral agreement related to the payment of County water and sewer fees to support the tax credit application for Coastal Commons Senior Living Community Affordable Housing Development.
20. Planning - Resolutions of Support for the NCDOT High Impact / Low Cost Projects
Request that the Board of Commissioners adopt resolutions in support of the NCDOT High Impact / Low Cost Program funding three road improvement projects to improve public safety and mobility (Projects WBS #47783, WBS #47879, and WBS #80084).
21. Register of Deeds - Preservation of Record Books
Request that the Board of Commissioners concur and authorize removal of records from the Register of Deed's office to the Kofile Technologies facility for a period of no more than 90 days from the approval of said Board.
22. Tax - March 2018 Releases
Request that the Board of Commissioners approve the March 2018 tax releases.

VI. Presentation

1. Governing Body - Proposed Revisions to the Animal Control Ordinance (Commissioner Sykes)
Request that the Board of Commissioners consider proposed revisions to the Animal Control Ordinance.
2. Governing Body - Resolution in Opposition of Seismic Surveying and Oil and Gas Offshore Exploration and Drilling on the Continental Shelf off the Coast of North Carolina (Vice-Chairman Thompson)

Request that the Board of Commissioners consider a Resolution in Opposition of Seismic Surveying and Oil and Gas Offshore Exploration and Drilling on the Continental Shelf off the Coast of North Carolina.

3. Governing Body - Resolution to Request NCDEQ to Require Tenants of Fayetteville Works to Cease Operations that Result in the Production of Fluorochemical Compounds (Vice-Chairman Thompson)

Request that the Board of Commissioners approve a Resolution requesting NCDEQ to require tenants of the Fayetteville Works site to cease operations that result in the production of fluorochemical compounds.

4. Utilities - Draft of CDM Smith Engineering Report of Water Treatment Options for the Northwest Water Treatment Plant (John Nichols, Director of Public Utilities and Ann Hardy, County Manager)

Request that the Board of Commissioners receive information from CDM Smith regarding preliminary water treatment options for the Northwest Water Treatment Plant (NWWTP), budgetary cost information for the NWWTP upgrades, initial reverse osmosis pilot testing data, and information regarding treatment goals.

VII. Public Hearing

1. Planning - Rezoning Case Z-759 (Kirstie Dixon, Director of Planning)

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the Official Unified Development Ordinance Zoning Map from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) with an associated CAMA Land Use Plan Map from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial (UDO-18-759).

2. Planning - UDO Text Amendment - Temporary Use Permits for Large Events - UDO-18-02 (Kirstie Dixon, Director of Planning)

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the requirements for Temporary Use Permits for Large Events (1,000 Guests or More) in the Unified Development Ordinance (UDO-18-02).

3. Planning - UDO Text Amendments - Solar Farm Requirements (Kirstie Dixon, Director of Planning)

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the solar farm requirements in the Unified Development Ordinance (UDO-18-01).

VIII. Administrative Report

1. Administration - Surplus Property Offers (Steve Stone, Deputy County Manager)

Request that the Board of Commissioners consider offers that have been submitted for 6 surplus parcels.

2. Parks & Recreation - Submission for Public Access Grant to Develop Brunswick Waterway Park Phase 3 (Aaron Perkins, Director of Parks & Recreation)

Request that the Board of Commissioners approve the submission of a pre-application and grant application for a Public Access Grant for the Brunswick Waterway Park Phase 3.

IX. Other Business/Informal Discussion

X. Adjournment



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 1.

From:

Andrea White

Administration - Cancellation of the April 2, 2018 Regular Meeting

Issue/Action Requested:

Request that the Board of Commissioners cancel the April 2, 2018 regular meeting.

Background/Purpose of Request:

Staff is requesting that the Board of Commissioners consider cancelling the April 2, 2018 regular board meeting, as the meeting falls on Easter Monday. All Commissioners and department leaders were consulted and no adverse impacts or time-sensitive issues were brought forward that would result from the cancellation of the meeting. Cancelling the meeting well in advance will allow staff to make plans for future issues that may arise.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners cancel the April 2, 2018 regular meeting.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # V. - 2.

Administration - Resolution of Support for Naming a Section of I-140 for William M. Sue

Issue/Action Requested:

Request that the Board of Commissioners approve a resolution asking the North Carolina Department of Transportation to name the I-140 bridge over Hwy. 74/76 in Brunswick County for William M. Sue.

Background/Purpose of Request:

At their meeting on January 16, 2018, the Brunswick County Board of Commissioners approved a resolution of support for naming a section of I-140 in honor of William M. Sue for his constant advocacy for the roadway and his many other public and civic activities on behalf of the people of Brunswick County. Following approval of the resolution, an alternate location was selected for this honor.

It is recommended that the Board of Commissioners consider approving a resolution in support of naming the I-140 bridge over Hwy. 74/76 in Brunswick County in honor of Mr. William M. Sue.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend that the Board of Commissioners approve a resolution asking the North Carolina Department of Transportation to name the I-140 bridge over Hwy. 74/76 in Brunswick County for William M. Sue.

ATTACHMENTS:

Description

□ Resolution

County of Brunswick
Office of the County Commissioners



**RESOLUTION SUPPORTING THE NAMING OF THE I-140 BRIDGE OVER HWY. 74/76 IN
BRUNSWICK COUNTY IN HONOR OF WILLIAM M. SUE**

WHEREAS, William M. Sue was born and raised in Leland in northern Brunswick County and is a current resident of same; and

WHEREAS, William M. Sue served 18 years on the Brunswick County Board of Commissioners, serving as its Chairman for five of those years, and also served on the Brunswick County Board of Education for eight years prior to his terms on the Board of Commissioners; and

WHEREAS, during his very first term as a County Commissioner, William M. Sue made a presentation to the North Carolina Board of Transportation requesting that I-140 (then known as the Wilmington Bypass) be completed as soon as possible; and

WHEREAS, William M. Sue was an active member of the advisory committee of the Wilmington Metropolitan Planning Organization and continually advocated for construction of I-140 in northern Brunswick County; and

WHEREAS, William M. Sue was honored by becoming a Member of the Order of the Long Leaf Pine in 2011; and

WHEREAS, William M. Sue has been a tireless advocate for the needs of the people of Brunswick County, serving in numerous other public and civic organizations over the decades; and

WHEREAS, William M. Sue has been nominated for consideration by NCDOT to have a section of I-140 in Brunswick County named in his honor.

NOW, THEREFORE, the Brunswick County Board of Commissioners requests that the North Carolina Department of Transportation name the I-140 bridge over Hwy. 74/76 in Brunswick County in honor of William M. Sue.

This the 19th day of March 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, NCCCC
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # V. - 3.
Administration - Proclamation of Support for Opioid Addiction
Awareness Week

Issue/Action Requested:
Request that the Board of Commissioners approve a Proclamation of Support for Opioid Addiction Awareness during the weekend of April 27-29, 2018.

Background/Purpose of Request:

Fiscal Impact:
Reviewed By Director of Fiscal Operations

Approved By County Attorney:
Not Applicable

County Manager's Recommendation:
Recommend that the Board of Commissioners approve a Proclamation of Support for Opioid Addiction Awareness during the weekend of April 27-29, 2018.

ATTACHMENTS:

Description

- ☐ Proclamation of Support for Opioid Addiction Awareness

County of Brunswick
Office of the County Commissioners



PROCLAMATION OF SUPPORT FOR OPIOID ADDICTION AWARENESS
APRIL 27 – 29, 2018

WHEREAS, the Brunswick County Board of Commissioners understands the major health problem of Opioid overdoses in the United States, the state of North Carolina and Brunswick County; and

WHEREAS, opioid overdoses have contributed significantly to accidental deaths among those who use, misuse or abuse illicit and prescription opioids; and

WHEREAS, United States overdose deaths involving prescription opioid analgesics increased to about 15,000 deaths a year in 2016, almost double the number in 2001; and

WHEREAS, an Opioid Task Force was organized in February 2017 by Superior Court Judge Ola Lewis and Sheriff John Ingram V; faith-based community representatives came together as one of four workgroups contributing to the report; and

WHEREAS, the Opioid Task Force produced a report and recommendations that were presented to the Brunswick County Commissioners for consideration; and

WHEREAS, on December 4, 2017 the Brunswick County Commissioners adopted a resolution "to declare and abate a public nuisance regarding the manufacture and distribution of opioids." The resolution states that the opioid crisis is "having an extended and far reaching impact on the public, health and safety of residents and citizens of Brunswick County and must be abated."

WHEREAS, regional faith based communities are coming together to provide education and awareness to combat this public health crisis by encouraging others in prevention, treatment and support of all those whose lives are affected by this epidemic.

NOW THEREFORE, BE IT PROCLAIMED, that the Brunswick County Board of Commissioners supports the observance of Opioid Addiction Awareness during the weekend of April 27-29, 2018 by faith communities, individuals, families, groups and organizations within Brunswick County and the region to declare solidarity and encouragement through the common observance of constructive programs of prayer, providing resources and forgiveness to those afflicted with opioid substance abuse disorder, and seeking the development of adequate treatment within our society.

This the 19th day of March 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # V. - 4.

Board Appointment - Nursing Home & Adult Care Home
Community Advisory Committee - District 1

Issue/Action Requested:

Request that the Board of Commissioners reappoint Ms. Holly Brenneman to the Nursing Home & Adult Care Home Community Advisory Committee, District 1, for a 3-year term expiring March 19, 2021.

Background/Purpose of Request:

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Recommended by the Regional LTC Ombudsman - Area Agency on Aging.

County Manager's Recommendation:

Recommend that the Board of Commissioners reappoint Ms. Holly Brenneman to the Nursing Home & Adult Care Home Community Advisory Committee, District 1, for a 3-year term expiring March 19, 2021.

ATTACHMENTS:

Description

- ☐ Nursing Home Advisory Committee - Roster
- ☐ Nursing Home Advisory Committee - Address Sheet

Nursing Home & Adult Care Home Community

Name	District	Appointment Date	Term	Expiration Date	Serving Since
Holly Brenneman	1	3/6/2017	1	3/6/2018	2017
Carol Sutter	2	8/15/2016	3	9/1/2019	2012
Arlene Rushin	3	2/6/2017	3	1/1/2020	2003
John Walz	4	2/20/2017	3	2/1/2020	2013
VACANT	5	10/1/2014	3	11/1/2017	2010
Barabara Voorhees	at-large	1/19/2016	3	2/1/2019	2014
Sheila Umbricht (unexp.)	at-large	7/17/2017	3	7/1/2020	2013
Laura Miller	at-large	8/21/2017	3	9/1/2020	2016
Colleen Combs	at-large	2/20/2017	3	2/1/2020	2015
Shirley Dowd	at-large	6/20/2016	3	7/1/2019	2007

Mission

To monitor the Patient's Bill of Rights for residents in nursing homes in Brunswick County; to provide increased social interaction and opportunities for enrichment for these adults; to assist in preventing physical and psychological deterioration of these older adults by promoting independence; to evaluate the activities of the nursing homes so that they meet the needs of the older adults in Brunswick County; to promote community understanding of the aging process and of the needs, problems, strengths and resources of older persons; to report to the Brunswick Commissioners the status of the Committee.

Membership

All members serve 3-year terms after the initial 1-year term.

- ~ At least 7 members, appointed by the Board of Commissioners (1 from each district; all additional are at-large members)
- ~ Each member must be a resident of the county which the committee serves.

[Return to Table of Contents](#)

Nursing Home Address Sheet

Name	Phone(s)	Email Address	Mailing Address
Holly Brenneman	(M) 571-643-6773	hollybrenneman12@gmail.com	7040 Bloomsbury Court, OIB, NC 28469
Carol Sutter	(H) 842-5254 (M) 908-625-3146	carw@aol.com	2141 Lands End Way, Supply, NC 28462
Arlene Rushin	(H) 253-4607 (M) 515-9774	aerushin@aol.com	2550 St. James Drive, Southport, NC 28461
John Walz	(H) 393-5255 (M) 273-4514	walzjf@msn.com	622 Triangle Trail, Sunset Beach, NC 28468
VACANT	(H) 399-3136 (M) 203-524-2110	vmusilli@ec.rr.com	1367 Parkland Way, Leland, NC 28451
Barbara Voorhees	(H) 253-8737	leboufbarb@gmail.com	3676 Bayedge Lane, St. James, NC 28461
Sheila Umbricht	(H) 575-7080	saumbrecht@atmc.net	46 Plantation Drive, OIB, NC 28469
Laura Miller	(H) 253-7339 (M) 703-201-3196	vankmiller@yahoo.com	3060 Baycrest Drive, Southport, NC 28461
Colleen Combs	(H) 202-549-3938	hartcombs@gmail.com	5231 Shipmast Way, Southport, NC 28461
Shirley Dowd	(H) 755-5678		1790 Waterwing Drive, OIB, NC 28469

[Return to Table of Contents](#)



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 5.

Clerk to the Board - Meeting Minutes

From:

Andrea White

Issue/Action Requested:

Request that the Board of Commissioners approve the draft minutes for the February 19, 2018 Goals Workshop and the February 19, 2018 Regular Meeting.

Background/Purpose of Request:

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the draft minutes for the February 19, 2018 Goals Workshop and the February 19, 2018 Regular Meeting.

ATTACHMENTS:

Description

- ☐ Draft Minutes - 2018-02-19 Countywide Goals Workshop
- ☐ Draft Minutes - 2018-02-19 Regular Meeting

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
COUNTYWIDE GOALS WORKSHOP
FEBRUARY 19, 2018
9:00 A.M.**

The Brunswick County Board of Commissioners held a Workshop on the above date at 9:00 a.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center Bolivia, North Carolina.

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

STAFF: Ann Hardy, County Manager
 Steve Stone, Deputy County Manager
 Bob Shaver, County Attorney
 Andrea White, Clerk to the Board
 Julie Miller, Finance Director
 Jared Galloway, Deputy Clerk to the Board

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 Williams called the Workshop to order at 9:00 a.m.

II. ORDER OF BUSINESS

Chairman Williams gave the Invocation and led the audience in the Pledge of Allegiance.

Chairman Williams asked if there were any changes to the agenda. Hearing none, he asked for a motion to approve.

Commissioner Sykes moved to approve the agenda. The vote of approval was unanimous.

County Manager Ann Hardy gave the welcome and stated that the goals presented were to help formulate the Commissioners' goals for FY 2019, as well as to provide staff directives for preparing the budget.

Mrs. Hardy presented an overview of the overarching funding and service delivery focus areas for the FY 19 budget.

- **Tax Administration - 2019 Revaluation Update - (Jeff Niebauer, Tax Administrator)**
Received information on the 2019 Tax Revaluation.
- **Administration - Midyear Financial Update (Ann Hardy, County Manager)**
Received the midyear financial update for general and enterprise funds.

- **Human Resources - Employee Compensation and Health Plan Updates (Melanie Turrise, Director of Human Resources)**

Received information on the Employee Compensation and Health Plan updates, to include information on ABA Therapy and the Employee Clinic. Staff requested direction moving forward.

Vice-Chairman Thompson moved that the County join the NCHIP plan (N.C. Health Insurance Pool), designate a representative on the NCHIP Board, begin preparations for the budget to include spousal coverage, and transition to this plan.

Following discussion, Vice-Chairman Thompson amended his motion to include the designation of Melanie Turrise as the County representative on the NCHIP Board, staff direction to conduct open enrollment in May, and elimination of the employee health clinic.

Chairman Williams restated the four-part motion to move to NCHIP, designate Melanie as the County's representative to the NCHIP Board, include spouse insurance, and eliminate the employee health clinic at the same time the County transitions to the new plan.

County Manager Hardy asked that the Board set the rate for spouses at \$407, plus \$29 for dental, plus \$200 if the spouse has an alternate health insurance.

It was the consensus of the Board to vote on the rates in a separate motion.

Chairman Williams asked for any discussion on the four-part amended motion on the floor by Vice-Chairman Thompson. Hearing none, he called the question. The vote of approval was unanimous.

Following discussion on the rates for spousal insurance, Vice-Chairman Thompson moved to implement the \$200 per month surcharge for spouses who have alternate insurance through their employer.

Chairman Williams asked for discussion on the motion.

Following discussion, Chairman Williams called the question. The motion passed 4 to 1. (4 Ayes – Chairman Williams, Vice-Chairman Thompson, Commissioner Sykes, Commissioner Forte; 1 Nay – Commissioner Cooke).

The ADA Therapy option was discussed. No action was taken.

Mrs. Hardy clarified the action taken as follows: Melanie will be the representative on NCHIP; the County will move into NCHIP; open enrollment will be conducted in May for employees, children and spouses; the rate for spouses, if they do not have insurance offered through their employer, will be \$407 plus \$29 for dental; if the spouse does have insurance offered through their employer, the employee can pay an additional \$200 for a total of \$607 plus \$29 to cover their spouse. It was the consensus of the Board that this clarified action is a correct reflection of the action taken.

- **Break**

Chairman Williams recessed the meeting for a 15-minute break at 10:17 a.m.

Chairman Williams called the meeting to order at 10:33 a.m.

Commissioner Forte moved to include all five County Commissioners and spouses in the health plan.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The motion passed 4 to 1. (4 Ayes – Chairman Williams, Vice-Chairman Thompson, Commissioner Cooke, Commissioner Forte; 1 Nay – Commissioner Sykes).

- **Administration - Draft County Capital Improvement Plan (Stephanie Lewis, Director of Operation Services, Bill Pinnix, Director of Engineering, Aaron Perkins, Director of Parks & Recreation, Steve Stone, Deputy County Manager, Marc Pages, Senior Planner)**

Received information on the draft Capital Improvement plan.

Following the information presented on the C&D Landfill Closure, Mrs. Hardy stated that it was staff's recommendation to increase the current hauling contract from 50% to 75% and to bring forth a budget amendment at the March meeting for the increase to take effect in FY 2018.

Commissioner Sykes moved to increase the contract from 50% to 75% as recommended.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

Following the information presented on the transfer station replacement, the Board directed staff to consult with Waste Industries to determine if a joint venture would be feasible under the condition that the County retain ownership of the transfer station.

Mrs. Hardy requested that the remaining CIP presentation be held following the Board of Elections presentation and the Sheriff's Office presentation. It was the consensus of the Board to proceed as requested.

- **Board of Elections - Voting Equipment (Sara Knotts, Director of Elections)**

Received information on the mandated replacement of voting equipment.

- **Sheriff's Office - Software Needs (Tom Rogers, 911 Communications & Technology Director)**

Received information on operational software needs for the Sheriff's Office operations.

It was the consensus of the Board to direct staff to look at the budget impact of the software and come back with a recommendation as to the feasibility of moving forward with the project by paying a portion now and the remainder after the beginning of the fiscal year. Mrs. Hardy agreed that staff could have a recommendation at the March meeting.

- **Caw Caw Swamp Watershed Update (Stephanie Lewis, Director of Operation Services & William Pinnix, Director of Engineering Services)**

Received an update on the Caw Caw Swamp Watershed.

Commissioner Forte stepped out of the meeting, unexcused, at 11:35 a.m. and returned at 11:37 a.m.

Commissioner Sykes momentarily stepped out of the meeting, unexcused, at 11:49 a.m. and returned at 11:49 a.m.

- **Report from Town of Carolina Shores on Drainage (Jon Mendenhall, Town Administrator)**

Received information from the Town of Carolina Shores on emergency relief of the Caw Caw System and the possibility of a partnership with the County to explore a solution.

Vice-Chairman Thompson momentarily stepped out of the meeting, unexcused, at 12:05 p.m. and returned at 12:05 p.m.

Mrs. Hardy requested that the Board return to the Capital Improvement Plan Presentation and move the County Attorney presentations to the end of the day. It was the consensus of the Board to proceed as requested.

- **Continued County Capital Improvement Plan Presentation (Bill Pinnix, Director of Engineering, Aaron Perkins, Director of Parks & Recreation, Steve Stone, Deputy County Manager, Marc Pages, Senior Planner)**

Received the remaining information on the draft Capital Improvement plan with regard to current projects, future projects, park projects, shoreline protection and the Shoreline Protection Consortium.

- **Recess for Lunch**

Chairman Williams recessed the meeting for lunch at 12:30 p.m.

Chairman Williams called the meeting to order at 1:17 p.m.

- **Emergency Services - Fire Commission Update (Walt Eccard, Chairman of Fire Commission, Brian Watts, Director of Emergency Services)**

Received an update on the Fire Commission, to include a request that the Board of Commissioners assist with the following: the primary goal of the Fire Commission is to make recommendations to the Board of Commissioners that emphasize the goal of providing a minimum level of service for all county residents; affirmation that the work of the Fire Commission is not designed to produce a recommendation for a county-operated single fire department; to the maximum extent possible, the end product of the Fire Commission is to provide the Board of Commissioners with alternatives rather than a single recommendation on the seven tasks given to the Fire Commission; and that the success of the Commission depends on the active cooperation of the members of the Commission and the Fire Chiefs.

DRAFT

Following a discussion on the request, it was the consensus of the Board that staff draft a letter, to be reviewed by each Commissioner prior to distribution. It was also the consensus of the Board that the letter be sent to each Fire Chief along with a request that each firefighter receive a copy.

Chairman Williams moved to approve the drafting of a letter to be sent to the Fire Chiefs, clarifying that this is not a move toward a countywide fire department.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

Mr. Watts introduced Mr. Malcom “Mac” Smith, Fire Administrator. The Board received a presentation from Mr. Smith on the membership of the Fire Commission, goals and priorities, next steps and the budget process.

- **Emergency Services - Community Paramedic Program (Kevin Mulholland, EMS Operations Manager)**

Mr. Watts introduced Mr. Mulholland. The Board received a presentation on a proposed Community Paramedic Program.

Vice-Chairman Thompson recommended that staff have a meeting with the hospitals to discuss partnering with the County to offset the cost associated with the program. He also recommended that staff contact Buncombe County to determine if there was a cost savings utilizing paramedics in the jail instead of nurses and report to the Board.

- **Health and Human Services - Opioid Task Force Report Presentation (David Stanley, Executive Director of Health & Human Services)**

Received a presentation on the Opioid Task Force initiatives, budgetary initiatives, and a proposed Mental Health Commission.

Following a discussion of the information presented, Vice-Chairman Thompson moved to commit to 12 beds at the Healing Place in New Hanover County at a cost of \$13,000 per bed annually for Brunswick County.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

Chairman Williams asked that the record reflect his concerns with the timing of this commitment.

Mrs. Hardy asked for direction on the creation of a Mental Health Commission. It was the consensus of the Board to request that staff bring a more formal proposal to the Board and to include a change to number 2 on the draft concept to be representatives from x-number of health care or treatment providers in Brunswick County.

Mrs. Hardy stated that staff would bring this item back to the Board to include a combination of both Stepping Up and the Opioid Task Force in one group.

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- **Health and Human Services - Stepping Up Report Presentation - (David Stanley, Executive Director of Health & Human Services)**

The Stepping Up Report was included in the previous discussion and presentation of the Opioid Task Force initiatives.

- **Break**

Chairman Williams recessed the meeting for a 10-minute break at 2:45 p.m.

Chairman Williams called the meeting to order at 2:55 p.m.

- **Administration - Draft Enterprise Capital Improvement Plan (Bill Pinnix, Director of Engineering, John Nichols, Director of Public Utilities, Bill Early, Director of Brunswick BID)**

Received information on the draft Enterprise Capital Improvement Plan.

Mrs. Hardy introduced Mr. Bill Early, Director of Brunswick BID. Mr. Early presented information on a project in partnership with Brunswick BID to provide water and sewer services to the International Logistics Park, which will also serve the Mid-Atlantic Industrial Rail Park.

Mr. Pinnix and Mr. Nichols presented an update on several ongoing and future Enterprise Capital Improvement Projects.

- **County Attorney - Legislative Update (Bob Shaver, County Attorney)**

Received information with regard to current legislative matters of relevance.

- **County Attorney - Abandoned Boat Ordinance (Bob Shaver, County Attorney)**

Received information on the Abandoned Boat Ordinance with regard to enforcement measures currently available in the ordinance.

- **Closing Remarks - (Commissioners)**

Mrs. Hardy asked for any additional direction from the Board.

Vice-Chairman Thompson requested that staff research the feasibility of amending the current Brunswick Guarantee agreement to include the total cost of tuition and books rather than placing a cap on the cost of books.

Commissioner Sykes briefly stepped out of the meeting, unexcused, at 4:02 p.m. and returned at 4:02 p.m.

A brief discussion was held regarding extra days off provided by the College through county dollars. Staff will provide the Board with information with regard to locally paid employees and state paid employees.

DRAFT

Chairman Williams directed staff to strive to keep the same tax rate as the budget process moves forward.

IV. ADJOURNMENT

Commissioner Cooke moved to adjourn the Agenda Meeting at 4:06 p.m. The vote of approval was unanimous.

Frank Williams, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White, Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
February 19, 2018
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 Frank Williams, Chairman
Commissioner Randy Thompson, Vice-Chairman
Commissioner J. Martin Cooke
Commissioner Pat Sykes
Commissioner Mike Forte

STAFF: Ann Hardy, County Manager
Steve Stone, Deputy County Manager
Bob Shaver, County Attorney
Julie Miller, Finance Director
Andrea White, Clerk to the Board
Jared Galloway, Deputy Clerk to the Board
Capt. Mark Trull, Sheriff's Office

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 Williams called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Williams asked for any adjustments to the agenda.

Chairman Williams requested that the Board add the following two items to the Consent Agenda: Item V-15 *Appoint John Manning to the Juvenile Crime Prevention Council* and Item V-16 *Appoint Jon Mendenhall to the Cape Fear RC&D Board*.

Chairman Williams asked for any other changes or adjustments to the agenda. Hearing none, he asked for a motion.

Commissioner Sykes moved to approve the agenda as amended. The vote of approval was unanimous.

IV. PUBLIC COMMENTS

Chairman Williams briefly reviewed the Public Comments Policy and called those who had signed up to speak. The following individuals addressed the Board:

1. Ms. Pam Sabalos, resident of Shallotte Point, spoke in reference to a public statement attributed to a County Commissioner questioning the residency of the speakers at a prior meeting. Ms. Sabalos presented a document containing the names and addresses of Brunswick County residents in attendance at this meeting who are opposed to offshore drilling.
2. Mr. Mel Foels, resident of Leland, spoke in reference to an article in the Star News concerning the Board of Commissioners' change of position on offshore exploration and drilling. Mr. Foels also shared information regarding the benefits of offshore exploration and drilling.
3. Ms. Colleen Combs, spoke in support of seismic testing, and if oil or natural gas is found, will support offshore drilling.
4. Ms. Ginny Quaglia spoke in reference to action taken by the Board to rescind support for offshore exploration and its violation of the Republican platform. Ms. Quaglia spoke in favor of offshore exploration and requested that the Board continue to represent the people of Brunswick County.
5. Mr. Peter Key, resident of Oak Island, spoke in opposition to offshore drilling.
6. Ms. Mary Ann McCarthy, spoke in reference to the types of energy sources, and asked the Board to take the time to do the research and get the facts.
7. Mr. Gregory Weiss, resident of Sunset Beach and member of the Brunswick Environmental Action Team (B.E.A.T.), spoke regarding the mission of B.E.A.T. Mr. Weiss spoke in opposition of non-renewable energy and in support of renewable energy.
8. Mr. Dale Todd, resident of Leland, spoke in reference to royalties; the money that flows into a state or county as a result of offshore drilling. Mr. Todd requested that the Board do their research and oppose offshore drilling.
9. Mr. Rich Cerrato, resident and Councilman of Sunset Beach, spoke in opposition to offshore drilling. Mr. Cerrato stated that he was not representing the Town of Sunset Beach. He asked that the Board consider the financial consequences and the negative impact on our marine life and fishing industry, when and if an oil spill occurs.
10. Mr. Dan George, resident of Winnabow, spoke in opposition to offshore drilling and seismic testing. Mr. George asked that the Board pass a resolution against offshore drilling and seismic testing.
11. Mr. Tim Page, representing Consumer Energy Alliance Southeast, strongly urged the Board to refrain from adopting a resolution opposing potential exploration and development of offshore energy.

Chairman Williams concluded the 30-minute Public Comment period of the meeting, and thanked everyone for following the Public Comment Policy rules.

Chairman Williams called a brief recess at 6:36 p.m. to allow those wishing to leave the meeting to do so.

Chairman Williams called the meeting to order at 6:39 p.m.

V. APPROVAL OF CONSENT AGENDA

Commissioner Sykes moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

1. **Administration - Proposed Addition to the State Roadway System**

DRAFT

Approved a request from the NC Department of Transportation for the addition of Ascension Dr SW, Temeraire Ct SW, Gracieuse Ln SW, and Minion Ct SW, located within the Sunset Ridge Subdivision in Brunswick County, to the North Carolina Department of Transportation State Secondary Road System (SR-2 Resolution).

2. **Administration - Transfer Surplus Generator to Bolivia Fire Department**
Declared a Vanguard 20 kW generator surplus and authorized staff to transfer it to the Bolivia Fire Department.
3. **Clerk to the Board - Meeting Minutes**
Approved the draft minutes from the February 5, 2018 Special Called Meeting and the February 5, 2018 Regular Meeting.
4. **County Attorney - South Shore Landing Deed of Dedication**
Accepted the Deed of Dedication for water only infrastructure for South Shore Landing, Lots 7-23.
5. **County Attorney - Archie Dees Heir Property to Surplus**
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. **County Attorney - Palmetto Creek Pump Station Deed of Dedication**
Accepted the Deed of Dedication for the pump station in Palmetto Creek subdivision.
7. **Finance - Fiscal Items**
Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.
 - **WIC Client Services Budget Amendment**
Appropriated additional state revenues restricted in the amount of \$6,170 for contracted services, equipment purchases, and miscellaneous expenses for use in the WIC Client Services program.
 - **211 Water Plant Improvements Closeout Budget Amendment**
Closed out 211 water plant improvements project and transferred \$131,133 to the county capital reserve undesignated funds.
 - **2016 Enterprise Funded Main Extension Budget Amendment**
Transferred \$432 of undesignated funds to the Enterprise Funded Main Extension project for reimbursables associated with advertising not included in engineering contract.
 - **Building Inspections additional vehicles Budget Amendments**
Appropriated \$62,300 of building permits revenue for the purchase of 2 additional vehicles for the recent hire of part time fire inspectors.
 - **Sheriff's Office Insurance Proceeds Budget Amendment**
Appropriated \$31,352 of insurance proceeds for replacement of wrecked vehicles.
 - Approved the use of \$3,000 of non-departmental miscellaneous funding for the installation of "The Maco Light Freeway" signage by North Carolina Department of Transportation. On October 22, 2015 NCDOT approved a request from the county and

officially accepted the naming for the portion of I-140 stretching from Hwy 17 to Hwy 74/76.

- **Financial Reports for January 2018 (unaudited)**

Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at: www.brunswickcountync.gov/finance/reports

8. **Health and Human Services - Community Development - 2008 CHAF Deed of Trust Discharge**
Approved release of debts associated with three (3) non-payment Deeds of Trust arrange for housing repair through the North Carolina Crisis Housing Assistance Program (CHAF).
9. **Health and Human Services - Veterans Services - Agreement for 2018 Veterans Benefit Action Center (VBAC)**
Approved and granted authority to the County Manager to sign the agreement between Brunswick County and the American Legion, District 9 office, pledging support for the 2018 VBAC through the reimbursement of related expenses not to exceed \$3,000.
10. **Library - Naming of the New Library Building**
Approved naming the new Library Building at 9400 Ocean Highway W. the “Southwest Brunswick Branch”, as recommended by the Library Board.
11. **Operation Services - Waste Industries Amendment**
Approved clarifying amendments to the Solid Waste Collection, Transfer and Disposal Agreement with Waste Industries, LLC.
12. **Sheriff’s Office - Vehicle Procurement**
Approved the trade of a 2012 Dodge Charger Vin 2C3CDXCT6CH150991 and purchase of replacement 2018 Dodge Durango.
13. **Tax - February 2018 Releases**
Approved the February 2018 tax releases.
14. **Tax - Annual Tax Advertisement Order for 2017 Unpaid Tax Liens**
Approved the advertisement of 2017 unpaid tax liens on real property.
15. **Board Appointment – JCPC (added during III. Adjustment/Approval of the Agenda)**
Appointed John Manning to the Juvenile Crime Prevention Commission.
16. **Board Appointment – Cape Fear RC&D (added during III. Adjustment/Approval of the Agenda)**
Appointed Jon Mendenhall to the Cape Fear RC&D Board.

VI. ADMINISTRATIVE REPORT

1. **Administration - Surplus Property Offers (Steve Stone, Deputy County Manager)**
Request that the Board of Commissioners consider offers that have been submitted for 5 surplus parcels.

Mr. Stone explained that the first parcel presented should have a zero in front of the parcel number shown.

Mr. Stone presented the following parcels:

<u>Parcel</u>	<u>Location</u>	<u>Size</u>	<u>Tax Value</u>	<u>Acquired</u>	<u>Cost</u>	<u>Bid</u>
0100004202	3529 Dogwood Rd, NE	.49 acre	\$11,480.00	2/1/2002	\$3,749.16	\$4,000.00
173AG006	Goldsboro Rd, BSL	.24 acre	\$4,000.00	4/1/1985	\$349.75	\$800.00
173AG007	Goldsboro Rd, BSL	.24 acre	\$4,000.00	4/1/1985	\$349.75	\$1,000.00
173BH017	Goldsboro Rd, BSL	.24 acre	\$4,000.00	11/1/1987	\$474.79	\$1,000.00
173AG016	Kannapolis Rd, BSL	.24 acre	\$4,000.00	3/1/1985	\$658.55	\$600.00

Following discussion, Commissioner Cooke moved to accept each bid as presented.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

2. **Engineering - Courthouse Renovation Architectural Services Contract (Bill Pinnix, P.E., Director of Engineering)**

Request that the Board of Commissioners approve an architectural services contract with Sawyer Sherwood & Associate for design, permitting, and construction administration for the courthouse addition and renovation in the amount of \$975,800.00.

Mr. Pinnix introduced Mr. John Sawyer, Sawyer Sherwood & Associate. Mr. Sawyer presented information as a follow up to the space needs study, which was completed in April of 2017, along with an overview of the project and timeline for performing services over the next 4.5 years.

Vice-Chairman Thompson moved to approve the architectural services contract as presented.

Chairman Williams asked for discussion on the motion.

Mrs. Hardy clarified that the renovation and expansion does not include relocating the Register of Deeds office.

Chairman Williams called the question. The vote of approval was unanimous.

3. **Operation Services - Building C HVAC Replacement (Stephanie Lewis, Director of Operation Services)**

Request that the Board of Commissioners award a contract to SPC Mechanical to replace the HVAC units in Building C and approve the associated budget amendment.

Mrs. Lewis explained that the budget amendment was needed as the project cost increased due to a delay in the project for several years.

Vice-Chairman Thompson moved to approve the request to award the contract to SPC Mechanical as presented.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

4. **Parks & Recreation - Naming of Intracoastal Waterway Property (Aaron Perkins, Director of Parks & Recreation)**

Request that the Board of Commissioners consider naming the intracoastal waterway property as “Brunswick County Waterway Park”.

Mr. Perkins explained that the 33-acre parcel was purchased in December 2014 and staff has been working with McGill & Associates on design and construction plans.

Commissioner Cooke moved to approve the naming of the property as “Brunswick County Waterway Park”.

Chairman Williams asked for discussion on the motion.

A brief discussion was held regarding the elimination of the word “county” from the name.

Commissioner Cooke amended his motion to approve the naming of the property as “Brunswick Waterway Park”.

Chairman Williams asked for discussion on the amended motion.

Following a brief discussion, Chairman Williams called the question. The vote passed 4 to 1. (Ayes – Chairman Williams, Commissioner Cooke, Commissioner Sykes, Commissioner Forte. Nays – Vice-Chairman Thompson)

5. **Superior Court Judge - SAMHSA Grant Application (Ann Hardy, County Manager)**

Request that the Board of Commissioners consider making application to SAMHSA to Expand Substance Abuse Treatment Capacity in Adult Treatment Court Grant.

Mrs. Hardy explained that the request is a continuation of the application for SAMHSA funds to expand the substance abuse treatment capacity in the Adult Treatment Court. The funds will be used to provide contract service treatment to individual participants in the program and to offset much of the salary of the coordinator for the drug courts. The grant is a 5-year grant with an anticipated award of \$400,000 per year. The grant application deadline is February 21, 2018. No local match is required.

Vice-Chairman Thompson moved to approve the grant application as presented.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous.

6. **Utilities - Timber Lane/Pickett Road Force Main Replacement Project Contract with McGill Associates and Associated Budget Amendment (John Nichols, Director of Public Utilities)**

Request that the Board of Commissioners approve a budget amendment and authorize the Chairman and Clerk to the Board to approve the contract with McGill Associates in the amount of \$52,084 for engineering services associated with the design of the Timber Lane/Pickett Road Force Main Replacement Project.

Mr. Nichols explained that a section of pipe in the Northeast Sewer Transmission system was constructed many years ago out of a pipe that is no longer our standard. Multiple small repairs on the pipeline have taken place which have resulted in multiple small spills. NCDEQ

DRAFT

has requested that the County look for a long-term solution. Staff has determined that the best solution is to replace that section of pipe. Funding for the project will be obtained from the Northeast Regional Wastewater Treatment Plant renewal and replacement fund. All participants have agreed on the selection of McGill Associates.

Chairman Williams moved to approve the budget amendment and contract with McGill Associates as presented.

Chairman Williams asked for discussion on the motion. Hearing none, he called the question. The vote of approval was unanimous

VIII. OTHER BUSINESS/INFORMAL DISCUSSION

Chairman Williams asked if there were any other items of business or discussion.

Vice-Chairman Thompson stated that he had presented the County Manager with a resolution to oppose offshore drilling and seismic testing earlier in the day. He requested that the staff, including the County Attorney, review that resolution and bring it back to the Board for consideration at next meeting in March.

IX. ADJOURNMENT

Commissioner Cooke moved to adjourn at 7:04 p.m. The vote of approval was unanimous.

Frank Williams, Chairman
Brunswick County Board of Commissioners

Attest:

Andrea White, Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # V. - 6.
Clerk to the Board - Resolution Establishing the Regular Meeting
Schedule for FY 2018-2019

Issue/Action Requested:

Request that the Board of Commissioners approve a Resolution establishing the proposed Regular Meeting Schedule for FY 2018-2019.

Background/Purpose of Request:

N.C.G.S 153A-40 provides for a resolution establishing the regular meeting dates of the Board of Commissioners.

The meeting schedule includes canceling meetings on July 2nd, September 4th and November 19th due to proximity to holidays.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve a Resolution establishing the proposed Regular Meeting Schedule for FY 2018-2019.

ATTACHMENTS:

Description

- Resolution Establishing Meeting Schedule for FY 18-19

County of Brunswick
Office of the County Commissioners



**RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS
ESTABLISHING THE FY 2018-2019 REGULAR MEETING SCHEDULE**

WHEREAS, N.C.G.S. 153A-40, provides for a resolution establishing regular meeting dates of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners' establishes the FY 2018-2019 meeting schedule to include one Regular meeting to occur the first Monday of each month at 3:00 p.m. and one Regular meeting to occur the third Monday of each month at 6:00 p.m., excluding holidays as shown below, and that such meetings will be held in the David R. Sandifer County Administration Building, 30 Government Center Drive NE, Bolivia, NC, in the County Commissioners' Chambers. Special meetings will be scheduled as needed.

REGULAR MEETING SCHEDULE

July 16, 2018 at 6:00 p.m.	January 7, 2019 at 3:00 p.m.
August 6, 2018 at 3:00 p.m.	January 22, 2019 at 6:00 p.m.
August 20, 2018 at 6:00 p.m.	February 4, 2019 at 3:00 p.m.
September 17, 2018 at 6:00 p.m.	February 18, 2019 at 6:00 p.m.
October 1, 2018 at 3:00 p.m.	March 4, 2019 at 3:00 p.m.
October 15, 2018 at 6:00 p.m.	March 18, 2019 at 6:00 p.m.
November 5, 2018 at 3:00 p.m.	April 1, 2019 at 3:00 p.m.
December 3, 2018 at 3:00 p.m.	April 15, 2019 at 6:00 p.m.
December 17, 2018 at 6:00 p.m.	May 6, 2019 at 3:00 p.m.
	May 20, 2019 at 6:00 p.m.
	June 3, 2019 at 3:00 p.m.
	June 17, 2019 at 6:00 p.m.

Adopted this the 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Board of Commissioners

ATTEST:

Andrea White
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 7.

From:
Bryan Batton, Asst. County Attorney
County Attorney - Easement Request

Issue/Action Requested:

Request that the Board of Commissioners approve an easement to Piedmont Natural Gas Company to serve Verizon in the Leland Industrial Park

Background/Purpose of Request:

Piedmont Natural Gas Company, Inc. has requested an easement across three of the county parcels in the Leland Industrial park in order to serve the Verizon Cell Tower located on one of the county parcels. The gas will be used to power an emergency back up generator.

The easement area is within the easement already provided to Verizon for ingress, egress, and utilities.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Attorney's Recommendation:

To Approve the easement to Piedmont Natural Gas Company to serve Verizon in the Leland Industrial Park

County Manager's Recommendation:

Recommend that the Board of Commissioners approve an easement to Piedmont Natural Gas Company to serve Verizon in the Leland Industrial Park

ATTACHMENTS:

Description

- ☐ Aerial of Property
- ☐ Easement

Brunswick County GIS Data Viewer



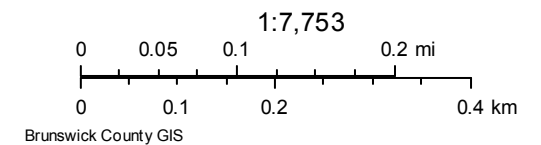
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Roads

- Interstate
- US Hwy
- NC Hwy
- State Road
- Minor

Parcels

- Condo
- Parcel



GRANT OF EASEMENT
DISTRIBUTION

RETURN RECORDED DOCUMENT TO:

Sandy Ogint
Administrator Property Records
Piedmont Natural Gas Company, Inc.
4720 Piedmont Row Drive
Charlotte, NC 28210

STATE OF NORTH CAROLINA

COUNTY OF Brunswick

PROJECT NO.

A Portion of TAX PID 2300089702,0230009701,02300087

Location Desc
or Address

Industrial Blvd.

THIS GRANT OF EASEMENT made this 19th day of March, 2018, from
The County of Brunswick (hereinafter designated
as "GRANTOR"), to PIEDMONT NATURAL GAS COMPANY, INC., (hereinafter designated as "GRANTEE").

WITNESSETH

That GRANTOR, for and in consideration of the sum of Ten Dollars
(\$ 10.00), and other valuable consideration, the receipt of which is hereby acknowledged, hereby
expressly bargains, sells, and grants unto GRANTEE, its successors and assigns, a perpetual right of way and
easement for the purpose of laying, constructing, maintaining, operating, inspecting, repairing, altering, adding to,
replacing, removing, and protecting pipelines for the transportation of natural gas under, upon, over, through, and
across the land of GRANTOR (or in which GRANTOR has interest) situated in the
Leland Township, Brunswick County, North Carolina,
as described in deed(s) recorded in Book 3682, Page 0842, Office of the
Register of Deeds for Brunswick County, North Carolina ("Property").

The right of way herein granted is (5) feet wide, extending two and one half (2½) feet on each side of the centerline of
the pipeline, the location of which has been mutually agreed upon between GRANTOR and GRANTEE. The pipeline
as actually installed shall determine the centerline of said right of way.

GRANTEE shall have the free and full right of ingress and egress over and across the aforesaid Property and to keep
said right of way cleared of trees, shrubs, buildings, structures, and other obstructions. GRANTOR shall not construct,
nor permit to be constructed, any house, structure, or other obstruction on or over said right of way.

GRANTOR hereby binds GRANTOR and GRANTOR'S heirs, representatives, successors, and assigns to warrant and
forever defend all and singular said premises unto GRANTEE, its successors and assigns, against the claims of all
persons whomsoever.

To have and to hold said right of way and easement unto GRANTEE, its successors and assigns, perpetually and
continuously. GRANTOR expressly gives GRANTEE, its successors and assigns, the right to assign, license, lease, or
otherwise transfer, in whole or part, this GRANT OF EASEMENT or any rights given herein, to any person or entity,
including but not limited to, any affiliated parent or subsidiary entity of GRANTEE, for the uses and purposes expressly
stated herein.

IN WITNESS WHEREOF, this GRANT OF EASEMENT has been signed and sealed by a duly authorized officer of GRANTOR, as of the date first above written.

CORPORATION: _____

BY: _____

SIGN

PRINT

TITLE: _____

STANDARD ACKNOWLEDGMENT

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public of _____ County, North Carolina, do hereby certify that _____, personally appeared before me this day and acknowledged that he (she) is _____ President / _____ Secretary / _____ Treasurer (Circle One) of _____, a North Carolina corporation, and being authorized to do so, executed the foregoing GRANT OF EASEMENT on behalf of the corporation.

Witness my hand and seal this _____ day of _____, 20____.

Notary Seal

My Commission Expires _____

Notary Public

Print

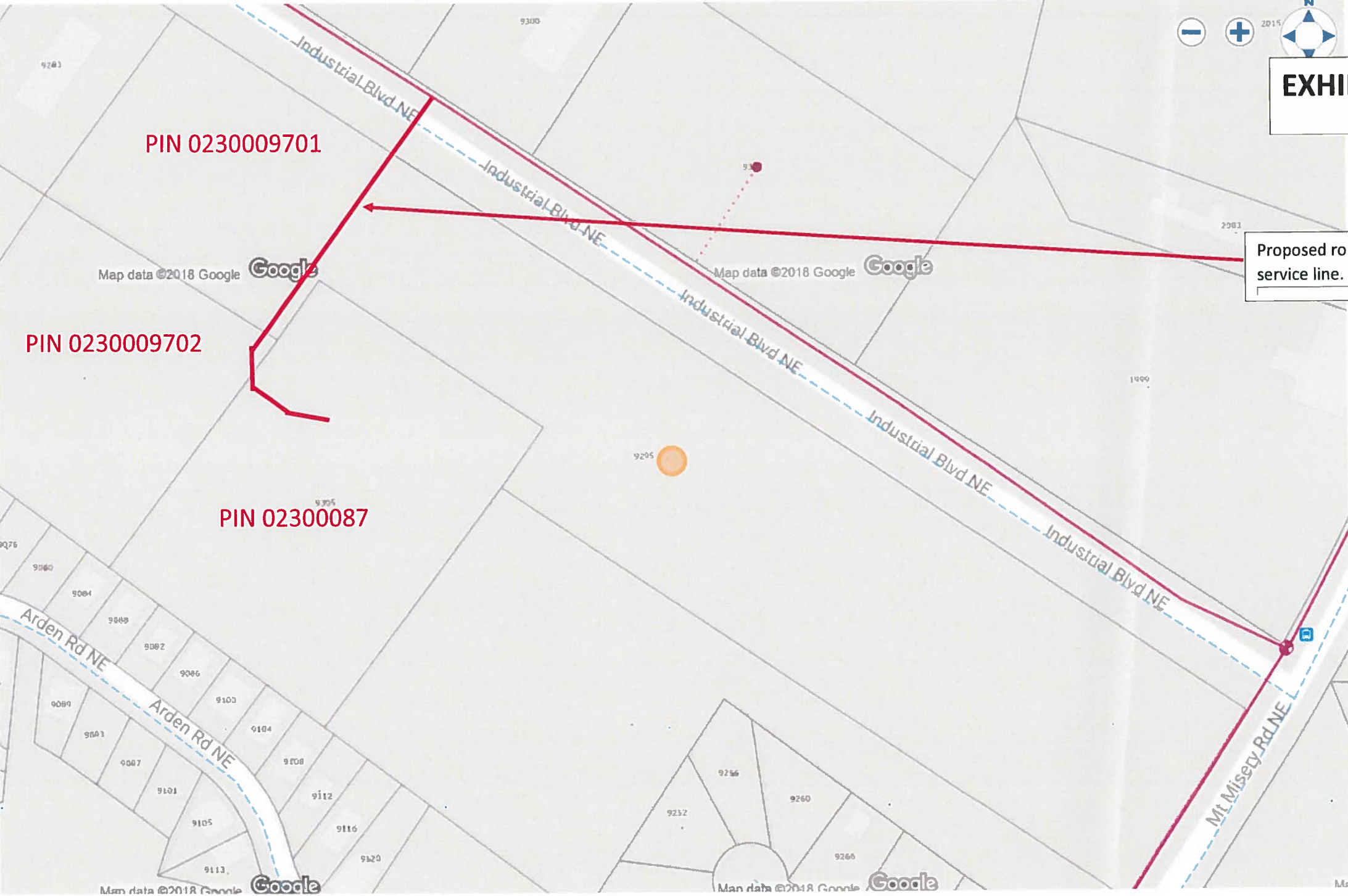


EXHIBIT "A"

Proposed route of natural gas service line.

PIN 0230009701

PIN 0230009702

PIN 02300087



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 8.

From:

Bryan Batton

County Attorney - Russell Butts Heir Property to Surplus

Issue/Action Requested:

Request that the Board of Commissioners declare a piece of property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.

Background/Purpose of Request:

The County obtained parcel # 173BK008 through tax foreclosure, and it needs to be added to the County's surplus pool. The tax value of the lot is \$ 4,000, and the County obtained it for \$ 3,791.17.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Attorney's Recommendation:

To consider declaring parcel # 173BK008 as surplus and to direct staff to add it to the County's surplus list on the website.

County Manager's Recommendation:

Recommend that the Board of Commissioners declare a piece of property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.

ATTACHMENTS:

Description

- Russell Butts Heir Property Deed



This certifies that there are no delinquent
valorem taxes, fees, assessments or other
liens which the Brunswick County Tax
Collector is charged with collecting, that are
lien on: Parcel Number 173BK008
as noted by the Brunswick County
Assessor's Office. This is not a certification
that the parcel number matches the deed
description.

FEB 27 2018

(Asst) Tax Col. / Del. Tax

Return to Bryan Batton Type Buy
Total 26 Rev 0 Int. 111
Ok \$ 26 Ok # 171 Cash \$
Refund Cash \$ Finance

☐ Portions of document are illegible due to condition
of original.

☐ Document contains seals verified by original
instrument that cannot be reproduced or copied.

Prepared by: Bryan W. Batton, Post Office Box 249, Bolivia, NC 28422

**STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK**

COMMISSIONER'S DEED

This Deed, made this 23rd day of February, 2018 by Bryan W. Batton, Commissioner,
to **The County of Brunswick**, PO Box 2489, Bolivia, NC 28422.

WITNESSETH

That whereas Bryan W. Batton was appointed commissioner under an order of the
District Court of Brunswick County, North Carolina, in the tax foreclosure proceeding entitled
"County of Brunswick vs. Thomas Butts, Michael Butts, et al", Case # 17 CVD 67, and Bryan
W. Batton was directed by the order as commissioner to sell the property hereinafter described at
public sale after due advertisement according to law; and

Whereas Bryan W. Batton, commissioner, did on the 12th day of January, 2018, offer the
land hereinafter described at a public sale at the Brunswick County Courthouse door, in Bolivia,
North Carolina, wherein **The County of Brunswick** became the last and highest bidder for said
land for the sum of \$ 3,791.17 and no upset or increased bid having been made within the time
allowed by law, and the sale having been confirmed, and Bryan W. Batton having been ordered
to execute a deed to the purchaser upon payment of the purchase money;

Now, in consideration of the premises and the sum of \$ 3,791.17, receipt of which is
hereby acknowledged, Bryan W. Batton, commissioner, does, by these presents, hereby bargain,
sell, grant, and convey to **The County of Brunswick** and its heirs and assigns, that property
situated in Brunswick County, North Carolina, and described as follows:

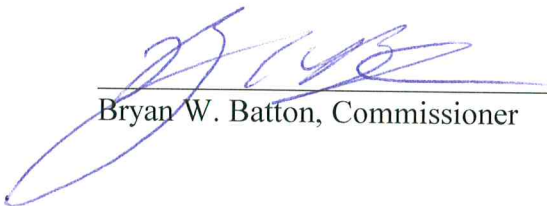
PARCEL # 173BK008:

Lot Number Twenty-Three (23), Block "O", Section Four (4), of the plat of Boiling
Spring Lakes, a map of which appears of record in Book 6 of Maps, at Page 160,
Records of Brunswick County, North Carolina. This lot is located in Smithville
Township.



This conveyance is made subject to 2018 County and City property taxes, the payment of which shall be assumed by the purchaser. To have and to hold the aforesaid tract of land, to **The County of Brunswick** and its heirs and assigns forever, in as full and ample manner as Bryan W. Batton, commissioner, is authorized and empowered to convey the same.


In witness whereof, Bryan W. Batton, commissioner, has hereunto set his hand and seal.

 (SEAL)
Bryan W. Batton, Commissioner

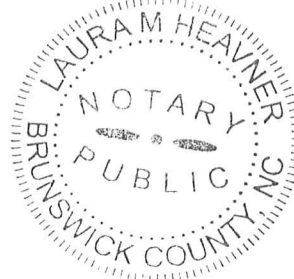
NORTH CAROLINA
BRUNSWICK COUNTY

I, Laura M. Heavner, Notary Public of this County, do hereby certify that Bryan W. Batton, commissioner, grantor, personally appeared before me this day and that I have personal knowledge of the identity of the principal; that he acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein.

Witness my hand and official seal this 23rd day of February, 2018.


Laura M. Heavner, Notary Public

My commission expires: 5/22/2021.





Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 9.

From:
Bryan Batton

County Attorney - Deed of Dedication for Sunset Ridge Phase 4
Section 3

Issue/Action Requested:

Request that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge, Phase 4, Section 3.

Background/Purpose of Request:

Bill Clark Homes of Wilmington, LLC has submitted a Deed of Dedication for water and sewer infrastructure in Sunset Ridge Phase 4, Section 3. The lines have been tested and approved and are ready to be incorporated into our utility system.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

\$ 24,911.00 for water

\$ 19,227.00 for sewer

Approved By County Attorney:

Yes

County Attorney's Recommendation:

Accept the Deed of Dedication for water and sewer infrastructure from Bill Clark Homes of Wilmington, LLC.

County Manager's Recommendation:

Recommend that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge, Phase 4, Section 3.

ATTACHMENTS:

Description

- ☐ DOD-Sunset Ridge Phase 4 Section 3

Prepared by: Thomas J. Morgan, Attorney at Law
PO Box 1388, Wilmington, NC 28402

DEED OF DEDICATION

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

THIS DEED OF DEDICATION, made and entered into this the ____ day of _____, 2018, by and between BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, and whose address is 127 Racine Drive, Suite 201, Wilmington, North Carolina 28403, party of the first part, hereinafter referred to as “Developer”, and BRUNSWICK COUNTY, a governmental entity created and existing under the laws of the State of North Carolina, whose address is P.O. Box 249, Bolivia, NC 28422, party of the second part, hereinafter referred to as “Grantee”,

W I T N E S S E T H:

That whereas Developer is the owner and developer of a tract or parcel located in Shallotte Township, Brunswick County, North Carolina, known as Sunset Ridge, Phase 4, Section 2 as described on a plat recorded in Map Cabinet 105 at pages 32 & 33, and Developer is the owner of certain easements set out in a deed recorded in Book 2382 at page 633, as amended in Book 2419 at page 1228 (hereinafter collectively “the Development”);

And whereas Developer has caused to be installed water distribution lines and/or sewer lines under and along the road rights-of-way hereinafter described and referenced;

And whereas Developer wishes to obtain water and/or sewer from Grantee for the property and to make water and sewer from Grantee's system available to individual owners.

And whereas Grantee has adopted through appropriate resolution stated policy regarding water distribution and sewer systems under the terms of which, among other things, in order to obtain water and sewer for said subdivision Developer must convey title to the water (and/or sewer) distribution system to Grantee through an instrument of dedication acceptable to Grantee;

NOW, THEREFORE, Developer, in consideration of Grantee accepting said water and sewer lines and making water and sewer available to said subdivision, has conveyed by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

ITEM ONE

All of the water distribution lines and sewer collection lines and equipment located under, along and within the property described as SUNSET RIDGE SUBDIVISION, Phase 4, Section 3, as the same appears on a plat thereof recorded in Map Cabinet 105 at pages 32 & 33 of the Brunswick County Registry and as shown on the Exhibit Map prepared by Withers & Ravenel dated January 2018 attached hereto and marked "Exhibit A".

ITEM TWO

Non-exclusive easements over, along and upon the entire area of all streets, roads, parking areas and cul-de-sacs depicted on the plats and serving the areas referenced in Item One above, for purposes of entry into the Development for maintenance, repair and upkeep of the water distribution and sewer collection systems and for connecting the same to the Development lots developed or to be developed lying adjacent to said streets, roads, parking areas and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets, roads, parking areas and cul-de-sacs for purposes of installing and maintaining such other utilities as may be required for the development of the Development, including but not limited to, electric, gas, telephone, cable, and sewer.

TO HAVE AND TO HOLD said water and sewer lines and equipment above described together with the privileges and appurtenances thereto belonging to Grantee forever, together with non-exclusive easements over along and upon the entire area of the streets and cul-de-sacs depicted on the maps and servicing the areas referenced above for purposes of entry into the subdivision for maintenance, repair and upkeep of the water (and/or sewer) distribution systems and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs reserving unto Developer, its successors and assigns, equal rights of


easement and easement over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such utilities as may be required for the development of said subdivision, including, but not limited to, electric, gas, telephone, cable and sewer.

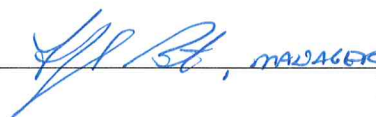
And Developer does hereby covenant that it is seized of said water and sewer lines and equipment described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

Developer warrants to Grantee that the system herein conveyed is of good quality and free from faults and defects, and conforms to as-built drawings. Developer warrants said system for a period of one (1) year from the date of recording this Deed of Dedication in the office of the Brunswick County Register of Deeds.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be duly executed, the day and year first above written.

BILL CLARK HOMES OF WILMINGTON, LLC

By: 
Manager

By:  , *MANAGER*
Manager

STATE OF NORTH CAROLINA

COUNTY OF New Hanover

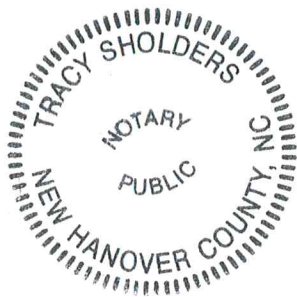
I, a Notary Public of the County and State aforesaid, do hereby certify that Edward H Clark and Cheryl Blanton personally came before me this day, and (I have personal knowledge of the identity of the principals) or (I have seen satisfactory evidence of the principals' identity, by a current state or federal identification with the

principal's photograph in the form of a _____) or (a credible witness has sworn to the identity of the principal(s); and he/she acknowledge that he/she is Manager of BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, and that he/she, as Manager, being authorized to do so, executed the foregoing on behalf of the Limited Liability Company.

WITNESS my hand and official seal, this the 19 day of February, 2018.

Tracy Sholders
Notary Public Signature

(NOTARY SEAL)



Tracy Sholders
Printed or typed name of Notary Public

My Commission Expires August 16, 2020

ACCEPTANCE OF DEED

This Deed of Dedication was accepted by the Brunswick County Board of Commissioners on the _____ day of _____, 2018.

Scott Phillips, Chair

Margie Stephenson, CMC
Clerk to the Board

ACCEPTANCE OF DEED

This Deed of Dedication and accompanying Affidavit for Bill Clark Homes of Wilmington, LLC was accepted by the Brunswick County Board of Commissioners on the _____ day of _____, 2018.

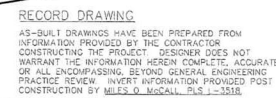
Brunswick County Board of Commissioners

Frank Williams, Chairman

Andrea White
Clerk to the Board

AS-BUILT PLANS
FOR: SUNSET RIDGE
W&R PROJECT NO.: 03130300

JANUARY 2018



SITE DATA
<u>AS-BUILT DATA:</u>
WATER MAIN = 840 LF
GRAVITY SEWER MAIN = 725 LF
NO. OF SEWER CLEAN-OUTS = 27

This project had several design iterations. The certifying engineer, Joseph S. Boyd, PE #29113, is not certifying the design, rather that construction was carried out in accordance with generally accepted utility construction practice. Also, having made periodic observations during construction and reviewed the post construction survey, as noted, that the sewer system appears to have been constructed in substantial conformance with the NCDNR DWQ - Minimum Design Criteria, with exceptions noted. - JSB

LEGEND

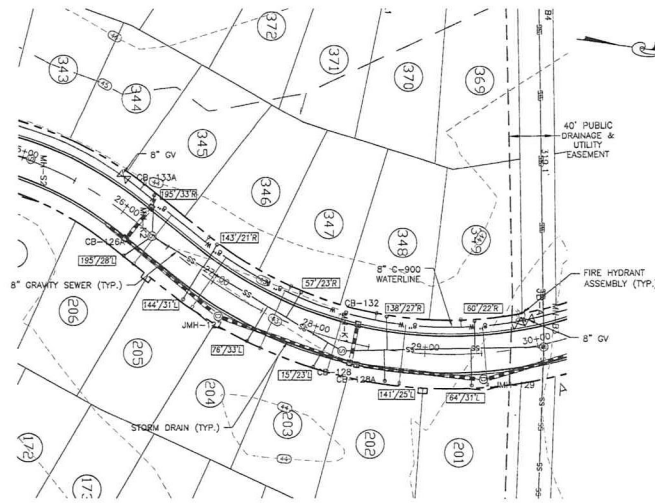


219 Station Road Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license #: C-0832 | www.withersravenel.com

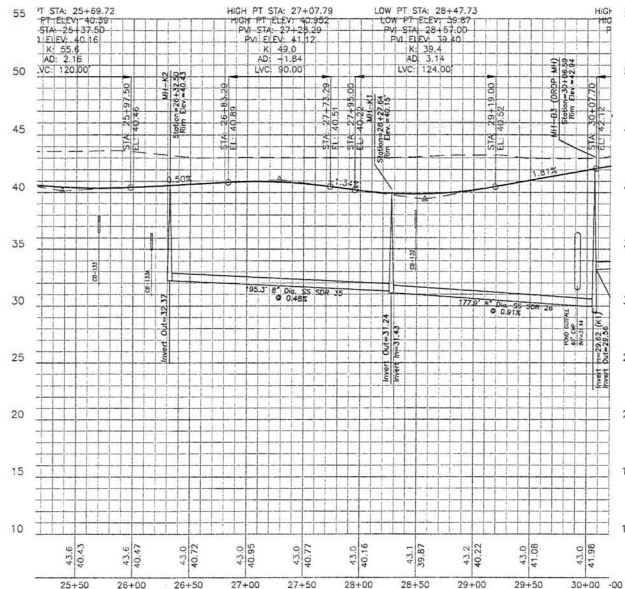
ATTN: Landon Weaver

— EXHIBIT A —

THIS MAP IS NOT A CERTIFIED
SURVEY AND HAS NOT BEEN
REVIEWED BY A LOCAL
GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS.



ASCENSION DR. PLAN



ASCENSION DR. PROFILE



NOTE:
SOME STORM DRAIN SEPARATIONS WITH RESPECT TO THE
SEWER LINE ARE WITHIN 24 INCHES. VERTICAL. THIS PROJECT
WAS ORIGINALLY DESIGNED IN 2004, WHEN THE REQUIRED
SEPARATION WAS 12 INCHES, AND WAS INSTALLED AS SUCH.

RECORD DRAWING
AS-BUILT DRAWINGS HAVE BEEN PREPARED FROM
INFORMATION PROVIDED BY THE CONTRACTOR CONSTRUCTING
THE PROJECT. DESIGNER DOES NOT WARRANT THE
INFORMATION HEREIN COMPLETE, ACCURATE, OR ALL
ENCOMPASSING. BEYOND GENERAL ENGINEERING PRACTICE
REVIEW. INVERT INFORMATION PROVIDED POST CONSTRUCTION
BY MILES, O. McGEHEE, PLS. 1-3518.

RECORD DRAWING

This project had several design revisions. The certifying engineer, Joseph S. Boyd, PE
#39112, is not certifying the design, rather that construction was carried out in
accordance with generally accepted utility construction practices. Also, having made
prior observations during construction and reviewed the post construction survey,
as noted, that the sewer system appears to have been constructed in substantial
conformance with the NCDENR DWQ - Minimum Design Criteria, with exceptions
noted. -188

8. REMOVED 2 LOTS, REWROTE LOTS 201-199 & 200-204 11-18-15 JSB
7. ADDED LOT #2 TO MATCH SURVEYOR ON LOTS 241-203 08-18-17 JSB

No	Revision	Date	By
1	EDITED ROAD WORK ELEVATION	8-15-14	JSB
2	UPDATED STORM DRAIN AND HOIST COMMENTS	8-5-14	JSB
3	UPDATED EASEMENT TEXT PER HOIST COMMENTS	8-12-14	JSB
4	REVISED STORM DRAIN ELEVATIONS	8-12-14	JSB
5	UPDATED STORM PER HOIST COMMENTS	2-6-15	JSB

Designer	JSB	Scale	AS NOTED
Drawn By	SUF	Date	22-09-2017
Checked By	JSB	Date	03-10-2017

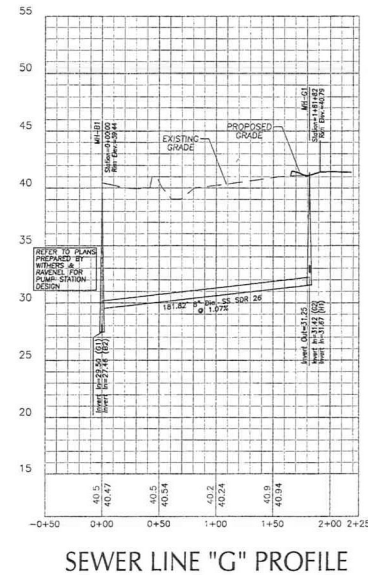
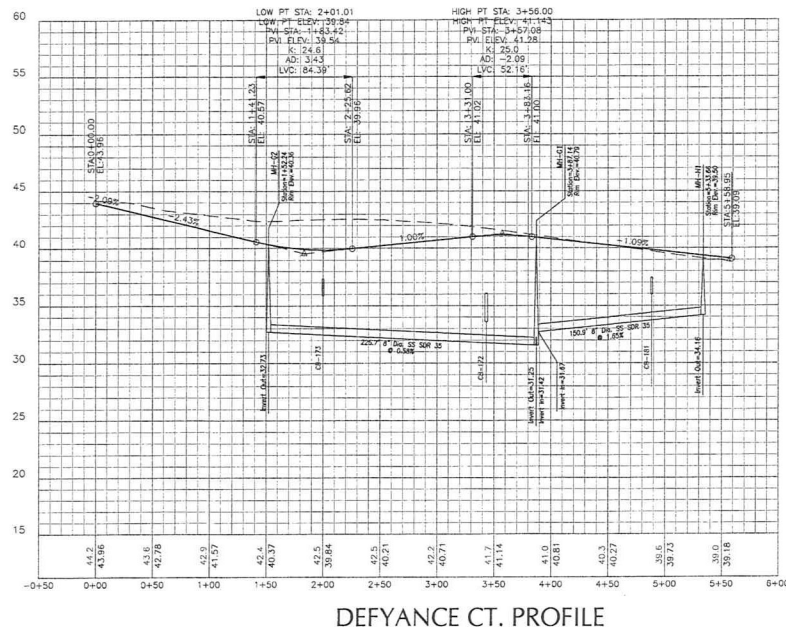
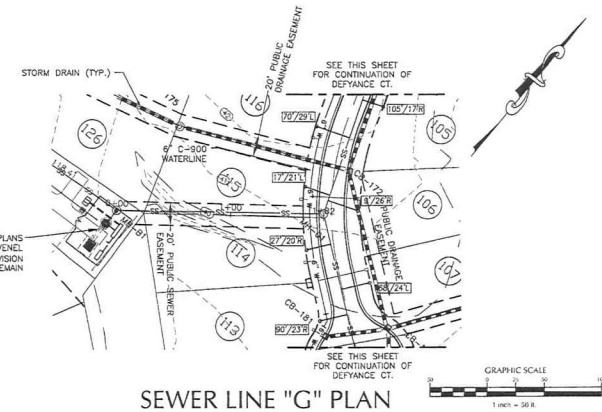
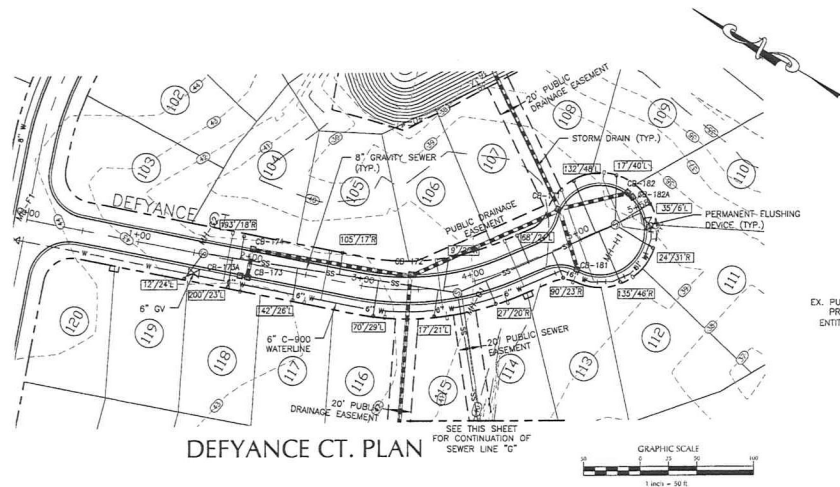
SUNSET RIDGE
PHASE 4 - SECTION 3
BRUNSWICK COUNTY
NORTH CAROLINA

ASCENSION DRIVE
PLAN & PROFILE

WithersRavenel
Engineers | Planners | Surveyors
7117 Station Road Ste 102 | Wilmington, NC 28405 | 910.256.7277 | www.withersravenel.com

Sheet No.
AB-1

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.



NOTE:
SOME STORM DRAIN SEPARATIONS WITH RESPECT TO THE SEWER LINE ARE WITHIN 24 INCHES VERTICAL. THIS PROJECT WAS ORIGINALLY DESIGNED IN 2004, WHEN THE REQUIRED SEPARATION WAS 12 INCHES, AND WAS INSTALLED AS SUCH.

RECORD DRAWING
AS-BUILT DRAWINGS HAVE BEEN PREPARED FROM INFORMATION PROVIDED BY THE CONTRACTOR CONSTRUCTING THE PROJECT. DESIGNER DOES NOT WARRANT THE INFORMATION HEREIN COMPLETE, ACCURATE, OR ALL-ENCOMPASSING. BEYOND GENERAL ENGINEERING PRACTICE REVIEW. INVERT INFORMATION PROVIDED POST CONSTRUCTION BY MILES D. McCALL, PLS. 1-3518.

RECORD DRAWING

This project had several design iterations. The certifying engineer, Joseph S. Boyd, PE #39113, is not certifying the design, rather that construction was carried out in accordance with generally accepted utility construction practices. Also, having made periodic observations during construction and reviewed the post construction survey, it is noted, that the sewer system appears to have been constructed in substantial conformance with the NCDOT'S DWQ - Minimum Design Criteria, with exceptions noted - J58.

No.	Revision	Date	By	Design	Scale
1	ISSUED ROAD VERTICAL ELEVATION	8-18-14	J58	AS NOTED	
2	UPDATED STORM DRAIN AND NOISE CONSTRAINTS	7-22-14	J58		
3	UPDATED EASEMENT TEXT FOR MOIST CONDITIONS	8-12-14	J58		
4	REVISED ROADWAY VERTICAL ELEVATIONS	8-12-14	J58		

SUNSET RIDGE
PHASE 4 - SECTION 3
BRUNSWICK COUNTY
NORTH CAROLINA

DEFYANCE COURT & SEWER LINE "G"
PLAN & PROFILE

WithersRavenel
Engineers | Planners | Surveyors

Sheet No.
AB-2

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF BRUNSWICK

BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, North Carolina, hereinafter referred to as Affiant, by and through its hereinafter named managers, being first duly sworn, hereby deposes and says under oath as follows:

1. That it is the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as SUNSET RIDGE SUBDIVISION, Phase 4, Section 3, containing lots numbered 104-119, 201-206, and 345-349, as more particularly described in Deed of Dedication in favor of Brunswick County of even date herewith.

2. That it has caused to be installed water distribution lines and sewer lines under and along the road right-of-ways property hereinafter described and referenced:

BEING all of SUNSET RIDGE SUBDIVISION, Phase 4, Section 3, as the same appears on a plat thereof recorded in Map Cabinet 105 at pages 32 & 33 of the Brunswick County Registry.

3. All the work which has been performed in the construction and installation of said water distribution lines and sewer lines described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property which would in any way jeopardize title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the water lines and sewer lines installed therein

which would in any way jeopardize title to the subdivision or the water distribution lines and sewer lines located therein.

This the 19 day of February, 2018.

BILL CLARK HOMES OF WILMINGTON, LLC

By: [Signature]
Manager

By: [Signature] MGR
Manager

STATE OF NORTH CAROLINA

COUNTY OF New Hanover

Sworn to (or affirmed) and subscribed before me this the 19 day of February, 2018,
2017 by Edward H Clark and Cheryl Blanton.

(NOTARY SEAL)



[Signature]
Notary Public Signature

Tracy Sholders
Printed or Typed Name of Notary Public

My Commission Expires: August 16, 2020



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 10.

From: Emergency Services - FY 2017 EMPG Supplemental Funding
Brian Watts

Issue/Action Requested:

Request that the Board of Commissioners approve the FY2017 Supplemental Emergency Management Performance Grant (EMPG) grant award and cost report for Brunswick County and authorize the Finance Director and Director of Emergency Services to sign the cost report associated with this grant.

Background/Purpose of Request:

Brunswick County Emergency Services has received an additional \$18,016.98 in supplemental grant funding to assist our office with developing and maintaining a comprehensive emergency management program. The objectives that were agreed upon with the original request for grant funding have been completed and approved by North Carolina Emergency Management. All other performance measures are included in our scope of work for this fiscal year.

We request the revenue of \$18,016.98 be made available to our department for this purpose.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations
Additional Funding was anticipated in the approved FY 18 budget.

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the FY2017 Supplemental Emergency Management Performance Grant (EMPG) grant award and cost report for Brunswick County and authorize the Finance Director and Director of Emergency Services to sign the cost report associated with this grant.

ATTACHMENTS:

Description

- ▣ Emergency Services- FY2017 Supplemental EMPG Funding



Roy Cooper, Governor
Erik A. Hooks, Secretary

North Carolina Department of Public Safety

Emergency Management

Michael A. Sprayberry, Director

2017

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

GRANT AWARD AND MEMORANDUM OF AGREEMENT AMENDMENT

Sub Recipient	Brunswick County Emergency Services	DUNS No.:	091571349
Federal ID Number:	56-6000278-A	2017 Federal/State EMPG Base Amount:	\$35,000.00
Account	1500-801635HD-2017, 50% Federal Fund	2017 Federal/State EMPG Optional Amount:	\$18,016.98
Catalog of Federal Domestic Assistance (CFDA) Number:	97.042	SATCOM Deductions:	\$0.00
Date of Award:	See MOA for Effective Date	Total 2017 EMPG Grant Amount:	\$53,016.98

THIS AMENDMENT TO THE GRANT AWARD AND MEMORANDUM OF AGREEMENT is entered into by and between the **State of North Carolina, Department of Public Safety, North Carolina Emergency Management, Raleigh, North Carolina** (hereinafter referred to as the RECIPIENT), and the

Brunswick County Emergency Services

(hereinafter referred to as the SUB RECIPIENT).

WITNESSETH

That WHEREAS, on October 1, 2016 the parties entered into a Grant Award and Memorandum of Agreement wherein RECIPIENT provided funds from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), for FY 2017 Emergency Management Performance Grant Program Funding Award EMA-2017-EP-00002-S01;

And WHEREAS, the parties wish to modify the provisions of the prior Grant Award and Memorandum of Agreement by this amendment.

Therefore, in consideration of the payments that have already been made on the original Grant Award and Memorandum of Agreement and in further consideration of the promises and agreements that follow, the RECIPIENT and the SUB RECIPIENT do mutually agree that the prior Grant Award and Memorandum of Agreement of the parties is changed in the following respects only:

2017 EMPG Grant Award Amendment
page 1

MAILING ADDRESS
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncem.org



An Equal Opportunity/Affirmative Action Employer

OFFICE LOCATION:
1636 Gold Star Drive
Raleigh, NC 27607-3371
Telephone: (919) 825-2500
Fax: (919) 825-2685

A Nationally Accredited Agency

**STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY**



North Carolina Emergency Management
Physical Address: 1636 Gold Star Drive, Raleigh, NC 27607-3371
Mailing Address: 4236 Mail Service Center, Raleigh, NC 27699-4236



**COST REPORT 2 - FISCAL YEAR 2017
EMERGENCY MANAGEMENT
PERFORMANCE GRANT**

Sub Recipient: **Brunswick County Emergency Services**
Address: 3325 Old Ocean Highway, Building C, Po Box 249
Bolivia NC 28422-
Federal ID No.: 56-6000278-A
Account No.: 1901-1500-801635HD-2017
Grant Period: **10/01/17 - 09/30/18**
Project: **EMPG**
Grant File No: EMPG-2017-37019 DUNS No.: 091571349 Branch: **Eastern**

Funding Worksheet	2017 EMPG Final Amount	Universal Amount (Previously Paid)	Optional Amount	SATCOM Deductions	Balance to be Paid
Federal/State	\$53,016.98	\$35,000.00	\$18,016.98	\$0.00	\$18,016.98
Local Match	\$53,016.98	\$35,000.00	\$18,016.98	\$0.00	\$18,016.98
Total	\$106,033.96	\$70,000.00	\$36,033.96	\$0.00	\$36,033.96

This Final Cost Report reflects completed and approved Optional amounts by your Emergency Management program minus SATCOM Deductions to give a final Balance to be Paid amount. SATCOM Deductions are from January 1, 2017 to December 31, 2017 and reflect all charges for SATCOM use. This Optional Amount can be used for enhancing your local emergency management program.

This Cost Report require appropriate signatures and return to the state for payment. Payment will be made once all signatures have been completed and processed. This funding reimburses your county for eligible EMPG work.

Certification:

I certify the above are correct, based on grantee's official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purpose of and in accordance with, applicable grant terms and conditions, and that appropriate documentation to support these costs and expenditures is available or attached.

Brunswick County Finance Officer Authorized Signature

Brian Watts

Date

3/5/2018 | 08:35:13 AM

Brunswick County Emergency Services Authorized Signature

Michael D. Sprayberry

Date

3/4/2018 | 17:48:57 PM

North Carolina Emergency Management Director's Approval Signature

Date

Department of Public Safety Controller's Office Approval

Date



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 11.

From: Engineering - Carolina Shores North Sewer SAD (29) -
Wm. L. Pinnix, P.E. - Engineering Director Contractor Final Adjusting Deductive Change Order

Issue/Action Requested:

Request that the Board of Commissioners approve the final adjusting change order with Carmichael Construction Company, Inc., for the Carolina Shores North Sewer SAD (29) project in the deductive amount of (\$82,573.42).

Background/Purpose of Request:

The Carolina Shores Sewer SAD (29) construction project is complete with the contractor achieving Substantial Completion on January 17, 2018. The new sewer pump station was put into service on 11/21/2017 with a partial certification from NCDEQ-DWQ, and final full approval to operate the sewer collection system within the neighborhood is expected very soon.

The original construction contract amount was \$1,820,584 with a contract start date of January 2, 2017, and a contract time of (240) days, thereby making the original end date August 30, 2017. There was one change order to the contract to install three small diameter water mains on three short streets that did not get water with the water system installation years ago. The contract adjusted end date, due to additional time allowed, valid rain dates, and county closures, was October 26, 2017. The Final Adjusting Change order, after accounting for various additions and subtractions to final quantities installed, and also including a deduction for \$61,500 for liquidated damages (61.5 days @ \$1,000 per day), is deductive in the amount of (\$82,573.42), thereby making the final contract price \$1,738,010.58.

Staff recommends approval of this deductive final adjusting change order in the amount of (\$82,573.42) and the final adjusted contract price of \$1,738,010.58.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the final adjusting change order with Carmichael Construction Company, Inc., for the Carolina Shores North Sewer SAD (29) project in the deductive amount of (\$82,573.42).

ATTACHMENTS:

Description

- CSN Sewer SAD (29) _ CCC FACO
- CSN Sewer SAD (29) _ CCC FACO Worksheet
- CSN Sewer SAD (29) Project Map

**BRUNSWICK COUNTY
CHANGE ORDER NO. Final**

PROJECT: Carolina Shores North Wastewater Collection System
 ORIG. TIME OF COMP. 240
 ORIG. DATE OF COMP. August 30, 2017
 CAUSE CODE:

FOR BC USE ONLY	
<input type="checkbox"/>	OR Owner Request
<input type="checkbox"/>	CR Contractor Request
<input type="checkbox"/>	DR Designer Request
<input type="checkbox"/>	CC Concealed Condition
<input type="checkbox"/>	DE Design Error
<input type="checkbox"/>	DO Design Omission
<input type="checkbox"/>	SC Schedule Change
<input checked="" type="checkbox"/>	OT Other (FACO)

Under the terms of the Contract and without invalidating the original provisions thereof, the following change(s) in work is(are) authorized for the change in Contract amount herein set forth: (Description of change order with detailed breakdown attached)

This final adjusting change order accounts for the actual quantities installed and includes a sewer service relocation and water main relocation at new pump station.

The time of completion is increased for the weather days through the completion period for 37 weather days and 5 additional days granted for service relocation.

The Time of Completion including previous orders is 297 calendar days and shall be (increased) (decreased) (unchanged) by 42 calendar days by this change order for a revised Contract date of completion of October 26, 2018. (Detailed analysis supporting the requirements for a change in duration is attached). Since the project was substantially complete on January 17, 2018 and the working days were impacted by weather and County office shut down days within the period, the liquidated damages withheld is 61.5 days.

CONTRACT COST SUMMARY

					TOTALS
1. Original Contract Amount					\$1,820,584
2. Amount of Previous Orders	ADD	\$53,656	Deduct	\$0	
3. Amount of This Order:	ADD	\$0	Deduct	\$136,229.42	
4. Total additions lines 2 & 3		\$53,656	Minus Total Deducts:	\$136,229.42	\$-82,573.42
(Line 4 shall show the net amount to be added or <u>(deducted)</u> from the original Contract amount.)					
5. Revised Contract Total Amount					\$1,738,010.58

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

<u>Cremichael Const Co INC</u> (Contractor)	By: <u>Walter J. Carmichael</u>	<u>2-16-18</u> (Date)
<u>WK Dickson & Co. Inc.</u> (Designer)	By: <u>T. G. Hubbard</u>	<u>2-16-18</u> (Date)
<u>Brunswick County</u> (Owner)	By: <u>Walter L. Phipps, P.E.</u>	<u>2-16-2018</u> (Date)
_____ (County Commissioners)	By: <u>Frank Williams, Chairman</u>	_____ (Date)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Approved as to Form

Brunswick County Finance Officer

Brunswick County Attorney

DISTRIBUTION: 1 original to Owner 1 original to Contractor

DESIGNER'S REQUEST FOR AUTHORIZATION TO CHANGE

DATE: February 15, 2018

REQUEST NO.:2

PROJECT NAME: CSN Sewer SAD (29)

OWNER: Brunswick County

CONTRACTOR: Carmichael Construction Company

DESIGNER: WK Dickson & Co., Inc.

CONTRACT FOR:

REASON FOR CHANGE:

Final adjusting quantities and associated contract period changes

SUMMARY REVIEW OF CONTRACTOR'S ESTIMATE FOR TIME AND COST: (Attach Contractor's detailed cost breakdown of labor and materials)

Contractor has proposed pricing for asphalt seal coat and service relocation.

DESIGNER SUMMARY:

1. Schedule items affected by this change: Yes, 57 days additional
2. Can Contractor mitigate the change without requiring a Contract time extension? No
3. Will the change require a Contract time extension for other Contractors? No Which? NA
4. Are additional costs indicated by reason of the time extension? No If so they must be included in 5 & 6 Below.

	CONTRACTOR'S ESTIMATE	DESIGNER'S ESTIMATE
5. Estimated cost of change:		
6. Estimated time extension field cost (if any):		

DESIGNER RECOMMENDATION AND CERTIFICATION:

I certify that I have reviewed all aspects of this change order and have determined that it is in the best interest of the Owner to have the work accomplished. I have also determined that the cost and time allotment are fair and equitable, and I recommend acceptance by the Owner.

Approved by: G. R. Shiloh Date: 2/15/18

Title: Project Manager
WK Dickson & Co., Inc.

CAROLINA SHORES NORTH SEWER SAD #29
WKD Project No. 20150126.00.RA
FINAL ADJUSTING CHANGE ORDER

ITEM	BASE BID UNIT PRICE ITEMS	Unit	Contract Qty	Unit Price	Contract Total Price	Change Order Qty	Final Quantity	Change Order Total
1.0	Mobilization (3% Maximum)	LS	1	\$ 50,000.00	\$ 50,000.00	0.00	1	\$ -
2.0	Clearing	AC	1	\$ 22,000.00	\$ 22,000.00	(0.49)	0.51	\$ (10,780.00)
3.0	Pump Station (including wet well, pumps, odor control, generator, controls, fence, SCADA, stone, etc.)	LS	1	\$ 587,000.00	\$ 587,000.00	0.00	1	\$ -
4.0	Pump Station Stone Entrance	SY	500	\$ 21.00	\$ 10,500.00	0.00	500	\$ -
5.0	1-inch Water Service	LF	120	\$ 10.00	\$ 1,200.00	0.00	120	\$ -
6.0	12x6 TS&V	LS	1	\$ 3,000.00	\$ 3,000.00	0.00	1	\$ -
7.0	1-inch Water Meter & RPZ	LS	1	\$ 2,500.00	\$ 2,500.00	0.00	1	\$ -
8.0	6-inch Cut In Plug Valve	EA	2	\$ 500.00	\$ 1,000.00	(1.00)	1	\$ (500.00)
9.0	8-inch Cut In Plug Valve	EA	2	\$ 600.00	\$ 1,200.00	(0.50)	1.5	\$ (300.00)
10.0	8-inch Gravity DR18 C900 PVC Pipe (3-6 feet depth)	LF	40	\$ 65.00	\$ 2,600.00	0.00	40	\$ -
11.0	8-inch Gravity DR18 C900 PVC Pipe (6-8 feet depth)	LF	44	\$ 95.00	\$ 4,180.00	0.00	44	\$ -
12.0	Doghouse Manhole with interior coating and watertight lid (0-6 feet depth)	EA	1	\$ 3,050.00	\$ 3,050.00	0.00	1	\$ -
13.0	2-inch SDR 21 PVC Pipe (including bends, fittings, restraint, and reducers)	LF	4,023	\$ 5.00	\$ 20,115.00	123.00	4,146	\$ 615.00
14.0	2.5-inch SDR 21 PVC Pipe (including bends, fittings, restraint, and reducers)	LF	16,297	\$ 6.00	\$ 97,782.00	(77.00)	16,220	\$ (462.00)
15.0	4-inch SDR 21 PVC Pipe (including bends, fittings, restraint, and reducers)	LF	11,659	\$ 7.00	\$ 81,613.00	(554.00)	11,105	\$ (3,878.00)
16.0	6-inch DR18 C900 PVC Pipe (including bends, fittings, restraint, and reducers)	LF	1,438	\$ 12.00	\$ 17,256.00	(169.00)	1,269	\$ (2,028.00)
17.0	4-inch PC350 RJ DIP	LF	40	\$ 50.00	\$ 2,000.00	40.00	80	\$ 2,000.00
18.0	6-inch PC350 RJ DIP	LF	40	\$ 75.00	\$ 3,000.00	0.00	40	\$ -
19.0	4-inch HDPE by Directional Drill (including bend and blocking)	LF	504	\$ 50.00	\$ 25,200.00	0.00	504	\$ -

CAROLINA SHORES NORTH SEWER SAD #29
WKD Project No. 20150126.00.RA
FINAL ADJUSTING CHANGE ORDER

ITEM	BASE BID UNIT PRICE ITEMS	Unit	Contract Qty	Unit Price	Contract Total Price	Change Order Qty	Final Quantity	Change Order Total
20.0	6-inch Directional Drill (including bend and blocking)	LF	252	\$ 60.00	\$ 15,120.00	0.00	252	\$ -
21.0	2-inch Low Pressure Sewer Cleanout	EA	26	\$ 700.00	\$ 18,200.00	(5.00)	21	\$ (3,500.00)
22.0	2.5-inch Low Pressure Sewer Cleanout	EA	19	\$ 1,100.00	\$ 20,900.00	0.00	19	\$ -
23.0	4-inch Low Pressure Sewer Cleanout	EA	9	\$ 1,700.00	\$ 15,300.00	3.00	12	\$ 5,100.00
24.0	6-inch Low Pressure Sewer Cleanout	EA	2	\$ 1,900.00	\$ 3,800.00	0.00	2	\$ -
25.0	2-inch Plug Valve	EA	2	\$ 550.00	\$ 1,100.00	3.00	5	\$ 1,650.00
26.0	2.5-inch Plug Valve	EA	12	\$ 650.00	\$ 7,800.00	7.00	19	\$ 4,550.00
27.0	4-inch Plug Valve	EA	16	\$ 750.00	\$ 12,000.00	0.00	16	\$ -
28.0	6-inch Plug Valve	EA	4	\$ 1,500.00	\$ 6,000.00	(1.00)	3	\$ (1,500.00)
29.0	Near Side Low Pressure Sewer Service Lateral	EA	293	\$ 750.00	\$ 219,750.00	(4.00)	289	\$ (3,000.00)
30.0	Far Side Low Pressure Sewer Service Lateral by Dry Bore	EA	183	\$ 1,450.00	\$ 265,350.00	(1.00)	182	\$ (1,450.00)
31.0	Pavement Repair	SY	555	\$ 87.00	\$ 48,285.00	(349.11)	205.89	\$ (30,372.57)
32.0	Silt Fence	LF	3,302	\$ 4.00	\$ 13,208.00	(2,245.00)	1,057	\$ (8,980.00)
33.0	Stone Check Dam	EA	110	\$ 450.00	\$ 49,500.00	(10.00)	100	\$ (4,500.00)
34.0	Driveway Bore (Pipe Price Separate)	EA	57	\$ 1,000.00	\$ 57,000.00	(3.00)	54	\$ (3,000.00)
35.0	Gravel Driveway Stone Replacement	SY	289	\$ 25.00	\$ 7,225.00	0.00	289	\$ -
36.0	2.5-inch Dry Bore Under Roadway (Pipe Price Separate)	LF	400	\$ 50.00	\$ 20,000.00	148.00	548	\$ 7,400.00
37.0	4-inch Dry Bore Under Roadway (Pipe Price Separate)	LF	135	\$ 100.00	\$ 13,500.00	25.00	160	\$ 2,500.00
38.0	Unsuitable Soil Replacement with #57 Stone	CY	100	\$ 100.00	\$ 10,000.00	(100.00)	0	\$ (10,000.00)
39.0	Seed and Straw	AC	8	\$ 1,500.00	\$ 12,000.00	0.00	8	\$ -
40.0	Remove and Replace 18" RCP	LF	60	\$ 60.00	\$ 3,600.00	(60.00)	0	\$ (3,600.00)
41.0	Irrigation Line Repair	LF	50	\$ 30.00	\$ 1,500.00	(50.00)	0	\$ (1,500.00)
42.0	Irrigation Head Replacement	EA	5	\$ 50.00	\$ 250.00	(5.00)	0	\$ (250.00)
43.0	Change Order Allowance	LS	1	\$ 30,000.00	\$ 30,000.00	(0.27)	0.7285	\$ (8,143.85)
44.0	Materials Testing Allowance	LS	1	\$ 5,000.00	\$ 5,000.00	(1.00)	0	\$ (5,000.00)

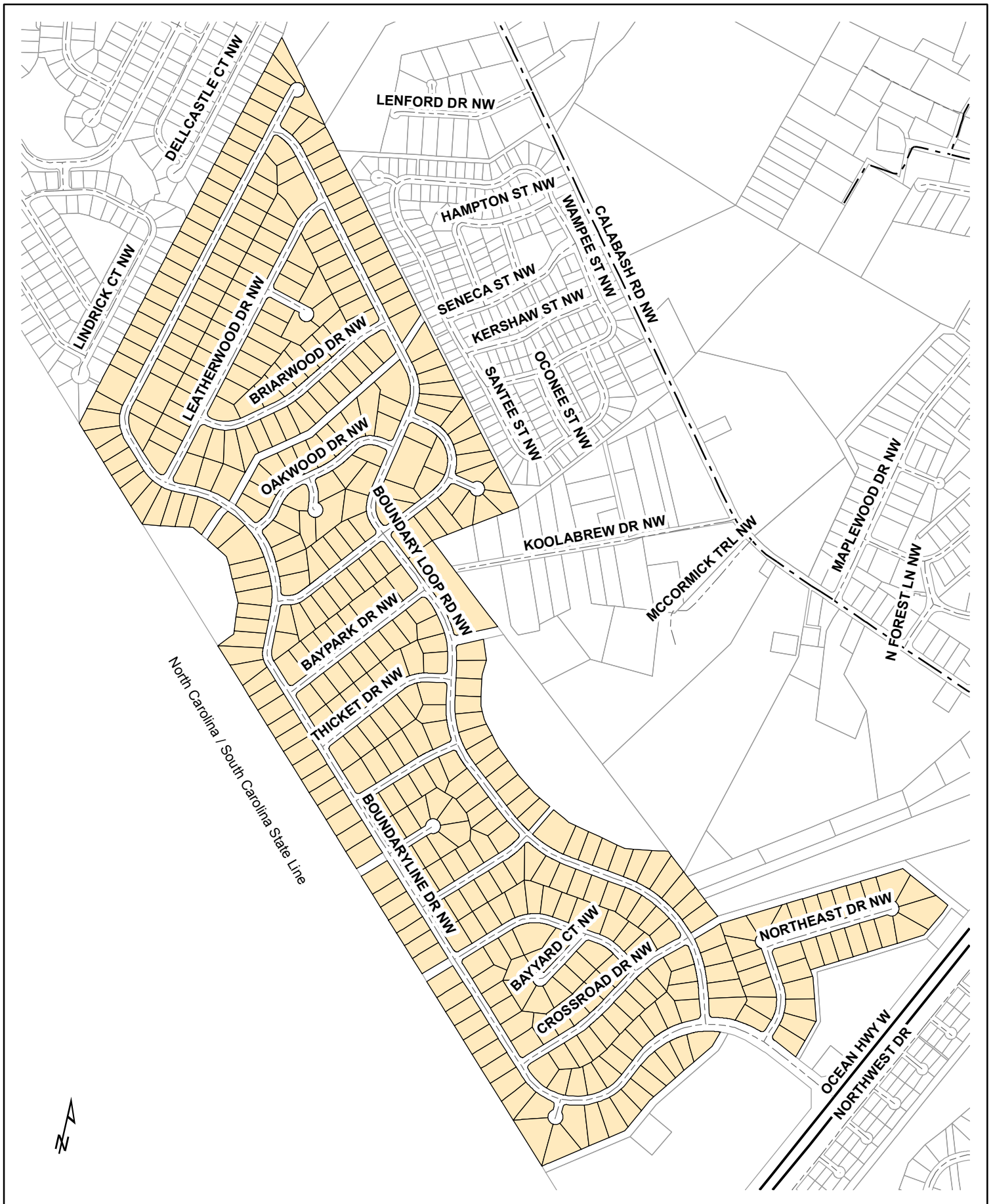
CAROLINA SHORES NORTH SEWER SAD #29
WKD Project No. 20150126.00.RA
FINAL ADJUSTING CHANGE ORDER

ITEM	BASE BID UNIT PRICE ITEMS	Unit	Contract Qty	Unit Price	Contract Total Price	Change Order Qty	Final Quantity	Change Order Total
45.0	Exisiting Pump Station Demolition	LS	1	\$ 29,000.00	\$ 29,000.00	0.00	1	\$ -
CO-1	New Water Mains Shore Ct, Ivy Ct, Bayyard Ct	LS	1	\$ 53,656.00	\$ 53,656.00	0.00	1	\$ -
29A	WCD Relocate Address 311 Sewer Service	EA	0	\$ 1,500.00	\$ -	1.00	1	\$ 1,500.00
CO-2-1	Pavement Sealcoat	EA	0	\$ 2,700.00	\$ -	1.00	1	\$ 2,700.00
CO-2-2	Liquidated damages	DAY	0	\$ (1,000.00)	\$ -	61.50	62	\$ (61,500.00)

Change Order Amount	\$ (136,229.42)
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Previous Contract Total	\$ 1,874,240.00
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Final Contract Total	\$ 1,738,010.58
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SAD 29 Carolina Shores North

Parcels in 2018 Scroll

Legend

- 2018 Scroll Parcels
- Parcel boundaries

Brunswick County assumes no legal responsibility for nature of, contents of or accuracy of any information contained on this map. This map may not be accurate or up-to-date. All map information must be verified by recipient.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 12.

From: Engineering - Hwy 74/76 Warehouse Fire Protection Water Main
Wm. L. Pinnix, P.E. - Engineering Director Construction Contract

Issue/Action Requested:

Request that the Board of Commissioners approve the Notice of Award to Carolina Civilworks, Inc. for the Hwy. 74/76 Warehouse Fire Protection Water Main in the amount of \$1,015,039.00 with subsequent execution of the construction contract upon the County Attorney's review and approval of the contract, pay and performance bonds, certificate of insurance, and E-Verify Affidavit.

Background/Purpose of Request:

On February 15, 2018 a bid opening was conducted for the Hwy. 74 / 76 Warehouse Fire Protection Water Main. A total of five bids were received and opened.

The lowest responsive and responsible bidder is Carolina Civilworks, Inc., from Raleigh in the amount of \$1,015,039.00. The project was bid Single Prime.

The engineer's bid opening report and recommendation of award is attached for Board review.

Staff recommends the Board approve the Notice of Award to Carolina Civilworks, Inc., in the amount of \$1,015,039.00 with subsequent execution of the construction contract upon the County Attorney's review and approval of the contract, pay and performance bonds, certificate of insurance, and E-Verify Affidavit.

Fiscal Impact:

Budget Amendment Required, Capital Project/Grant Ordinance Required, Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

Budget amendment and the associated capital project ordinance transfers \$549,311 in reserve funds designated to the project for contract award.

Approved By County Attorney:

Yes

County Manager's Recommendation:

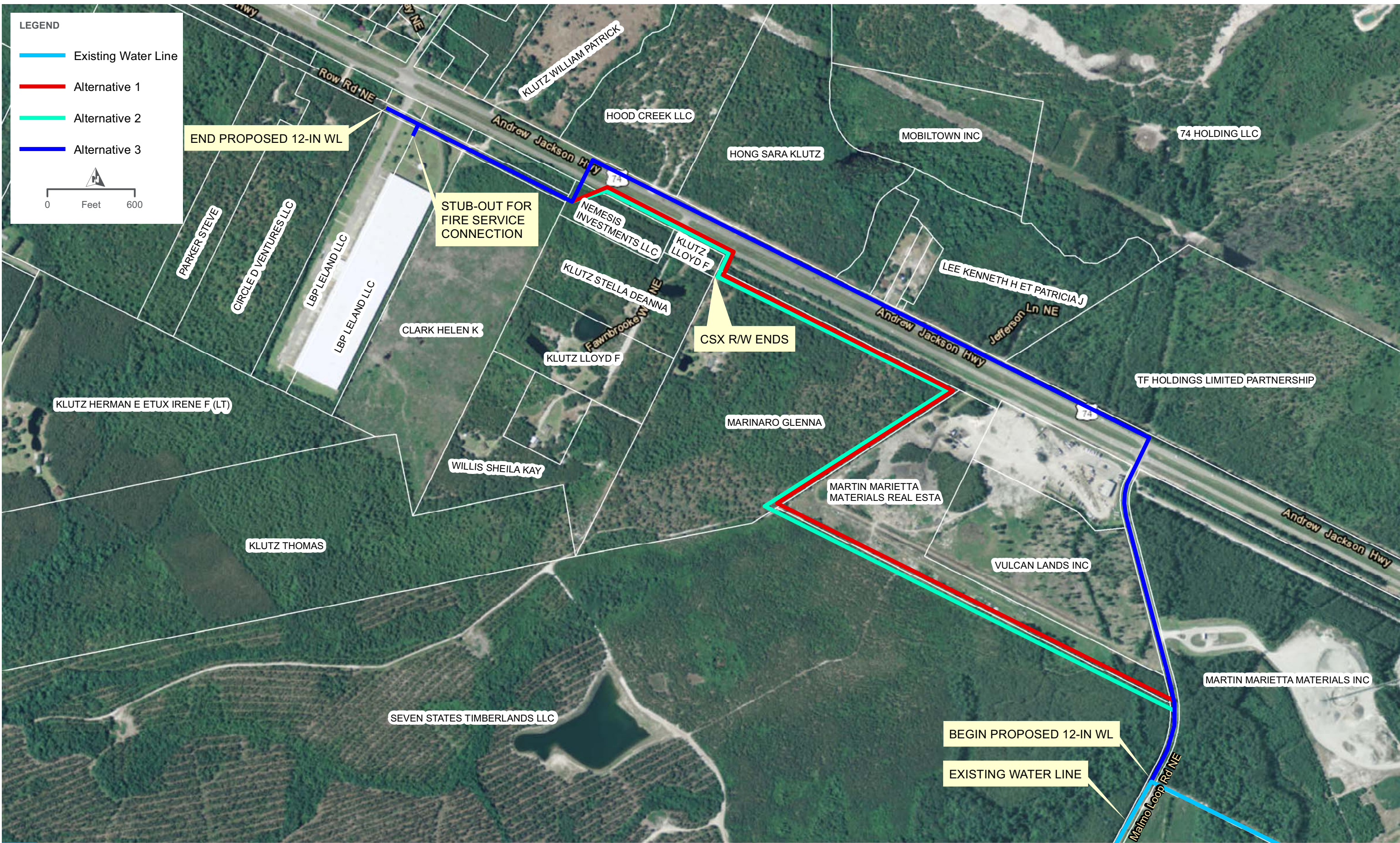
Recommend that the Board of Commissioners approve the Notice of Award to Carolina Civilworks, Inc. for the Hwy. 74/76 Warehouse Fire Protection Water Main in the amount of \$1,015,039.00 with subsequent execution of the construction contract upon the County Attorney's review and approval of the contract, pay and performance bonds, certificate of insurance, and E-Verify Affidavit.

ATTACHMENTS:

Description

- ☐ Hwy 74 - 76 Warehouse Water Main HDR Project Map
- ☐ Hwy 74-76 Warehouse Water Main HDR Rec of Award and Report
- ☐ Hwy 74 - 76 Warehouse Water Main _Notice of Award

- ▣ 20180319 Budget Amendment 74-76 Water Main Reserve.pdf
- ▣ 20180319 Budget Amendment 74-76 Water Main.pdf
- ▣ 20180319 CPO US 74-76 Fire Protection Project.pdf



WATER LINE ROUTE ALTERNATIVES MAP



FIGURE 1



RECEIVED
2/23/18
B.C. Eng. Dept.

February 22, 2018

Mr. Bill Pinnix, PE
Engineering Services Director
Brunswick County
P. O. Box 249
Bolivia, North Carolina 28422

Re: Hwy 74/76 Warehouse Fire Protection Main
Brunswick County, North Carolina
HDR Project Number 10046184

Dear Mr. Pinnix:

Enclosed please find one (1) copy of our Engineering Report for the referenced project including our recommendation for Award. These Bids are good for 90 days; therefore, the project must be awarded by May 16, 2018.

For your convenience, I have also attached a copy of the bid information submitted by the low Bidder and a copy of Affidavit D including the associated backup information.

Should you have any questions regarding this information, please do not hesitate to contact me.

Very truly yours,

HDR Engineering, Inc. of the Carolinas

G. Eric Williams, PE
Project Manager

GEW/dmm

Enclosures

**ENGINEERING REPORT FOR
BIDS RECEIVED ON THE
US 74/76 WAREHOUSE FIRE PROTECTION MAIN
BRUNSWICK COUNTY, NORTH CAROLINA**

February 15, 2018

DATE AND TIME OF BID OPENING: February 15, 2018 at 3:00 p.m.

LOCATION OF BID OPENING: Brunswick County Government Complex, Building I, Large Conference Room

REPORT SUBMITTED TO: County Commissioners, Brunswick County, North Carolina.

DESCRIPTION OF PROJECT: The project is separated into two distinct work areas, the water line and the appurtenances along Malmo Loop Road and U.S. 74-76 which is being funded in part by a Golden Leaf grant and the Bailey Street and Randall Street water line and appurtenances which are being funded by Brunswick County. The first component of the project includes approximately 8,500 linear feet of 12-inch water line and appurtenances along Malmo Loop Road and U.S. 74/76. The second component of the project includes approximately 900 linear feet of 12-inch water line and appurtenances along Bailey Street and Randall Street.

INVITATION TO BID:

The "Invitation to Bid" for the referenced project was provided to the following entities for publication:

- Brunswick Beacon
- Brunswick County Website
- Carolina's AGC
- CDC News Office
- McGraw Hill Construction Dodge
- Reed Construction Data
- State Port Pilot
- Wilmington Journal

Drawings and Specifications were available for public review during the advertisement period at the following locations:

- Carolina's AGC digital plan room at <www.ips.state.nc.us> on IBuild.
- CDC News Office online at www.cdcnews.com.
- McGraw Hill Construction Dodge digital plan room at <<http://dodge.construction.com/plans>>.
- Reed Construction Data online at www.reedconstructiondata.com
- Brunswick County Engineering, Building I, 75 Courthouse Drive, Bolivia, North Carolina, 28422.
- Brunswick County Public Utilities Operations Center, 250 Grey Water Road, NE, Supply, North Carolina, 28462.

- HDR Engineering, Inc. of the Carolinas, 101 N. Third St., Suite 201, Wilmington, NC 28401

In response to the Invitation to Bid, six (6) contractors requested and received Drawings and Specifications for the purpose of submitting bids for the project and five (5) bids were received. All of these bids were publicly opened and read aloud at the date, time, and location specified.

ATTENDANCE FOR BID OPENING

The attendance register for the bid opening is attached.

SUMMARY OF BID OPENING

The total Base Bid for each Bidder is listed below in the order in which they rank:

Bidder	Base Bid
Carolina Civilworks, Inc.	\$1,015,039.00
Carmichael Construction Company, Inc.	\$1,024,050.00
T.A. Loving Company	\$1,192,800.00
State Utility Contractors, Inc.	\$1,269,145.00 *
S&L Contracting LLC	\$1,584,258.50

One irregularity was found in the Base Bids received and is listed below:

Contractor	Description of Irregularity
State Utility Contractors, Inc.	A multiplication error was found in the Total Price for Line Item 15 in Bid Schedule1 and was mathematically corrected to be \$55,550.

RECOMMENDATION


Based on the Bids received, we make the following recommendations:

1. Waive the Bid irregularity.
2. Award the Base Bid to Carolina Civilworks, Inc. in the amount of \$1,015,039.00.

Should you have any questions concerning the bids received or our recommendations, please do not hesitate to contact us. We look forward to continued work on this most important project for Brunswick County.

Respectfully submitted,

HDR Engineering, Inc. of the Carolinas

A handwritten signature in black ink that reads "G. Eric Williams". The signature is written in a cursive, flowing style.

G. Eric Williams, P.E.
Project Manager

GEW/dmm

Attachments

BID TABULATION

**US 74/76 Warehouse Fire Protection Main
BRUNSWICK COUNTY, NORTH CAROLINA
BID TABULATION**

CERTIFICATION

**THE ATTACHED TABULATION OF BIDS IS CERTIFIED TO BE
AN ACCURATE TABULATION OF BIDS RECEIVED FOR THE
ABOVE REFERENCED PROJECT.**

HDR ENGINEERING, INC. OF THE CAROLINAS

A handwritten signature in black ink, reading "G. Eric Williams". The signature is written in a cursive, flowing style.

**G. ERIC WILLIAMS, P.E.
PROJECT MANAGER**

BRUNSWICK COUNTY, NORTH CAROLINA

US 74/76 Warehouse Fire Protection Main
BRUNSWICK COUNTY, NORTH CAROLINA
BID TABULATION

			CONTRACTOR SURETY LICENSE NO.	Carolina Civilworks, Inc. Frankenmuth Mutual Insurance Co. 74658		Carmichael Construction Company, Inc. North American Specialty Ins. Co. 10584	
ITEM NO	PAY ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BID SCHEDULE 1							
1	12 IN Pipe	LS	1	\$ 23,115.00	\$ 23,115.00	\$ 20,000.00	\$ 20,000.00
2	12 IN, RJ Pipe	LF	4,700	\$ 37.40	\$ 175,780.00	\$ 43.00	\$ 202,100.00
3	12 IN, DI Pipe	LF	2,900	\$ 47.55	\$ 137,895.00	\$ 50.00	\$ 145,000.00
4	12 IN, RJ DI Pipe	LF	20	\$ 40.00	\$ 800.00	\$ 70.00	\$ 1,400.00
5	8 IN, RJ DI Pipe	LF	490	\$ 64.00	\$ 31,360.00	\$ 80.00	\$ 39,200.00
6	24 IN, SCP by Jack and Bore	LF	20	\$ 25.00	\$ 500.00	\$ 50.00	\$ 1,000.00
7	24 IN, SCP by Jack and Bore	LF	490	\$ 492.00	\$ 241,080.00	\$ 375.00	\$ 183,750.00
8	Horizontal Directional Drill; STA 0+30 to STA 2+30	LS	1	\$ 36,055.00	\$ 36,055.00	\$ 28,700.00	\$ 28,700.00
9	Horizontal Directional Drill; STA 68+70 to STA 70+70	LS	1	\$ 32,459.00	\$ 32,459.00	\$ 28,700.00	\$ 28,700.00
10	Tie to Existing 12 IN Water Main	EA	1	\$ 13,863.00	\$ 13,863.00	\$ 6,500.00	\$ 6,500.00
11	12 IN Gate Valve	EA	8	\$ 2,523.00	\$ 20,184.00	\$ 3,500.00	\$ 28,000.00
12	8 IN Gate Valve	EA	1	\$ 1,414.00	\$ 1,414.00	\$ 3,000.00	\$ 3,000.00
13	6 IN Stub Out, Station 81+50	EA	1	\$ 1,657.00	\$ 1,657.00	\$ 3,500.00	\$ 3,500.00
14	8 IN RJ Plug	EA	1	\$ 195.00	\$ 195.00	\$ 1,500.00	\$ 1,500.00
15	Fire Hydrant Assembly (FH, valve)	EA	11	\$ 4,008.00	\$ 44,088.00	\$ 3,500.00	\$ 38,500.00
16	Water Service Connections, Short Side	EA	4	\$ 1,446.00	\$ 5,784.00	\$ 1,000.00	\$ 4,000.00
17	Installation of ABC Drive, Sheet 00C-04	LS	1	\$ 29,922.00	\$ 29,922.00	\$ 10,000.00	\$ 10,000.00
18	Silt Fence	LF	3,100	\$ 3.40	\$ 10,540.00	\$ 4.00	\$ 12,400.00
19	Sediment Tubes	EA	6	\$ 113.00	\$ 678.00	\$ 300.00	\$ 1,800.00
20	Subgrade Stabilization Stone	TN	200	\$ 92.00	\$ 18,400.00	\$ 75.00	\$ 15,000.00
21	Rock Pipe Inlet Protection	EA	2	\$ 750.00	\$ 1,500.00	\$ 1,000.00	\$ 2,000.00
22	Rolled Erosion Control Product	LF	100	\$ 3.55	\$ 355.00	\$ 50.00	\$ 5,000.00
23	Asphalt Pavement Replacement/Overlay	TN	20	\$ 354.00	\$ 7,080.00	\$ 250.00	\$ 5,000.00
24	Gravel Driveway Replacement	LF	40	\$ 45.00	\$ 1,800.00	\$ 75.00	\$ 3,000.00
25	Asphalt Driveway Replacement	LF	90	\$ 48.00	\$ 4,320.00	\$ 100.00	\$ 9,000.00
26	Select Fill	CY	200	\$ 46.00	\$ 9,200.00	\$ 30.00	\$ 6,000.00
27	Testing Allowance	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
28	Change Order Allowance	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID					\$ 885,024.00		\$ 839,050.00
BID SCHEDULE 2							
1	Mobilization	LS	1	\$ 3,700.00	\$ 3,700.00	\$ 5,300.00	\$ 5,300.00
2	12 IN Pipe	LF	660	\$ 48.00	\$ 31,680.00	\$ 115.00	\$ 75,900.00
3	12 IN, RJ Pipe	LF	200	\$ 60.00	\$ 12,000.00	\$ 130.00	\$ 26,000.00
4	12 IN, DI Pipe	LF	20	\$ 52.00	\$ 1,040.00	\$ 170.00	\$ 3,400.00
5	12 IN, RJ DI Pipe	LF	30	\$ 77.00	\$ 2,310.00	\$ 180.00	\$ 5,400.00
6	Tie to Existing 12 IN Water Main	EA	1	\$ 15,280.00	\$ 15,280.00	\$ 10,000.00	\$ 10,000.00
7	24 IN x 12 IN Tapping Sleeve and Valve	EA	1	\$ 14,275.00	\$ 14,275.00	\$ 7,500.00	\$ 7,500.00
8	12 IN Gate Valve	EA	1	\$ 2,785.00	\$ 2,785.00	\$ 3,500.00	\$ 3,500.00
9	Silt Fence	LF	900	\$ 3.40	\$ 3,060.00	\$ 5.00	\$ 4,500.00
10	Subgrade Stabilization Stone	TN	200	\$ 92.00	\$ 18,400.00	\$ 75.00	\$ 15,000.00
11	Rock Pipe Inlet Protection	EA	1	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00
12	Rolled Erosion Control Product	LF	100	\$ 3.55	\$ 355.00	\$ 50.00	\$ 5,000.00
13	Asphalt Pavement Replacement/Overlay	TN	20	\$ 354.00	\$ 7,080.00	\$ 300.00	\$ 6,000.00
14	Select Fill	CY	50	\$ 46.00	\$ 2,300.00	\$ 30.00	\$ 1,500.00
15	Testing Allowance	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
16	Change Order Allowance	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID					\$ 130,015.00		\$ 185,000.00

TOTAL OF BID SCHEDULES 1 & 2

\$1,015,039.00

\$1,024,050.00

MAJOR EQUIPMENT SUPPLIERS

Ductile Iron Pipe Manufacturer	US Pipe	American Cast Iron Pipe Company
PVC Pipe (Cut & Cover) Manufacturer	National Pipe	North American Pipe, National Pipe, Diamond Plastics
Gate Valve Manufacturer	Mueller	American Flow Control
Fire Hydrant Manufacturer	Mueller	American Flow Control

Indicates a Bid Irregularity.

BRUNSWICK COUNTY, NORTH CAROLINA

US 74/76 Warehouse Fire Protection Main
BRUNSWICK COUNTY, NORTH CAROLINA
BID TABULATION

CONTRACTOR SURETY LICENSE NO.	T.A. Loving Company Travelers Casualty & Surety Co. of America 325	State Utility Contractors, Inc. Hartford Accident & Indemnity Co 17793
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ITEM NO	PAY ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BID SCHEDULE 1							
1	12 IN Pipe	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 33,700.00	\$ 33,700.00
2	12 IN, RJ Pipe	LF	4,700	\$ 60.00	\$ 282,000.00	\$ 64.00	\$ 300,800.00
3	12 IN, DI Pipe	LF	2,900	\$ 80.00	\$ 232,000.00	\$ 72.00	\$ 208,800.00
4	12 IN, RJ DI Pipe	LF	20	\$ 70.00	\$ 1,400.00	\$ 76.00	\$ 1,520.00
5	8 IN, RJ DI Pipe	LF	490	\$ 55.00	\$ 26,950.00	\$ 112.00	\$ 54,880.00
6	24 IN, SCP by Jack and Bore	LF	20	\$ 70.00	\$ 1,400.00	\$ 87.00	\$ 1,740.00
7	24 IN, SCP by Jack and Bore	LF	490	\$ 380.00	\$ 186,200.00	\$ 500.00	\$ 245,000.00
8	Horizontal Directional Drill; STA 0+30 to STA 2+30	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 29,550.00	\$ 29,550.00
9	Horizontal Directional Drill; STA 68+70 to STA 70+70	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 30,400.00	\$ 30,400.00
10	Tie to Existing 12 IN Water Main	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 4,325.00	\$ 4,325.00
11	12 IN Gate Valve	EA	8	\$ 2,750.00	\$ 22,000.00	\$ 2,350.00	\$ 18,800.00
12	8 IN Gate Valve	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 1,310.00	\$ 1,310.00
13	6 IN Stub Out, Station 81+50	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 14,550.00	\$ 14,550.00
14	8 IN RJ Plug	EA	1	\$ 300.00	\$ 300.00	\$ 200.00	\$ 200.00
15	Fire Hydrant Assembly (FH, valve)	EA	11	\$ 4,750.00	\$ 52,250.00	\$ 5,050.00	\$ 55,550.00
16	Water Service Connections, Short Side	EA	4	\$ 1,500.00	\$ 6,000.00	\$ 1,810.00	\$ 7,240.00
17	Installation of ABC Drive, Sheet 00C-04	LS	1	\$ 27,500.00	\$ 27,500.00	\$ 30,250.00	\$ 30,250.00
18	Silt Fence	LF	3,100	\$ 2.75	\$ 8,525.00	\$ 5.00	\$ 15,500.00
19	Sediment Tubes	EA	6	\$ 100.00	\$ 600.00	\$ 400.00	\$ 2,400.00
20	Subgrade Stabilization Stone	TN	200	\$ 50.00	\$ 10,000.00	\$ 55.00	\$ 11,000.00
21	Rock Pipe Inlet Protection	EA	2	\$ 250.00	\$ 500.00	\$ 770.00	\$ 1,540.00
22	Rolled Erosion Control Product	LF	100	\$ 5.00	\$ 500.00	\$ 5.00	\$ 500.00
23	Asphalt Pavement Replacement/Overlay	TN	20	\$ 300.00	\$ 6,000.00	\$ 450.00	\$ 9,000.00
24	Gravel Driveway Replacement	LF	40	\$ 20.00	\$ 800.00	\$ 25.00	\$ 1,000.00
25	Asphalt Driveway Replacement	LF	90	\$ 75.00	\$ 6,750.00	\$ 75.00	\$ 6,750.00
26	Select Fill	CY	200	\$ 18.00	\$ 3,600.00	\$ 17.00	\$ 3,400.00
27	Testing Allowance	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
28	Change Order Allowance	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID					\$ 1,042,275.00		\$ 1,124,705.00
BID SCHEDULE 2							
1	Mobilization	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 4,300.00	\$ 4,300.00
2	12 IN Pipe	LF	660	\$ 77.50	\$ 51,150.00	\$ 77.00	\$ 50,820.00
3	12 IN, RJ Pipe	LF	200	\$ 112.50	\$ 22,500.00	\$ 89.00	\$ 17,800.00
4	12 IN, DI Pipe	LF	20	\$ 70.00	\$ 1,400.00	\$ 130.00	\$ 2,600.00
5	12 IN, RJ DI Pipe	LF	30	\$ 120.00	\$ 3,600.00	\$ 140.00	\$ 4,200.00
6	Tie to Existing 12 IN Water Main	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 5,200.00	\$ 5,200.00
7	24 IN x 12 IN Tapping Sleeve and Valve	EA	1	\$ 25,000.00	\$ 25,000.00	\$ 14,500.00	\$ 14,500.00
8	12 IN Gate Valve	EA	1	\$ 2,750.00	\$ 2,750.00	\$ 2,450.00	\$ 2,450.00
9	Silt Fence	LF	900	\$ 2.75	\$ 2,475.00	\$ 5.00	\$ 4,500.00
10	Subgrade Stabilization Stone	TN	200	\$ 50.00	\$ 10,000.00	\$ 60.00	\$ 12,000.00
11	Rock Pipe Inlet Protection	EA	1	\$ 250.00	\$ 250.00	\$ 770.00	\$ 770.00
12	Rolled Erosion Control Product	LF	100	\$ 5.00	\$ 500.00	\$ 5.00	\$ 500.00
13	Asphalt Pavement Replacement/Overlay	TN	20	\$ 300.00	\$ 6,000.00	\$ 440.00	\$ 8,800.00
14	Select Fill	CY	50	\$ 18.00	\$ 900.00	\$ 20.00	\$ 1,000.00
15	Testing Allowance	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
16	Change Order Allowance	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID					\$ 150,525.00		\$ 144,440.00

TOTAL OF BID SCH

\$1,192,800.00

\$1,269,145.00

MAJOR EQUIPMENT SUPPLIERS

Ductile Iron Pipe Manufacturer	US Pipe	US Pipe
PVC Pipe (Cut & Cover) Manufacturer	National Pipe	National Pipe
Gate Valve Manufacturer	Mueller	Clow
Fire Hydrant Manufacturer	Mueller	Clow

Indicates a Bid Irregularity.

BRUNSWICK COUNTY, NORTH CAROLINA

US 74/76 Warehouse Fire Protection Main
BRUNSWICK COUNTY, NORTH CAROLINA
BID TABULATION

CONTRACTOR
SURETY
LICENSE NO.
S&L Contracting, LLC
Travelers Casualty & Surety Co. of Amer
79338

ITEM NO	PAY ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
BID SCHEDULE 1					
1	12 IN Pipe	LS	1	\$ 95,000.00	\$ 95,000.00
2	12 IN, RJ Pipe	LF	4,700	\$ 49.00	\$ 230,300.00
3	12 IN, DI Pipe	LF	2,900	\$ 77.75	\$ 225,475.00
4	12 IN, RJ DI Pipe	LF	20	\$ 100.00	\$ 2,000.00
5	8 IN, RJ DI Pipe	LF	490	\$ 75.75	\$ 37,117.50
6	24 IN, SCP by Jack and Bore	LF	20	\$ 436.80	\$ 8,736.00
7	24 IN, SCP by Jack and Bore	LF	490	\$ 1,010.00	\$ 494,900.00
8	Horizontal Directional Drill; STA 0+30 to STA 2+30	LS	1	\$ 31,100.00	\$ 31,100.00
9	Horizontal Directional Drill; STA 68+70 to STA 70+70	LS	1	\$ 31,100.00	\$ 31,100.00
10	Tie to Existing 12 IN Water Main	EA	1	\$ 6,500.00	\$ 6,500.00
11	12 IN Gate Valve	EA	8	\$ 4,475.00	\$ 35,800.00
12	8 IN Gate Valve	EA	1	\$ 2,260.00	\$ 2,260.00
13	6 IN Stub Out, Station 81+50	EA	1	\$ 5,155.00	\$ 5,155.00
14	8 IN RJ Plug	EA	1	\$ 1,450.00	\$ 1,450.00
15	Fire Hydrant Assembly (FH, valve)	EA	11	\$ 6,515.00	\$ 71,665.00
16	Water Service Connections, Short Side	EA	4	\$ 2,550.00	\$ 10,200.00
17	Installation of ABC Drive, Sheet 00C-04	LS	1	\$ 3,200.00	\$ 3,200.00
18	Silt Fence	LF	3,100	\$ 4.25	\$ 13,175.00
19	Sediment Tubes	EA	6	\$ 150.00	\$ 900.00
20	Subgrade Stabilization Stone	TN	200	\$ 60.00	\$ 12,000.00
21	Rock Pipe Inlet Protection	EA	2	\$ 2,650.00	\$ 5,300.00
22	Rolled Erosion Control Product	LF	100	\$ 8.00	\$ 800.00
23	Asphalt Pavement Replacement/Overlay	TN	20	\$ 250.00	\$ 5,000.00
24	Gravel Driveway Replacement	LF	40	\$ 41.50	\$ 1,660.00
25	Asphalt Driveway Replacement	LF	90	\$ 150.00	\$ 13,500.00
26	Select Fill	CY	200	\$ 50.00	\$ 10,000.00
27	Testing Allowance	LS	1	\$ 10,000.00	\$ 10,000.00
28	Change Order Allowance	LS	1	\$ 25,000.00	\$ 25,000.00
TOTAL BASE BID					\$ 1,389,293.50
BID SCHEDULE 2					
1	Mobilization	LS	1	\$ 24,550.00	\$ 24,550.00
2	12 IN Pipe	LF	660	\$ 89.50	\$ 59,070.00
3	12 IN, RJ Pipe	LF	200	\$ 175.15	\$ 35,030.00
4	12 IN, DI Pipe	LF	20	\$ 100.00	\$ 2,000.00
5	12 IN, RJ DI Pipe	LF	30	\$ 100.00	\$ 3,000.00
6	Tie to Existing 12 IN Water Main	EA	1	\$ 7,200.00	\$ 7,200.00
7	24 IN x 12 IN Tapping Sleeve and Valve	EA	1	\$ 11,665.00	\$ 11,665.00
8	12 IN Gate Valve	EA	1	\$ 4,475.00	\$ 4,475.00
9	Silt Fence	LF	900	\$ 4.25	\$ 3,825.00
10	Subgrade Stabilization Stone	TN	200	\$ 60.00	\$ 12,000.00
11	Rock Pipe Inlet Protection	EA	1	\$ 3,000.00	\$ 3,000.00
12	Rolled Erosion Control Product	LF	100	\$ 8.00	\$ 800.00
13	Asphalt Pavement Replacement/Overlay	TN	20	\$ 480.00	\$ 9,600.00
14	Select Fill	CY	50	\$ 75.00	\$ 3,750.00
15	Testing Allowance	LS	1	\$ 5,000.00	\$ 5,000.00
16	Change Order Allowance	LS	1	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID					\$ 194,965.00

TOTAL OF BID SCH

\$1,584,258.50

MAJOR EQUIPMENT SUPPLIERS

Ductile Iron Pipe Manufacturer	McWane
PVC Pipe (Cut & Cover) Manufacturer	Pipelife, Jetstream
Gate Valve Manufacturer	Mueller
Fire Hydrant Manufacturer	Mueller

Indicates a Bid Irregularity.

ATTENDANCE REGISTER

Brunswick County

US 74/76 Warehouse Fire Protection Main

HDR Project # 10046184

Bid Opening

Attendance Register

No.	Name	Representing
1	ERIC WILLIAMS	HDR
2	FANNIE AMOS	T.A. Loving
3	Trent Locklear	S+L Contracting LLC
4	Walter Carmichael	CCC
5	Walter J Carmichael Jr	CCC
6	Eddie mullen	Carolina Civilworks Inc
7	Paul Bragiotti	BEPY
8	Dustin Wayne	State Utility
9	Bill Pinnix, PE	Brunswick Co Eng Dept.
10	Amy Aycock	BL Engr.
11	JERRY PIERCE	Brunswick Engr Co
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NOTICE OF AWARD

Dated March 19, 20 18

To: Carolina Civilworks, Inc.
(BIDDER)

Address: 3200 Glen Royal Road – Suite 112
Post Office Box 80337 919-239-4645 office
Raleigh, North Carolina 27623 919-239-4650 fax

Owner: BRUNSWICK COUNTY

Owner's Contract No. N/A

Project: Hwy. 74 / 76 Warehouse Fire Protection Water Main
HDR Project Number 10046184
(Insert Name of Contract as it Appears in the Construction Documents)

You are hereby notified that your bid dated February 15, 20 18 for the above described project has been considered and has been accepted by the Owner.

The amount of your Contract is: One Million, Fifteen Thousand, Thirty-Nine and Zero Cents
_____ Dollars (\$ 1,015,039.00)

Enclosed with this Notice of Award are the following:

- 4 Form of Construction Contract
- 4 Form of Construction Performance Bond, Form of Construction Payment Bond, Form of
_____ Certificate of Insurance, Affidavit of Compliance with NC E-Verify Statutes

You must comply with the following conditions precedent within **fourteen (14) days** of the date of this Notice of Award, that is by:

April 2, 20 18

1. You must deliver to the Owner 4 fully executed counterparts of the Contract. Each of the Documents must bear your signature.
2. You must deliver to the Owner 4 each of the fully executed Performance Bond, Payment Bond, Form of Insurance and Affidavit of Compliance with NC E-Verify Statutes. Each of the Documents must bear your signature.
3. List other condition precedents:

None

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

Failure to comply with these conditions within the time specified will entitle Owner to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

After you have satisfactorily complied with the above conditions, Owner will return to you one (1) fully signed counterpart of the Contract.

BRUNSWICK COUNTY

(OWNER)

By:

(AUTHORIZED SIGNATURE)

Chairman of the Board of County Commissioners

(TITLE)

ACCEPTANCE OF AWARD

Carolina Civilworks, Inc.

(CONTRACTOR)

By:

(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

COPY to ENGINEER

Mr. G. Eric Williams, P.E.
Project Manager
HDR Engineering of the Carolinas, Inc.
101 North 3rd Street
Suite 201
Wilmington, North Carolina 28401-4034

Request Info	
Type	Budget Amendment
Description	Hwy 74-76 Water Main Reserve
Justification	Board Meeting 03/19/2018-Transfer \$549,311 of reserve funds designated for the 74-76 Fire Protection Water Main construction contract award to Carolina Civilworks, Inc. in the amount of \$1,015,039.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
419800	398661	Interfund Trans Water Cap Rsv	Trans Frm Water Fund	-549311	Decrease	Debit
419800	464430	Interfund Trans Water Cap Rsv	Hwy 74-76 Water Main	-549311	Decrease	Credit

Total	
Grand Total:	-1098622

Request Info	
Type	Budget Amendment
Description	Hwy 74-76 Water Main
Justification	Board Meeting 03/19/2018-Transfer \$549,311 of reserve funds designated for the 74-76 Fire Protection Water Main construction contract award to Carolina Civilworks, Inc. in the amount of \$1,015,039.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
418282	398661	US 74/76 Fire Protection Proje	Trans Frm Water Fund	549311	Increase	Credit
418282	464002	US 74/76 Fire Protection Proje	Construction	549311	Increase	Debit

Total	
Grand Total:	1098622

**COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
US 74/76 Fire Protection Project
(418282)**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Projects Fund:

Water Capital Projects Fund:

Revenues:

Miscellaneous Revenues	500,000
Transfer from Water Fund	<u>649,311</u>
Total Water Capital Project Revenues	\$ 1,149,311

Expenditures:

Arch/Eng/Legal	127,600
Construction	<u>1,021,711</u>
Total Water Capital Project Expenditures	\$ 1,149,311

Section 2. It is estimated that the following revenues will be available in the Brunswick County Water Fund:

Current Funds Appropriated	\$ 649,311
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Section 3. The following amounts are hereby appropriated in the Brunswick County Water Fund:

Contribution to Capital Project Fund	\$ 649,311
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Section 4. This Capital Project Ordinance shall be entered into the minutes of the March 19, 2018 meeting of the Brunswick County Board of Commissioners.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 13.
Finance - Fiscal Items

From:
Julie A. Miller

Issue/Action Requested:

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

-LIEAP Energy Program Budget Amendment

Appropriate \$55,727 of additional Federal Low Income Home Energy Assistance Funds for use in the Brunswick County LIEAP Program.

-Airport Grant 36244.58.10.3 and 36244.58.10.2 Grant Agreements, Resolution, Budget Amendment and Grant Ordinance.

Approve and authorize the chairman to sign the grant agreements and resolutions for Airport Grants 36244.58.10.3 in the amount of \$460,982 with a local match of \$51,221 and 36244.58.10.2 in the amount of \$2,000,000 with no local match. The grant and local match were approved on the February 5, 2018 Board of Commissioners meeting. NC Department of Transportation split the grant into two grants in order to simplify processing of reimbursements and paperwork due to the differing local match requirements. Transfer \$512,203 of funding to new airport grant 36244.58.10.3 to accurately reflect the changes from NCDOT-Aviation Division.

-Schools 2016 Bond Referendum Projects Budget Amendment and Project Ordinance

The Board of Education approved at their March 2, 2018 meeting and are requesting the Board of Commissioners to approve two transfers from the School Capital Funds held by the County for the benefit of the schools in the School Capital Reserves: (1) Transfer \$2,000,000 of Sales Tax Contingency and \$100,000 of Ad Valorem Contingency funds to the project for the Town Creek site work. This advanced funding will be reimbursed with the Phase 1 GO Bond issue and funds returned to the School Capital Reserves held by the County for the benefit of the Schools. (2) Transfer \$2,840,000 Ad Valorem Contingency to project for the Town Creek unanticipated code work, unsuitable soils, grade adjustment, water pressure and gym/stage enlargement. Note that the \$2,840,000 is not advanced funding and will not be reimbursed from Phase 1 GO Bond issue.

-Financial Reports for February 2018 (unaudited)

Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at <http://brunswickcountync.gov/finance/reports>

Background/Purpose of Request:

Fiscal Impact:

Budget Amendment Required, Capital Project/Grant Ordinance Required, Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Not Applicable

County Manager's Recommendation:

Recommend that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

ATTACHMENTS:

Description

- ▣ 20180319 Budget Amendment LIEAP Energy Program
- ▣ 20180319 Attach LIEAP Funding
- ▣ 20180319 Grant Agreement 36244.58.10.2
- ▣ 20180319 Grant Agreement 36244.58.10.3
- ▣ 20180319 CPO Airport Grants
- ▣ 20180319 Budget Amendment Airport Grants 10.2 and 10.3
- ▣ 20180319 Attach TCreek additional funding BOE
- ▣ 20180319 Attach TownCrkAdvanceSite
- ▣ 20180319 Budget Amendment Schools Advanced Funding Bonds
- ▣ 20180319 Budget Amendment Bond Project Town Creek Subsurface Funds
- ▣ 20180319 Budget Amendment 2016 Bond Project Funding
- ▣ 20180319 Budget Amendment 2016 Bond Project
- ▣ 20180319 CPO Brunswick County Schools
- ▣ 20180319 CPO 2016 Bond Referendum Projects
- ▣ 20180319 Attach TCreek additional funding BOE.pdf
- ▣ 20180319 Attach TownCrkAdvanceSite.pdf
- ▣ February Monthly Financial Statements.pdf

Request Info	
Type	Budget Amendment
Description	LIEAP Energy Program
Justification	Board Meeting 03/19/2018-Appropriate \$55,727 of additional federal low income home energy assistance funds revenues for use in the low income home energy assistance program.
Originator	Tiffany Rogers

Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr	
145310	331033	DSS-Administration	LEAP-Low/Income Energy Asst	55727	Increase	Credit	
145310	449906	DSS-Administration	DSS LIEAP	55727	Increase	Debit	

Total	
Grand Total:	111454



DIVISION OF SOCIAL SERVICES

Low-Income Home Energy Assistance (LIEAP)

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds

EFFECTIVE DATE: 12/01/2017

AUTHORIZATION NUMBER: 2

ALLOCATION PERIOD

FROM DECEMBER 2017 THRU MAY 2018 SERVICE MONTHS

FROM JANUARY 2018 THRU JUNE 2018 PAYMENT MONTHS

Current Budget \$ 380,907
Add: \$ 55,727

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	589,292.00	589,292.00	20,000.00	20,000.00	609,292.00	609,292.00
02	ALEXANDER	114,616.00	114,616.00	0.00	0.00	114,616.00	114,616.00
03	ALLEGHANY	49,953.00	49,953.00	0.00	0.00	49,953.00	49,953.00
04	ANSON	159,479.00	159,479.00	45,000.00	45,000.00	204,479.00	204,479.00
05	ASHE	108,298.00	108,298.00	20,000.00	20,000.00	128,298.00	128,298.00
06	AVERY	58,710.00	58,710.00	5,000.00	5,000.00	63,710.00	63,710.00
07	BEAUFORT	243,385.00	243,385.00	0.00	0.00	243,385.00	243,385.00
08	BERTIE	135,396.00	135,396.00	0.00	0.00	135,396.00	135,396.00
09	BLADEN	237,192.00	237,192.00	20,000.00	20,000.00	257,192.00	257,192.00
10	BRUNSWICK	386,634.00	386,634.00	50,000.00	50,000.00	436,634.00	436,634.00
11	BUNCOMBE	808,829.00	808,829.00	150,000.00	150,000.00	958,829.00	958,829.00
12	BURKE	341,288.00	341,288.00	15,000.00	15,000.00	356,288.00	356,288.00
13	CABARRUS	476,468.00	476,468.00	0.00	0.00	476,468.00	476,468.00
14	CALDWELL	305,692.00	305,692.00	5,000.00	5,000.00	310,692.00	310,692.00
15	CAMDEN	21,299.00	21,299.00	0.00	0.00	21,299.00	21,299.00
16	CARTERET	203,686.00	203,686.00	0.00	0.00	203,686.00	203,686.00
17	CASWELL	104,598.00	104,598.00	0.00	0.00	104,598.00	104,598.00
18	CATAWBA	523,165.00	523,165.00	-115,000.00	-115,000.00	408,165.00	408,165.00
19	CHATHAM	162,316.00	162,316.00	20,000.00	20,000.00	182,316.00	182,316.00
20	CHEROKEE	109,045.00	109,045.00	50,000.00	50,000.00	159,045.00	159,045.00
21	CHOWAN	72,713.00	72,713.00	0.00	0.00	72,713.00	72,713.00
22	CLAY	39,950.00	39,950.00	0.00	0.00	39,950.00	39,950.00
23	CLEVELAND	467,277.00	467,277.00	50,000.00	50,000.00	517,277.00	517,277.00
24	COLUMBUS	334,774.00	334,774.00	0.00	0.00	334,774.00	334,774.00
25	CRAVEN	357,395.00	357,395.00	40,000.00	40,000.00	397,395.00	397,395.00
26	CUMBERLAND	1,532,658.00	1,532,658.00	0.00	0.00	1,532,658.00	1,532,658.00
27	CURRITUCK	52,538.00	52,538.00	0.00	0.00	52,538.00	52,538.00
28	DARE	78,187.00	78,187.00	0.00	0.00	78,187.00	78,187.00
29	DAVIDSON	545,997.00	545,997.00	0.00	0.00	545,997.00	545,997.00
30	DAVIE	113,176.00	113,176.00	0.00	0.00	113,176.00	113,176.00
31	DUPLIN	318,055.00	318,055.00	0.00	0.00	318,055.00	318,055.00
32	DURHAM	1,036,177.00	1,036,177.00	0.00	0.00	1,036,177.00	1,036,177.00
33	EDGECOMBE	390,923.00	390,923.00	48,000.00	48,000.00	438,923.00	438,923.00
34	FORSYTH	1,369,686.00	1,369,686.00	0.00	0.00	1,369,686.00	1,369,686.00
35	FRANKLIN	225,003.00	225,003.00	20,000.00	20,000.00	245,003.00	245,003.00
36	GASTON	839,893.00	839,893.00	0.00	0.00	839,893.00	839,893.00
37	GATES	47,637.00	47,637.00	0.00	0.00	47,637.00	47,637.00
38	GRAHAM	36,644.00	36,644.00	0.00	0.00	36,644.00	36,644.00
39	GRANVILLE	188,262.00	188,262.00	0.00	0.00	188,262.00	188,262.00
40	GREENE	112,319.00	112,319.00	0.00	0.00	112,319.00	112,319.00
41	GUILFORD	1,904,390.00	1,904,390.00	0.00	0.00	1,904,390.00	1,904,390.00
42	HALIFAX	371,756.00	371,756.00	30,000.00	30,000.00	401,756.00	401,756.00
43	HARNETT	502,496.00	502,496.00	0.00	0.00	502,496.00	502,496.00
44	HAYWOOD	230,698.00	230,698.00	0.00	0.00	230,698.00	230,698.00
45	HENDERSON	290,655.00	290,655.00	30,000.00	30,000.00	320,655.00	320,655.00
46	HERTFORD	158,832.00	158,832.00	20,000.00	20,000.00	178,832.00	178,832.00
47	HOKE	252,763.00	252,763.00	40,000.00	40,000.00	292,763.00	292,763.00

Low-Income Home Energy Assistance (LIEAP)

AUTHORIZATION NUMBER: 2

		Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
	COUNTY	Federal	Total	Federal	Total	Federal	Total
48	HYDE	27,507.00	27,507.00	6,000.00	6,000.00	33,507.00	33,507.00
49	IREDELL	426,534.00	426,534.00	0.00	0.00	426,534.00	426,534.00
50	JACKSON	149,174.00	149,174.00	0.00	0.00	149,174.00	149,174.00
51	JOHNSTON	604,787.00	604,787.00	0.00	0.00	604,787.00	604,787.00
52	JONES	56,834.00	56,834.00	10,000.00	10,000.00	66,834.00	66,834.00
53	LEE	247,581.00	247,581.00	0.00	0.00	247,581.00	247,581.00
54	LENOIR	371,266.00	371,266.00	0.00	0.00	371,266.00	371,266.00
55	LINCOLN	237,091.00	237,091.00	0.00	0.00	237,091.00	237,091.00
56	MACON	123,230.00	123,230.00	10,000.00	10,000.00	133,230.00	133,230.00
57	MADISON	84,427.00	84,427.00	8,000.00	8,000.00	92,427.00	92,427.00
58	MARTIN	140,578.00	140,578.00	0.00	0.00	140,578.00	140,578.00
59	MCDOWELL	196,029.00	196,029.00	25,000.00	25,000.00	221,029.00	221,029.00
60	MECKLENBURG	3,175,514.00	3,175,514.00	-1,000,000.00	-1,000,000.00	2,175,514.00	2,175,514.00
61	MITCHELL	56,607.00	56,607.00	2,000.00	2,000.00	58,607.00	58,607.00
62	MONTGOMERY	111,567.00	111,567.00	0.00	0.00	111,567.00	111,567.00
63	MOORE	261,247.00	261,247.00	0.00	0.00	261,247.00	261,247.00
64	NASH	413,824.00	413,824.00	0.00	0.00	413,824.00	413,824.00
65	NEW HANOVER	742,485.00	742,485.00	0.00	0.00	742,485.00	742,485.00
66	NORTHAMPTON	142,654.00	142,654.00	50,000.00	50,000.00	192,654.00	192,654.00
67	ONslow	567,953.00	567,953.00	0.00	0.00	567,953.00	567,953.00
68	ORANGE	341,411.00	341,411.00	0.00	0.00	341,411.00	341,411.00
69	PAMLICO	42,670.00	42,670.00	20,000.00	20,000.00	62,670.00	62,670.00
70	PASQUOTANK	177,396.00	177,396.00	0.00	0.00	177,396.00	177,396.00
71	PENDER	214,428.00	214,428.00	0.00	0.00	214,428.00	214,428.00
72	PERQUIMANS	58,174.00	58,174.00	0.00	0.00	58,174.00	58,174.00
73	PERSON	156,194.00	156,194.00	0.00	0.00	156,194.00	156,194.00
74	PITT	916,299.00	916,299.00	0.00	0.00	916,299.00	916,299.00
75	POLK	57,557.00	57,557.00	0.00	0.00	57,557.00	57,557.00
76	RANDOLPH	509,081.00	509,081.00	0.00	0.00	509,081.00	509,081.00
77	RICHMOND	336,970.00	336,970.00	15,000.00	15,000.00	351,970.00	351,970.00
78	ROBESON	1,028,308.00	1,028,308.00	0.00	0.00	1,028,308.00	1,028,308.00
79	ROCKINGHAM	378,483.00	378,483.00	0.00	0.00	378,483.00	378,483.00
80	ROWAN	524,394.00	524,394.00	0.00	0.00	524,394.00	524,394.00
81	RUTHERFORD	294,010.00	294,010.00	0.00	0.00	294,010.00	294,010.00
82	SAMPSON	339,889.00	339,889.00	0.00	0.00	339,889.00	339,889.00
83	SCOTLAND	256,449.00	256,449.00	0.00	0.00	256,449.00	256,449.00
84	STANLY	213,395.00	213,395.00	25,000.00	25,000.00	238,395.00	238,395.00
85	STOKES	149,602.00	149,602.00	0.00	0.00	149,602.00	149,602.00
86	SURRY	296,374.00	296,374.00	12,000.00	12,000.00	308,374.00	308,374.00
87	SWAIN	50,610.00	50,610.00	5,000.00	5,000.00	55,610.00	55,610.00
88	TRANSYLVANIA	111,663.00	111,663.00	0.00	0.00	111,663.00	111,663.00
89	TYRRELL	23,089.00	23,089.00	4,000.00	4,000.00	27,089.00	27,089.00
90	UNION	457,622.00	457,622.00	0.00	0.00	457,622.00	457,622.00
91	VANCE	281,451.00	281,451.00	175,000.00	175,000.00	456,451.00	456,451.00
92	WAKE	2,202,979.00	2,202,979.00	0.00	0.00	2,202,979.00	2,202,979.00
93	WARREN	117,492.00	117,492.00	20,000.00	20,000.00	137,492.00	137,492.00
94	WASHINGTON	76,096.00	76,096.00	15,000.00	15,000.00	91,096.00	91,096.00
95	WATAUGA	173,466.00	173,466.00	0.00	0.00	173,466.00	173,466.00
96	WAYNE	591,915.00	591,915.00	0.00	0.00	591,915.00	591,915.00
97	WILKES	290,851.00	290,851.00	5,000.00	5,000.00	295,851.00	295,851.00
98	WILSON	387,790.00	387,790.00	0.00	0.00	387,790.00	387,790.00
99	YADKIN	122,705.00	122,705.00	0.00	0.00	122,705.00	122,705.00
100	YANCEY	76,713.00	76,713.00	30,000.00	30,000.00	106,713.00	106,713.00
150	Jackson Indian	0.00	0.00	0.00	0.00	0.00	0.00
187	Swain Indian	0.00	0.00	0.00	0.00	0.00	0.00
Total		\$ 36,402,610.00	\$ 36,402,610.00	\$ -	\$ -	\$ 36,402,610.00	\$ 36,402,610.00

Low-Income Home Energy Assistance (LIEAP) AUTHORIZATION NUMBER: 2

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds Block Grant

CFDA Number: 93.568

CFDA Name: Low-Income Home Energy Assistance

Award Name: Low-Income Home Energy Assistance

Award Number: G17B1NCLIEA & G18B1NCLIEA

Award Date: FFY 2017 & 2018

Federal Agency: DHHS/ACF

GRANT INFORMATION: This represents 100% federal dollars.

These funds are reallocated LIHEAP funds from the county's current balances to assist with other counties that have exhausted their current allocation.

XS411 Heading: LIHEAP

Tracked on XS411: Federal Share 100%

OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

AUTHORIZED SIGNATURE



DATE:

February 26, 2018

GRANT AGREEMENT

STATE AID TO AIRPORTS

AIRPORT: **CAPE FEAR REGIONAL**

BETWEEN

THE N. C. DEPARTMENT OF TRANSPORTATION,
AN AGENCY OF THE STATE OF NORTH CAROLINA

AND

PROJECT NO: **36244.58.10.2**

BRUNSWICK COUNTY

This Agreement made and entered into this the _____ day of _____, 20____, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and **BRUNSWICK COUNTY**, the public agency owning the **CAPE FEAR REGIONAL JETPORT** (hereinafter referred to as "Sponsor").

WITNESSETH

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties, and public airport authorities of North Carolina for the purpose of planning, acquiring, and improving municipal, county, and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **FEBRUARY 14, 2018** to the Department for State Financial Aid for the **CAPE FEAR REGIONAL JETPORT**; and

WHEREAS, a grant in the amount of **\$2,000,000** not to exceed **100 percent** of the non-federal share of the final, eligible project costs has been approved subject to the conditions and limitations herein; and

WHEREAS, the Grant of State Airport Aid funds will be used for the following approved Project (if a federal aid project, this scope shall also include any modifications thereto by the Federal Aviation Administration):

NEW WEST TERMINAL BUILDING (construction)

WHEREAS, pursuant to NC GS 63-68 (2), using one hundred percent (100%) State funding the Department of Transportation may, in its discretion, conduct safety projects or programs to improve the safety and planning of the air transportation system.

NOW THEREFORE, the Sponsor and Department do mutually hereby agree as follows:

1) That the Sponsor shall promptly undertake the Project and complete all work on the Project prior to the **1st** day of **JULY 2022**, unless a written extension of time is granted by the Department.

2) Work performed under this Agreement shall conform to the approved project description. Any amendments to, or modification of, the scope and terms of this Agreement shall be in the form of a Modified Agreement mutually executed by the Sponsor and the Department, except that an extension of time may be granted by the Department by written notice to the Sponsor.

3) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and sub recipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.

4) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of the Grant.

5) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.

6) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook, unless the Department issues a written waiver.

7) The Sponsor agrees to comply with the "Sponsor's Assurances" contained as a part of this Agreement.

8) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

NCDOT SEAL

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

BY: _____

Deputy Secretary for Multi-Modal Transportation

ATTEST: _____

SPONSOR:

SPONSOR SEAL

Signed: _____

Title: _____

Attest: _____

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public in and for the State aforesaid, do hereby certify that
_____ personally came before me this day and
acknowledged that he is _____ of the _____
(Title) (Sponsor)
(hereinafter referred to as "Sponsor" and by authority duly given and as an act of said Sponsor, the foregoing instrument was
signed by him, attested by _____ of the Sponsor,
(Name and Title)

And the Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the _____ day of _____
20____.

Notary Public (Signature)

My Commission expires: _____

SEAL

RESOLUTION

A motion was made by _____ and seconded by

(Name and Title)

_____ for the adoption of the following resolution, and

(Name and Title)

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of **\$2,000,000** has been approved by the Department based on total estimated cost of **\$2,000,000**; and

WHEREAS, an amount equal to or greater than **zero percent (0%)** of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE _____

(Title)

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

I, _____ of the

(Name and Title)

_____ do hereby certify that the above

(Sponsor)

is a true and correct copy of an excerpt from the minutes of the

_____ of a meeting

(Sponsor)

duly and regularly held on the _____ day of _____, 20_____.

This, the _____ day of _____, 20_____.

SPONSOR SEAL

Signed: _____

Title: _____

Of The: _____

SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook.

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE\WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
 - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
 - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.

Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer's Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
 - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
 - b. Technical Specifications – electronic copies: MS Word File and PDF format
 - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

B-12. The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

NCDOT Title VI Assurance (1050.2A, Appendices A & E)

i. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the

exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- ii. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

NCDOT Title VI Nondiscrimination Program (23 CFR 200.5(p))

The North Carolina Department of Transportation (NCDOT) has assured the US DOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, (or religion, where applicable) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

- i. During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. (*USDOJ Title VI Legal Manual, VI(F)*)
- ii. Subrecipients (e.g. cities, counties, LGAs, MPO/RPOs) may be required to prepare and submit a Title VI Program to NCDOT, which may include Title VI Nondiscrimination Assurances and/or agreements. Subrecipients must also ensure that their contractors and subrecipients comply with Title VI. (23 CFR 200.9(b)(7)) Contractors and subrecipients comply with Title VI. (*23 CFR 200.9(b)(7)*)
- iii. If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (23 CFR 200.9(b)(15))

SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/wh/eop/omb), the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

(1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.

(2) The Project has received an appropriate environmental finding.

(3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:

a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List

b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.

(4) Additional information shall be provided as requested.

(5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.

(6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Revised 10/18/2017

GRANT AGREEMENT

STATE AID TO AIRPORTS

AIRPORT: **CAPE FEAR REGIONAL**

BETWEEN

THE N. C. DEPARTMENT OF TRANSPORTATION,
AN AGENCY OF THE STATE OF NORTH CAROLINA

AND

PROJECT NO: **36244.58.10.3**

BRUNSWICK COUNTY

This Agreement made and entered into this the _____ day of _____, 20____, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and **BRUNSWICK COUNTY**, the public agency owning the **CAPE FEAR REGIONAL JETPORT** (hereinafter referred to as "Sponsor").

WITNESSETH

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties, and public airport authorities of North Carolina for the purpose of planning, acquiring, and improving municipal, county, and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **FEBRUARY 20, 2018** to the Department for State Financial Aid for the **CAPE FEAR REGIONAL JETPORT**; and

WHEREAS, a grant in the amount of **\$460,982** not to exceed **90 percent** of the non-federal share of the final, eligible project costs has been approved subject to the conditions and limitations herein; and

WHEREAS, the Grant of State Airport Aid funds will be used for the following approved Project (if a federal aid project, this scope shall also include any modifications thereto by the Federal Aviation Administration):

NEW WEST TERMINAL BUILDING (construction) 2

NOW THEREFORE, the Sponsor and Department do mutually hereby agree as follows:

1) That the Sponsor shall promptly undertake the Project and complete all work on the Project prior to the **1st** day of **JULY 2020**, unless a written extension of time is granted by the Department.

2) Work performed under this Agreement shall conform to the approved project description. Any amendments to, or modification of, the scope and terms of this Agreement shall be in the form of a Modified Agreement mutually executed by the Sponsor and the Department, except that an extension of time may be granted by the Department by written notice to the Sponsor.

3) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and sub recipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.

4) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of the Grant.

5) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.

6) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook, unless the Department issues a written waiver.

7) The Sponsor agrees to comply with the "Sponsor's Assurances" contained as a part of this Agreement.

8) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

NCDOT SEAL

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

BY: _____

Deputy Secretary for Multi-Modal Transportation

ATTEST: _____

SPONSOR:

SPONSOR SEAL

Signed: _____

Title: _____

Attest: _____

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public in and for the State aforesaid, do hereby certify that
_____ personally came before me this day and
acknowledged that he is _____ of the _____
(Title) (Sponsor)
(hereinafter referred to as "Sponsor" and by authority duly given and as an act of said Sponsor, the foregoing instrument was
signed by him, attested by _____ of the Sponsor,
(Name and Title)

And the Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the _____ day of _____
20____.

Notary Public (Signature)

My Commission expires: _____

SEAL

RESOLUTION

A motion was made by _____ and seconded by

(Name and Title)

_____ for the adoption of the following resolution, and

(Name and Title)

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of **\$460,982** has been approved by the Department based on total estimated cost of **\$512,203**; and

WHEREAS, an amount equal to or greater than **ten percent (10%)** of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE _____

(Title)

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

I, _____ of the

(Name and Title)

_____ do hereby certify that the above

(Sponsor)

is a true and correct copy of an excerpt from the minutes of the

_____ of a meeting

(Sponsor)

duly and regularly held on the _____ day of _____, 20_____.

This, the _____ day of _____, 20_____.

SPONSOR SEAL

Signed: _____

Title: _____

Of The: _____

SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook.

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE\WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
 - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
 - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.

Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer's Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
 - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
 - b. Technical Specifications – electronic copies: MS Word File and PDF format
 - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

B-12. The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

NCDOT Title VI Assurance (1050.2A, Appendices A & E)

i. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the

exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- ii. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

NCDOT Title VI Nondiscrimination Program (23 CFR 200.5(p))

The North Carolina Department of Transportation (NCDOT) has assured the US DOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, (or religion, where applicable) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

- i. During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. (*USDOJ Title VI Legal Manual, VI(F)*)
- ii. Subrecipients (e.g. cities, counties, LGAs, MPO/RPOs) may be required to prepare and submit a Title VI Program to NCDOT, which may include Title VI Nondiscrimination Assurances and/or agreements. Subrecipients must also ensure that their contractors and subrecipients comply with Title VI. (23 CFR 200.9(b)(7)) Contractors and subrecipients comply with Title VI. (23 CFR 200.9(b)(7))
- iii. If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (23 CFR 200.9(b)(15))

SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/wh/eop/omb), the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

(1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.

(2) The Project has received an appropriate environmental finding.

(3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:

a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List

b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.

(4) Additional information shall be provided as requested.

(5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.

(6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Revised 10/18/2017

COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
Airport Grants Program
Amended (438157)

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Airport Grants Capital Projects Fund:

Airport Grant Project Fund:

Revenues:

36237.45.13.2	3,031,885
36237.45.14.1	449,252
36237.45.15.2	938,613
36237.45.16.1	150,000
36244.58.4.1	62,000
36237.45.10.2	513,265
36237.45.10.3	409,235
36237.45.10.1	150,000
36244.58.5.1	2,853,811
36237.45.11.1	288,401
36244.58.6.1	2,814,516
36237.45.10.4	172,359
36237.45.13.1	229,592
36244.58.7.1	85,000
36237.45.15.1	201,656
46333.1.1	117,112
46333.2.1	251,281
36244.58.8.3	1,762,836
36244.58.10.1	1,276,182
36244.58.10.2	2,000,000
36244.58.10.3	460,982
36244.58.9.1	800,000
Transfer from General Fund	914,564
Total Airport Grant Capital Project Fund Revenues	\$ 19,932,542

Expenditures:

36237.45.13.2	3,031,885
36237.45.14.1	449,252
36237.45.15.2	938,613
36237.45.16.1	150,000
36244.58.4.1	62,000
36237.45.10.2	528,873
36237.45.10.3	409,235
36237.45.10.1	150,000
36244.58.5.1	2,853,811
36237.45.11.1	288,401
36244.58.6.1	2,814,516
36237.45.10.4	172,359
36237.45.13.1	229,592
36244.58.7.1	85,000
36237.45.15.1	209,467
46333.1.1	117,112
46333.2.1	251,281
36244.58.8.3	1,930,516
36244.58.10.1	1,345,248
36244.58.10.2	2,000,000
36244.58.9.1	888,888
36244.58.10.3	512,203
Miscellaneous Expense	102,418
Land	411,872

Total Airport Grant Capital Project Fund Expenditures

19,932,542

Section 2. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$	914,564
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Section 3. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contribution to Capital Project Fund	\$	914,564
--------------------------------------	----	---------

Section 4. This Capital Project Ordinance shall be entered into the minutes of the March 19, 2018 meeting of the Brunswick County Board of Commissioners.

Request Info	
Type	Budget Amendment
Description	Airport Grant 10.2 and 10.3
Justification	Board Meeting 03/19/2018-The grant and local match were approved on the February 5, 2018 Board of Commissioners meeting. NC Department of Transportation split the grant into two grants in order to simplify processing of reimbursements and paperwork due to the differing local match requirements. Transfer \$512,203 of funding to new airport grant 36244.58.10.3 to accurately reflect the changes from NCDOT-Aviation Division.
Originator	Tiffany Rogers

Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr		
438157	332113	Airport Grants	State Rev-36244.58.10.2	-460982	Decrease	Debit		
438157	332114	Airport Grants	State Rev-36244.58.10.3	460982	Increase	Credit		
438157	449834	Airport Grants	36244.58.10.3	512203	Increase	Debit		
438157	449833	Airport Grants	36244.58.10.2	-512203	Decrease	Credit		

Total	
Grand Total:	0



BRUNSWICK COUNTY SCHOOLS

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☐ Consent Agenda
☒ Action Agenda
☐ Discussion Agenda
☐ Information Item

Date: March 2, 2018
To: Colonel Les Tubb, Superintendent of Brunswick County Schools
From: Sue Rutledge, Chief Operations Officer
Subject: Phase I Bond Projects – Budget Updates

BACKGROUND

Construction Bid Packages for are being prepared for the first major projects to be funded by bonds passed in the 2016 referendum. Projects slated to bid during the second quarter of calendar year 2018 are: Town Creek Elementary 6-Classroom Addition; a new middle school adjacent to Town Creek Elementary; Lincoln Elementary 6-Classroom Addition and Athletic Field Houses at high schools.

CURRENT BUDGET STATUS

The following is a summary of estimated rounded costs for the major Phase I 2016 Bond Projects. Staff is requesting additional funds from capital reserves for two projects and direction on an alternate at the new middle school.

Project	Budget	Requested Increase	Factors
Lincoln Elementary Addition	\$4,000,000	\$0	--
High School Athletics	\$11,340,500	\$0	--
Town Creek Elementary	\$2,400,000	\$340,000	Unanticipated code required work and site work.
New Middle School	\$24,500,000	\$1,500,000	Increase capacity, unsuitable soils, grade adjustment and water pressure
New Middle School	0	\$1,000,000	Gym/Stage enlargement
TOTAL		\$2,840,000	

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ATHLETIC IMPROVEMENTS – HIGH SCHOOLS - BOND AMOUNT \$11,340,500

Estimated project costs fall within the budget.

Requested Additional Funding for Athletics is \$0.

TOWN CREEK ELEMENTARY SCHOOL – BOND AMOUNT \$2,400,000

The current project estimate is \$2,740,000. Factors contributing to increased cost are: addition of a vestibule and a four hour fire wall to meet code requirements and site work.

Requested Additional Funding For TCE IS\$340,000.

TOWN CREEK MIDDLE SCHOOL – BOND AMOUNT \$24,500,000

The middle school, originally planned as an 80,000 square foot 475 student school, was enlarged to 86,835 square feet during design. Increased capacity allows for 575 students with sufficient core capacity to add four future classrooms. The current project estimate is \$26,000,000, representing a cost increase of \$1,500,000.

It is important to note the majority of this cost increase is related to subsurface conditions. Additional work is: removal of unsuitable soil; importing suitable fill dirt; raising grade of the facility to accommodate seasonal high water table; adding subsurface drains to address seismic code requirements; an expanded vehicle stacking loop to improve traffic flow past the elementary school.

Building (vertical construction) cost is lower than expected. This helps offset some of the required additional funding.

Enlarged Gym/Stage Alternate:

Currently adding a performing arts stage which includes additional seating to the gymnasium will cost \$1,000,000. Estimated cost to add the enlarged gym/stage at a later date will increase that cost to approximately \$1,600,000. Adding the addition later also fails to take advantage of an improved floor plan layout for the gym.

Requested Additional Funding for middle school site work is \$1,500,000.

Requested Additional Funding for middle school gym/stage enlargement is \$1,000,000.

RECOMMENDATIONS

Staff recommends the Board approve a supplement to the available Bond funds by an amount of \$2,840,000 from the system’s capital reserve funds. Approval of the funds will cover the estimated increased construction cost and allow for construction of the enlarged gym/stage at the new middle school. The system’s Chief Financial Officer concurs with this recommendation.

Requested Total Additional Funding is\$2,840,000.



BRUNSWICK COUNTY SCHOOLS

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<input type="checkbox"/>	Consent Agenda
<input checked="" type="checkbox"/>	Action Agenda
<input type="checkbox"/>	Discussion Agenda
<input type="checkbox"/>	Information Item

Date: March 2, 2018

To: Colonel Les Tubb, Superintendent Brunswick County Schools

From: Sue Rutledge, Chief Operations Officer

Subject: Request for Advance Funding for Site Work – Town Creek

BACKGROUND

Construction Bid Packages for the Town Creek Elementary 6-Classroom Addition and the new middle school at Town Creek are being prepared for advertisement. Project funding will be available July 2018.

CURRENT STATUS

Subsurface conditions on the new middle school site require undercutting poor soil and importing suitable replacement fill. Additionally, even without undercutting - fill is required to raise the grade at the middle school site to accommodate the seasonal high water table. Trucking operations to address these issues is projected to take 42 days (17,000 cubic yards of removal and 30,000 cubic yards of import). To eliminate the potential of heavy construction traffic mixing with bus and car-rider drop-off a separate site work package is recommended so earth work can begin in June 2018. This package would fund rough grading at both sites, removal of unsuitable soil and import of required fill at middle school, erosion control and rough drainage. The cost is estimated at \$2,100,000.

RECOMMENDATION

Staff recommends that the Board approve advancing \$2,100,000 from reserves to be reimbursed July 1, 2018 from funds available in the 2016 Bond funding. The Chief Finance Officer is aware of and supports this recommendation.



Request Info	
Type	Budget Amendment
Description	Advanced Funding Bonds
Justification	Board Meeting 03/19/2018-Transfer \$2,000,000 of Sales Tax Contingency and \$100,000 of Ad valorem contingency funding to the Revenue Bonds Project for advanced funding and later reimbursement from bond funds.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
428006	398110	School Capital Projects	Trans Frm General Fund	-2100000	Decrease	Debit
428006	499103	School Capital Projects	Ad Valorem Contingency	-100000	Decrease	Credit
428006	499104	School Capital Projects	Sales Tax Contingency	-2000000	Decrease	Credit

Total	
Grand Total:	-4200000

Request Info	
Type	Budget Amendment
Description	Town Creek Subsurface Funds
Justification	Board Meeting 03/19/2018-Transfer \$2,000,000 of Sales Tax Contingency and \$100,000 of Ad valorem contingency funding to the Revenue Bonds Project for advanced funding and later reimbursement from bond funds.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
428217	398110	2016 Bond Referendum Projects	Trans Frm General Fund	2100000	Increase	Credit
428217	464002	2016 Bond Referendum Projects	Construction	2100000	Increase	Debit

Total	
Grand Total:	4200000

Request Info	
Type	Budget Amendment
Description	2016 Bond Project Funding
Justification	Board Meeting 03/19/2018-Transfer \$2,840,000 from Ad Valorem Contingency to 2016 Referendum Bond Project for increased cost estimates. Note this amount is not advanced and will not be reimbursed from bond funds.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
428006	398110	School Capital Projects	Trans Frm General Fund	-2840000	Decrease	Debit
428006	499103	School Capital Projects	Ad Valorem Contingency	-2840000	Decrease	Credit

Total	
Grand Total:	-5680000

Request Info	
Type	Budget Amendment
Description	2016 Bond Project Funding
Justification	Board Meeting 03/19/2018-Transfer \$2,840,000 from Ad Valorem Contingency to 2016 Referendum Bond Project for increased cost estimates. Note this amount is not advanced and will not be reimbursed from bond funds.
Originator	Tiffany Rogers

Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr	
428217	398110	2016 Bond Referendum Projects	Trans Frm General Fund	2840000	Increase	Credit	
428217	464002	2016 Bond Referendum Projects	Construction	2840000	Increase	Debit	

Total	
Grand Total:	5680000

COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
Brunswick County Schools Capital Project
(428006)

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Schools Capital Projects Fund:

Brunswick County Schools Capital Project

Revenues:

NC Education Lottery	7,082,039
Investment Earnings	9,907
Transfer from General Fund	24,868,999
Transfer from Special SCRS PRC495	3,628,226
Transfer SCRS PRC077	13,832,255
Fund Balance Appropriated	6,542,506
Total School Capital Project Fund Revenues	\$ 55,963,932

Expenditures:

PRC 495 Excess Ad Valorem	17,964,914
PRC 077 Local Option Sales Tax	28,513,681
GF Hold Harmless Medicaid Swap	372,871
Proc NC Education Lottery Expense	7,082,039
Transfer to General Fund	314,013
Ad Valorem Contingency	1,702,860
Sales Tax Contingency	13,554
Total School Capital Project Fund Expenditures	\$ 55,963,932

Section 2. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$ 24,868,999
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Section 3. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contribution to Capital Project Fund	\$ 24,868,999
--------------------------------------	---------------

Section 4. This Capital Project Ordinance shall be entered into the minutes of the March 19, 2018 meeting of the Brunswick County Board of Commissioners.

COUNTY OF BRUNSWICK, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE
Bond Referendum Projects
(428217)

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Schools Capital Projects Fund:

Bond Referendum Projects

Revenues:

Transfer from General Fund	6,640,000
Total School Capital Project Fund Revenues	\$ 6,640,000

Expenditures:

Salary & Wages	120,000
Arch/Eng/Legal	800,000
Construction	<u>5,720,000</u>
Total School Capital Project Fund Expenditures	\$ 6,640,000

Section 2. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$ 6,640,000
----------------------------	--------------

Section 3. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contribution to Capital Project Fund	\$ 6,640,000
--------------------------------------	--------------

Section 4. This Capital Project Ordinance shall be entered into the minutes of the March 19, 2017 meeting of the Brunswick County Board of Commissioners.



BRUNSWICK COUNTY SCHOOLS

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☐ Consent Agenda
☒ Action Agenda
☐ Discussion Agenda
☐ Information Item

Date: March 2, 2018
To: Colonel Les Tubb, Superintendent of Brunswick County Schools
From: Sue Rutledge, Chief Operations Officer
Subject: Phase I Bond Projects – Budget Updates

BACKGROUND

Construction Bid Packages for are being prepared for the first major projects to be funded by bonds passed in the 2016 referendum. Projects slated to bid during the second quarter of calendar year 2018 are: Town Creek Elementary 6-Classroom Addition; a new middle school adjacent to Town Creek Elementary; Lincoln Elementary 6-Classroom Addition and Athletic Field Houses at high schools.

CURRENT BUDGET STATUS

The following is a summary of estimated rounded costs for the major Phase I 2016 Bond Projects. Staff is requesting additional funds from capital reserves for two projects and direction on an alternate at the new middle school.

Project	Budget	Requested Increase	Factors
Lincoln Elementary Addition	\$4,000,000	\$0	--
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TOTAL		\$2,840,000	

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ATHLETIC IMPROVEMENTS – HIGH SCHOOLS - BOND AMOUNT \$11,340,500
Estimated project costs fall within the budget.

Requested Additional Funding for Athletics is \$0.

TOWN CREEK ELEMENTARY SCHOOL – BOND AMOUNT \$2,400,000
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Requested Additional Funding for middle school site work is \$1,500,000.
Requested Additional Funding for middle school gym/stage enlargement is \$1,000,000.

RECOMMENDATIONS

Staff recommends the Board approve a supplement to the available Bond funds by an amount of \$2,840,000 from the system’s capital reserve funds. Approval of the funds will cover the estimated increased construction cost and allow for construction of the enlarged gym/stage at the new middle school. The system’s Chief Financial Officer concurs with this recommendation.

Requested Total Additional Funding is \$2,840,000.



BRUNSWICK COUNTY SCHOOLS

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<input type="checkbox"/>	Consent Agenda
<input checked="" type="checkbox"/>	Action Agenda
<input type="checkbox"/>	Discussion Agenda
<input type="checkbox"/>	Information Item

Date: March 2, 2018

To: Colonel Les Tubb, Superintendent Brunswick County Schools

From: Sue Rutledge, Chief Operations Officer

Subject: Request for Advance Funding for Site Work – Town Creek

BACKGROUND

Construction Bid Packages for the Town Creek Elementary 6-Classroom Addition and the new middle school at Town Creek are being prepared for advertisement. Project funding will be available July 2018.

CURRENT STATUS

Subsurface conditions on the new middle school site require undercutting poor soil and importing suitable replacement fill. Additionally, even without undercutting - fill is required to raise the grade at the middle school site to accommodate the seasonal high water table. Trucking operations to address these issues is projected to take 42 days (17,000 cubic yards of removal and 30,000 cubic yards of import). To eliminate the potential of heavy construction traffic mixing with bus and car-rider drop-off a separate site work package is recommended so earth work can begin in June 2018. This package would fund rough grading at both sites, removal of unsuitable soil and import of required fill at middle school, erosion control and rough drainage. The cost is estimated at \$2,100,000.

RECOMMENDATION

Staff recommends that the Board approve advancing \$2,100,000 from reserves to be reimbursed July 1, 2018 from funds available in the 2016 Bond funding. The Chief Finance Officer is aware of and supports this recommendation.



COUNTY OF BRUNSWICK NORTH CAROLINA

***MONTHLY FINANCIAL STATEMENTS
(UNAUDITED)***

FOR THE PERIOD ENDED FEBRUARY 28, 2018



COUNTY OF BRUNSWICK, NORTH CAROLINA
Monthly Financial Statements

TABLE OF CONTENTS

<u>Exhibit</u>		<u>Pages</u>
	FINANCIAL SECTION	
	Summary Information for General and Enterprise Funds	1
	Financial Statements:	
C	Balance Sheet - Governmental Funds	2
D	Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	3
F	Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	4
<u>Schedule</u>		
	MAJOR GOVERNMENTAL FUNDS:	
A-1	Schedule of Revenues and Expenditures - Budget and Actual and Changes in Fund Balance -General Fund	5-13
A-2	Schedule of Revenues and Expenditures - Budget and Actual - County Capital Projects Fund	14
A-3	Schedule of Revenues and Expenditures - Budget and Actual - Education Capital Project Fund	15
	NON MAJOR GOVERNMENTAL FUNDS:	
B-1	Combining Balance Sheet - Non Major Special Revenue Governmental Funds	16
B-2	Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Non Major Special Revenue Governmental Funds	17
B-3	Schedule of Revenues and Expenditures - Budget and Actual and Changes in Fund Balance - Emergency Telephone System Fund	18
B-4	Schedule of Revenues and Expenditures - Budget and Actual - Grant Project Fund	19
B-5	Schedule of Revenues and Expenditures - Budget and Actual and Changes in Fund Balance - Register of Deeds Technology Enhancement Fund	20

COUNTY OF BRUNSWICK, NORTH CAROLINA
Monthly Financial Statements

TABLE OF CONTENTS

<u>Schedule</u>		<u>Pages</u>
MAJOR ENTERPRISE FUNDS:		
C-1	Combining Balance Sheet - Water Fund (Non-GAAP)	21
C-2	Schedule of Revenues and Expenditures - Budget and Actual - Water System Operating Fund (Non-GAAP)	22
C-3	Schedule of Revenues and Expenditures - Budget and Actual - Water Capital Project Funds (Non-GAAP)	23
D-1	Combining Balance Sheet - Wastewater Fund (Non-GAAP)	24
D-2	Schedule of Revenues and Expenditures - Budget and Actual - Wastewater Fund (Non-GAAP)	25
D-3	Schedule of Revenues and Expenditures - Budget and Actual Wastewater Capital Project Funds (Non-GAAP)	26
NON MAJOR ENTERPRISE FUNDS:		
INTERNAL SERVICE FUND		
E-1	Schedule of Revenues and Expenditures - Financial Plan and Actual and Changes in Fund Balance- Workers' Compensation Internal Service Fund (Non-GAAP)	27
E-2	Schedule of Revenues and Expenditures - Financial Plan and Actual and Changes in Fund Balance- Health Internal Service Fund (Non-GAAP)	28
OTHER INFORMATIONAL REPORTS:		
	Summary of Cash and Investments	29-30
	Summary Information of Revenues and Expenditures	31
	Ad Valorem and Motor Vehicle Tax Revenues	32
	Local Option Sales Tax Revenues	33
	Water Fund Revenues	34-36
	Wastewater Fund Revenues	37-38
	Water and Wastewater Number of Customers	39

Summary Information for General and Enterprise Funds as of February 28, 2018:

General Fund:

- Total revenues for the General Fund are \$153.5 million for an increase of \$3.4 million or 2.2% over the same period in the prior year. Ad Valorem taxes have increased \$4.5 million or 4.0%, Deed Stamp excise taxes have increased \$0.6 million or 30.3% while sales tax has increased 8.7% or \$1.0 million. This increase is offset by daycare state revenues that have decreased 1.9 million or 83.0% under the same period in the prior year. This is a result of the state moving to direct paying the daycare providers. Total revenues collected are 84.5% of the amended budget for the fiscal year.
- Total expenditures for the General Fund are \$110.3 million and are 59.9% of the current budget. Total expenditures are more than the expenditures of the same period in the prior year by \$5.0 million or 4.8%. This is a result of a \$0.5 million one time capital outlay purchase in environmental protection, \$1.6 million or 6.4% increase in public safety, and \$1.5 million or 5.5% increase in education which is driven by the increase in property tax. Debt service has also increased due to the early redemption of the 2018 maturity of the 2007B GO Bonds saving the county \$38.8 thousand.
- Net transfers to other funds are \$2.2 million compared to \$9.4 million transfers out for the same period of the prior year. The transfers were to fund various county capital projects.
- Revenues are more than expenditures and net transfers by \$41.5 million for the current period end compared to more than by \$35.4 million at the end of the same period of the prior year.

Water Fund:

- Total revenues for the Water Fund increased 7.4% over the same period in the prior year to \$17.3 million. Wholesale water sales increased 10.8% or 0.4 million and industrial water sales increased \$0.3 million or 24.6% over the same period in the prior year mainly due to PPI rate change. Total revenues are 78.4% of the amended budget for the fiscal year.
- Total expenditures for the Water Fund are \$11.8 million and are 58.6% of current budget. Total expenditures as compared to the expenditures of the same period in the prior year increased minimally \$0.4 million or 3.9%.
- Net transfers to water capital projects of \$0.6 million decreased compared to transfers of \$5.7 million in the same period of the prior year. The transfers were to fund various water capital projects.
- Revenues are greater than expenditures and net transfers by \$4.9 million compared to less than by \$0.9 million in the same period of the prior year.

Wastewater Fund:

- Total revenues for the Wastewater Fund increased 9.5% over the same period in the prior year to \$15.4 million. Retail wastewater sales slightly increased to \$6.6 million in comparison with the prior year of \$6.2 million while capital recovery revenue increased by \$0.6 million or 40.0%. Total revenues are 69.0% of the amended budget for the fiscal year.
- Total expenditures for the Wastewater Fund remained consistent with a minimal increase over the same period in the prior year to \$9.6 million. Total expenditures are 34.1% of the budget for the fiscal year.
- Net transfers from wastewater capital projects of \$0.8 million increased compared to net transfers out of \$0.5 million in the same period of the prior year. The transfers were to fund various wastewater capital projects.
- Revenues are more than expenditures and net transfers by \$6.6 million compared to more than expenditures by \$4.2 million in the same period of the prior year.

COUNTY OF BRUNSWICK, NORTH CAROLINA

BALANCE SHEET - GOVERNMENTAL FUNDS

FEBRUARY 28, 2018

	Major Funds				
	General	County Capital Project	Education Capital Project	Non Major Governmental Funds	Total Governmental Funds
Assets:					
Cash and cash equivalents/investments	\$ 117,805,036	\$ 20,213,537	\$ 10,142,812	\$ 1,961,732	\$ 150,123,117
Restricted cash and investments	1,670,719	-	168,945	-	1,839,664
Interest receivable	17,398	4,084	2,012	369	23,863
Taxes receivable - net	4,755,551	-	-	-	4,755,551
Receivables - net	950,054	-	-	10,517	960,571
Other governmental agencies	399,891	56,802	-	-	456,693
Prepaid expenditures	64,000	-	-	-	64,000
Total assets	<u>\$ 125,662,649</u>	<u>\$ 20,274,423</u>	<u>\$ 10,313,769</u>	<u>\$ 1,972,618</u>	<u>\$ 158,223,459</u>
Liabilities:					
Accounts payable and other liabilities	<u>\$ 4,415,710</u>	<u>\$ 237,295</u>	<u>\$ -</u>	<u>\$ 19,051</u>	<u>\$ 4,672,056</u>
Deferred Inflows of Resources:	<u>6,166,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,166,592</u>
Fund Balances:					
Nonspendable	64,000	-	-	-	64,000
Restricted:					
Stabilization by State Statute	8,264,637	-	-	10,886	8,275,523
Restricted - other	4,062,946	-	168,945	1,954,053	6,185,944
Committed	214,566	20,037,128	10,144,824	-	30,396,518
Assigned	1,704,369	-	-	-	1,704,369
Unassigned	100,769,829	-	-	(11,372)	100,758,457
Total fund balances	<u>115,080,347</u>	<u>20,037,128</u>	<u>10,313,769</u>	<u>1,953,567</u>	<u>147,384,811</u>
Total liabilities, deferred inflow of resources and fund balances	<u>\$ 125,662,649</u>	<u>\$ 20,274,423</u>	<u>\$ 10,313,769</u>	<u>\$ 1,972,618</u>	<u>\$ 158,223,459</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES - GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2018

	Major Funds			Non Major	Total
	General	County Capital Project	Education Capital Project	Governmental Funds	Governmental Funds
Revenues:					
Ad valorem taxes	\$ 117,115,413	\$ -	\$ -	\$ -	\$ 117,115,413
Local option sales taxes	12,995,911	-	-	-	12,995,911
Other taxes and licenses	3,738,979	-	-	-	3,738,979
Unrestricted intergovernmental revenues	120,913	-	-	-	120,913
Restricted intergovernmental revenues	8,848,351	603,923	-	643,961	10,096,235
Permits and fees	2,930,125	-	-	103,725	3,033,850
Sales and services	6,757,281	-	-	-	6,757,281
Investment earnings	253,730	64,621	32,914	5,625	356,890
Other	729,040	-	-	-	729,040
Total revenues	<u>153,489,743</u>	<u>668,544</u>	<u>32,914</u>	<u>753,311</u>	<u>154,944,512</u>
Expenditures:					
Current:					
General government	7,366,392	-	-	268,306	7,634,698
Public safety	26,192,712	500	-	427,818	26,621,030
Central services	9,283,911	-	-	-	9,283,911
Human services	16,084,504	-	-	-	16,084,504
Transportation	296,770	629,810	-	-	926,580
Environmental protection	10,617,910	-	-	-	10,617,910
Culture and recreation	2,734,665	3,949,955	-	-	6,684,620
Economic and physical development	3,934,631	9,379	-	-	3,944,010
Education	28,161,106	-	3,981,580	-	32,142,686
Debt Service:					
Principal retirement	4,128,292	-	-	-	4,128,292
Interest and fiscal charges	1,498,125	-	-	-	1,498,125
Total expenditures	<u>110,299,018</u>	<u>4,589,644</u>	<u>3,981,580</u>	<u>696,124</u>	<u>119,566,366</u>
Revenues over (under) expenditures	<u>43,190,725</u>	<u>(3,921,100)</u>	<u>(3,948,666)</u>	<u>57,187</u>	<u>35,378,146</u>
Other Financing Sources (Uses):					
Transfers from other funds	10,510	1,731,388	494,603	9,642	2,246,143
Transfers to other funds	(2,235,633)	(10,510)	-	-	(2,246,143)
Issuance of long-term debt	505,057	-	-	-	505,057
Total other financing sources (uses)	<u>(1,720,066)</u>	<u>1,720,878</u>	<u>494,603</u>	<u>9,642</u>	<u>505,057</u>
Net change in fund balance	41,470,659	(2,200,222)	(3,454,063)	66,829	35,883,203
Fund balance, beginning of year	<u>73,609,688</u>	<u>22,237,350</u>	<u>13,767,832</u>	<u>1,886,738</u>	<u>111,501,608</u>
Fund balance, end of year	<u>\$ 115,080,347</u>	<u>\$ 20,037,128</u>	<u>\$ 10,313,769</u>	<u>\$ 1,953,567</u>	<u>\$ 147,384,811</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 117,785,618	\$ 117,785,618	\$ 117,115,413	\$ (670,205)
Local option sales taxes	22,948,324	22,948,324	12,995,911	(9,952,413)
Other taxes and licenses	4,448,000	4,448,000	3,738,979	(709,021)
Unrestricted intergovernmental revenues	1,813,000	1,813,000	120,913	(1,692,087)
Restricted intergovernmental revenues	18,831,896	19,299,411	8,848,351	(10,451,060)
Permits and fees	3,727,654	3,846,072	2,930,125	(915,947)
Sales and services	10,022,889	10,022,889	6,757,281	(3,265,608)
Investment earnings	100,000	100,000	253,730	153,730
Other	1,171,265	1,387,120	729,040	(658,080)
Total revenues	<u>180,848,646</u>	<u>181,650,434</u>	<u>153,489,743</u>	<u>(28,160,691)</u>
Expenditures:				
Current:				
General government	12,252,362	12,108,564	7,366,392	4,742,172
Central services	14,792,753	15,855,655	9,283,911	6,571,744
Public safety	40,287,133	41,431,649	26,192,712	15,238,937
Transportation	154,730	386,068	296,770	89,298
Environmental protection	15,391,281	15,823,790	10,617,910	5,205,880
Economic and physical development	7,542,060	7,921,447	3,934,631	3,986,816
Human services	29,356,850	29,927,635	16,084,504	13,843,131
Education	42,273,921	42,273,921	28,161,106	14,112,815
Culture and recreation	4,434,525	4,458,934	2,734,665	1,724,269
Debt Service:				
Principal retirement	11,210,001	11,384,001	4,128,292	7,255,709
Interest and fiscal charges	2,608,448	2,608,448	1,498,125	1,110,323
Total expenditures	<u>180,304,064</u>	<u>184,180,112</u>	<u>110,299,018</u>	<u>73,881,094</u>
Revenues over (under) expenditures	<u>544,582</u>	<u>(2,529,678)</u>	<u>43,190,725</u>	<u>45,720,403</u>
Other Financing Sources (Uses):				
Issuance of long-term debt	-	505,057	505,057	-
Transfers from other funds	-	10,510	10,510	-
Transfers to other funds	(5,424,415)	(5,572,695)	(2,235,633)	3,337,062
Appropriated fund balance	4,879,833	7,586,806	-	(7,586,806)
Total other financing sources (uses)	<u>(544,582)</u>	<u>2,529,678</u>	<u>(1,720,066)</u>	<u>(4,249,744)</u>
Net change in fund balances	<u>\$ -</u>	<u>\$ -</u>	<u>41,470,659</u>	<u>\$ 41,470,659</u>
Fund balance, beginning of year			<u>73,609,688</u>	
Fund balance, end of year			<u>\$ 115,080,347</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Revenues:							
Ad Valorem Taxes:							
Current year taxes	\$ 114,785,618	\$ 114,785,618	\$ 114,001,181	\$ (784,437)	99%	\$ 115,195,517	\$ 109,956,116
Prior year taxes	2,300,000	2,300,000	2,390,289	90,289	104%	3,504,916	2,087,706
Penalties and interest	700,000	700,000	723,943	23,943	103%	1,119,593	608,678
	<u>117,785,618</u>	<u>117,785,618</u>	<u>117,115,413</u>	<u>(670,205)</u>	<u>99%</u>	<u>119,820,026</u>	<u>112,652,500</u>
Local Option Sales Taxes:							
Article 39 (1%)	9,581,330	9,581,330	5,648,394	(3,932,936)	59%	9,305,399	5,179,659
Article 40 (1/2%)	6,886,082	6,886,082	3,637,194	(3,248,888)	53%	6,791,631	3,369,291
Article 42 (1/2%)	6,480,912	6,480,912	3,710,323	(2,770,589)	57%	6,367,362	3,403,719
	<u>22,948,324</u>	<u>22,948,324</u>	<u>12,995,911</u>	<u>(9,952,413)</u>	<u>57%</u>	<u>22,464,392</u>	<u>11,952,669</u>
Other Taxes and Licenses:							
Scrap tire disposal fee	160,000	160,000	88,713	(71,287)	55%	214,717	132,360
Deed stamp excise tax	2,800,000	2,800,000	2,557,262	(242,738)	91%	3,263,574	1,963,242
Solid waste tax	48,000	48,000	29,109	(18,891)	61%	65,295	39,902
White goods disposal tax	40,000	40,000	57,877	17,877	145%	71,573	35,853
1% Occupancy Tax	1,400,000	1,400,000	1,006,018	(393,982)	72%	1,472,240	964,357
	<u>4,448,000</u>	<u>4,448,000</u>	<u>3,738,979</u>	<u>(709,021)</u>	<u>84%</u>	<u>5,087,399</u>	<u>3,135,714</u>
Unrestricted Intergovernmental:							
Medicaid hold harmless	1,500,000	1,500,000	-	(1,500,000)	0%	3,034,559	136,182
Beer and wine tax	248,000	248,000	-	(248,000)	0%	288,854	-
Jail fees	65,000	65,000	120,913	55,913	186%	175,518	102,939
	<u>1,813,000</u>	<u>1,813,000</u>	<u>120,913</u>	<u>(1,692,087)</u>	<u>7%</u>	<u>3,498,931</u>	<u>239,121</u>
Restricted Intergovernmental:							
State and federal grant	18,685,358	19,152,873	8,728,263	(10,424,610)	46%	20,789,689	11,700,857
ARRA federal grant	4,538	4,538	2,279	(2,259)	50%	6,080	6,080
Court facility fees	130,000	130,000	78,930	(51,070)	61%	158,607	90,031
ABC education requirement	-	-	10,205	10,205	na	6,746	6,746
ABC law enforcement services	2,000	2,000	7,289	5,289	364%	4,885	4,885
State drug tax	10,000	10,000	21,385	11,385	214%	48,345	32,129
	<u>18,831,896</u>	<u>19,299,411</u>	<u>8,848,351</u>	<u>(10,451,060)</u>	<u>46%</u>	<u>21,014,352</u>	<u>11,840,728</u>
Permits and Fees:							
Building permits	1,950,000	2,068,418	1,606,174	(462,244)	78%	2,219,578	1,458,939
Recording Fees	750,000	750,000	527,761	(222,239)	70%	785,011	507,186
Inspection fees	50,000	50,000	21,283	(28,717)	43%	941	(210)
Concealed handgun permit	130,000	130,000	109,440	(20,560)	84%	203,675	135,045
Other permit and fees	847,654	847,654	665,467	(182,187)	79%	884,133	502,778
	<u>3,727,654</u>	<u>3,846,072</u>	<u>2,930,125</u>	<u>(915,947)</u>	<u>76%</u>	<u>4,093,338</u>	<u>2,603,738</u>
Sales and Services:							
Solid waste fees	2,100,000	2,100,000	1,506,504	(593,496)	72%	2,582,625	1,520,859
School resource officer reimb.	1,262,709	1,262,709	631,355	(631,354)	50%	1,237,950	618,975
Rents	13,930	13,930	10,939	(2,991)	79%	15,582	10,113
EMS Charges	3,800,000	3,800,000	2,527,230	(1,272,770)	67%	3,691,722	2,360,139
Public health user fees	779,500	779,500	561,067	(218,433)	72%	984,154	606,493
Sheriff animal prot. serv. fees	130,000	130,000	56,400	(73,600)	43%	91,241	56,381
Social services fees	65,400	65,400	42,154	(23,246)	64%	64,753	43,163
Public housing fees	43,800	43,800	2,207	(41,593)	5%	6,787	5,444
Tax collection fees	228,000	228,000	234,801	6,801	103%	239,938	223,386
Other sales and services	953,450	953,450	714,008	(239,442)	75%	1,168,941	842,793
Register of deeds	314,500	314,500	214,398	(100,102)	68%	324,631	208,232

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Sales and Services (continued):							
Marriage licenses	55,000	55,000	34,093	(20,907)	62%	50,218	32,020
Recreation services	276,600	276,600	222,125	(54,475)	80%	264,574	205,751
	<u>10,022,889</u>	<u>10,022,889</u>	<u>6,757,281</u>	<u>(3,265,608)</u>	67%	<u>10,723,116</u>	<u>6,733,749</u>
Investment earnings	<u>100,000</u>	<u>100,000</u>	<u>253,730</u>	<u>153,730</u>	254%	<u>181,510</u>	<u>86,429</u>
Other:							
Tax refunds - sales and gas tax	1,100	1,100	752	(348)	68%	2,232	1,645
ABC bottles taxes	45,000	45,000	36,887	(8,113)	82%	59,338	33,178
Cnty Brd of Alcohol Control	24,000	24,000	12,000	(12,000)	50%	24,000	6,000
Contributions	8,500	16,320	40,501	24,181	248%	58,429	39,817
Other revenues	1,092,665	1,300,700	638,900	(661,800)	49%	1,956,401	791,901
	<u>1,171,265</u>	<u>1,387,120</u>	<u>729,040</u>	<u>(658,080)</u>	53%	<u>2,100,400</u>	<u>872,541</u>
Total revenues	<u>180,848,646</u>	<u>181,650,434</u>	<u>153,489,743</u>	<u>(28,160,691)</u>	84%	<u>188,983,464</u>	<u>150,117,189</u>
Expenditures:							
General Government:							
Governing Body:							
Salaries	190,893	183,748	122,809	60,939	67%	178,984	113,842
Fringe benefits	32,493	29,914	18,581	11,333	62%	30,241	17,253
Operating costs	61,850	61,850	37,313	24,537	60%	63,352	48,699
	<u>285,236</u>	<u>275,512</u>	<u>178,703</u>	<u>96,809</u>	65%	<u>272,577</u>	<u>179,794</u>
County Administration:							
Salaries	574,332	574,332	385,154	189,178	67%	529,553	338,985
Fringe benefits	173,479	173,479	111,085	62,394	64%	156,224	93,436
Operating costs	24,984	24,984	10,620	14,364	43%	16,920	9,506
	<u>772,795</u>	<u>772,795</u>	<u>506,859</u>	<u>265,936</u>	66%	<u>702,697</u>	<u>441,927</u>
Human Resources:							
Salaries	343,443	343,443	211,637	131,806	62%	308,965	210,013
Fringe benefits	126,106	126,106	72,950	53,156	58%	115,775	69,920
Operating costs	10,935	10,935	3,063	7,872	28%	5,743	4,826
	<u>480,484</u>	<u>480,484</u>	<u>287,650</u>	<u>192,834</u>	60%	<u>430,483</u>	<u>284,759</u>
Finance:							
Salaries	769,712	769,712	496,598	273,114	65%	748,812	485,063
Fringe benefits	259,942	259,942	166,015	93,927	64%	248,694	161,962
Operating costs	420,150	432,093	326,145	105,948	75%	367,763	318,122
	<u>1,449,804</u>	<u>1,461,747</u>	<u>988,758</u>	<u>472,989</u>	68%	<u>1,365,269</u>	<u>965,147</u>
Tax Administration:							
Salaries	2,299,162	2,299,162	1,462,541	836,621	64%	2,087,379	1,342,209
Fringe benefits	898,147	898,147	579,604	318,543	65%	840,057	529,514
Operating costs	1,298,487	1,298,487	469,488	828,999	36%	728,601	524,096
	<u>4,495,796</u>	<u>4,495,796</u>	<u>2,511,633</u>	<u>1,984,163</u>	56%	<u>3,656,037</u>	<u>2,395,819</u>
County Attorney:							
Salaries	302,476	302,476	208,869	93,607	69%	296,842	193,437
Fringe benefits	89,899	89,899	60,280	29,619	67%	86,830	56,654
Operating costs	188,700	188,700	76,754	111,946	41%	87,135	47,809
	<u>581,075</u>	<u>581,075</u>	<u>345,903</u>	<u>235,172</u>	60%	<u>470,807</u>	<u>297,900</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	Original Budget	Current Budget	February 28, 2018	Variance Positive (Negative)	% of Budget	June 30, 2017	February 28, 2017
Court Facilities:							
Operating costs	256,955	256,955	152,362	104,593	59%	264,787	156,054
	<u>256,955</u>	<u>256,955</u>	<u>152,362</u>	<u>104,593</u>	59%	<u>264,787</u>	<u>156,054</u>
Board of Elections:							
Salaries	454,324	454,324	252,667	201,657	56%	496,073	387,641
Fringe benefits	127,791	133,543	80,916	52,627	61%	117,061	74,555
Operating costs	178,187	178,187	108,258	69,929	61%	241,255	220,914
Capital outlay	-	-	-	-	na	23,160	23,160
	<u>760,302</u>	<u>766,054</u>	<u>441,841</u>	<u>324,213</u>	58%	<u>877,549</u>	<u>706,270</u>
Register of Deeds:							
Salaries	686,570	686,570	422,611	263,959	62%	629,385	417,008
Fringe benefits	305,319	306,740	191,430	115,310	62%	288,869	183,052
Operating costs	1,778,026	1,778,026	1,338,642	439,384	75%	1,977,531	1,108,581
	<u>2,769,915</u>	<u>2,771,336</u>	<u>1,952,683</u>	<u>818,653</u>	70%	<u>2,895,785</u>	<u>1,708,641</u>
Contingency:							
Operating Costs	400,000	246,810	-	246,810	0%	-	-
Total general government	<u>12,252,362</u>	<u>12,108,564</u>	<u>7,366,392</u>	<u>4,742,172</u>	61%	<u>10,935,991</u>	<u>7,136,311</u>
Central Services:							
Management Information Systems:							
Salaries	1,053,266	1,056,266	697,204	359,062	66%	1,002,954	649,734
Fringe benefits	354,052	354,052	233,579	120,473	66%	335,781	214,362
Operating costs	1,129,125	1,293,231	437,667	855,564	34%	1,066,021	423,809
Capital outlay	95,000	381,180	28,599	352,581	8%	200,172	96,696
	<u>2,631,443</u>	<u>3,084,729</u>	<u>1,397,049</u>	<u>1,687,680</u>	45%	<u>2,604,928</u>	<u>1,384,601</u>
Service Center:							
Salaries	619,638	619,638	385,969	233,669	62%	572,397	365,450
Fringe benefits	247,560	247,820	153,657	94,163	62%	231,737	143,707
Operating costs	336,700	341,137	(22,601)	363,738	-7%	247,747	(142,191)
Capital outlay	45,500	46,300	46,145	155	100%	143,060	50,425
	<u>1,249,398</u>	<u>1,254,895</u>	<u>563,170</u>	<u>691,725</u>	45%	<u>1,194,941</u>	<u>417,391</u>
Engineering:							
Salaries	370,682	370,682	243,813	126,869	66%	344,187	219,949
Fringe benefits	122,431	122,431	80,266	42,165	66%	114,010	71,156
Operating costs	74,330	74,330	19,553	54,777	26%	56,321	45,997
Capital outlay	31,000	31,000	30,589	411	99%	26,224	26,224
	<u>598,443</u>	<u>598,443</u>	<u>374,221</u>	<u>224,222</u>	63%	<u>540,742</u>	<u>363,326</u>
Operation Services:							
Salaries	2,215,541	2,215,541	1,368,872	846,669	62%	2,032,231	1,329,092
Fringe benefits	951,902	957,198	587,741	369,457	61%	886,150	558,200
Operating costs	3,121,506	3,579,371	2,001,672	1,577,699	56%	3,532,135	2,323,640
Capital outlay	323,500	299,982	299,980	2	100%	368,050	368,050
	<u>6,612,449</u>	<u>7,052,092</u>	<u>4,258,265</u>	<u>2,793,827</u>	60%	<u>6,818,566</u>	<u>4,578,982</u>
Non-departmental:							
Fringe benefits	2,986,897	2,951,130	2,040,369	910,761	69%	2,877,082	1,956,717
Operating costs	714,123	914,366	650,837	263,529	71%	735,390	768,774
	<u>3,701,020</u>	<u>3,865,496</u>	<u>2,691,206</u>	<u>1,174,290</u>	70%	<u>3,612,472</u>	<u>2,725,491</u>
Total central services	<u>14,792,753</u>	<u>15,855,655</u>	<u>9,283,911</u>	<u>6,571,744</u>	59%	<u>14,771,649</u>	<u>9,469,791</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	Original Budget	Current Budget	February 28, 2018	Variance Positive (Negative)	% of Budget	June 30, 2017	February 28, 2017
Public Safety:							
District Attorney:							
Operating costs	53,000	53,000	4,576	48,424	9%	35,397	10,570
	53,000	53,000	4,576	48,424	9%	35,397	10,570
Sheriff:							
Salaries	9,352,779	9,361,424	6,081,746	3,279,678	65%	8,513,308	5,544,458
Fringe benefits	3,550,469	3,570,548	2,343,059	1,227,489	66%	3,179,479	2,033,671
Operating costs	2,007,646	2,372,082	1,595,949	776,133	67%	2,274,778	1,521,843
Capital outlay	590,731	974,650	895,856	78,794	92%	771,445	580,814
	15,501,625	16,278,704	10,916,610	5,362,094	67%	14,739,010	9,680,786
Detention Center:							
Salaries	4,132,113	4,132,113	2,647,689	1,484,424	64%	4,007,924	2,650,039
Fringe benefits	1,625,753	1,626,211	990,646	635,565	61%	1,524,686	996,231
Operating costs	2,360,397	2,376,142	1,370,581	1,005,561	58%	2,209,408	1,310,489
Capital outlay	226,290	347,359	21,719	325,640	6%	24,342	11,020
	8,344,553	8,481,825	5,030,635	3,451,190	59%	7,766,360	4,967,779
Emergency Medical:							
Salaries	5,051,285	5,051,285	3,203,290	1,847,995	63%	4,826,140	3,211,657
Fringe benefits	1,767,635	1,767,635	1,092,632	675,003	62%	1,643,511	1,059,514
Operating costs	1,409,448	1,430,148	964,219	465,929	67%	1,255,782	848,999
Capital outlay	589,000	671,324	198,897	472,427	30%	213,959	177,131
	8,817,368	8,920,392	5,459,038	3,461,354	61%	7,939,392	5,297,301
Emergency Management:							
Salaries	257,893	257,893	175,844	82,049	68%	312,106	237,326
Fringe benefits	80,734	81,264	55,487	25,777	68%	104,100	72,836
Operating costs	290,025	314,632	144,883	169,749	46%	321,750	164,193
Capital outlay	96,100	219,912	44,461	175,451	20%	23,915	-
	724,752	873,701	420,675	453,026	48%	761,871	474,355
Other Agencies:							
Fire districts	640,990	640,990	391,257	249,733	61%	783,663	555,484
Rescue Squads	318,500	330,000	170,750	159,250	52%	472,530	248,035
	959,490	970,990	562,007	408,983	58%	1,256,193	803,519
Building/Fire Inspections and Central Permitting							
Salaries	1,351,504	1,254,895	852,441	402,454	68%	1,236,670	764,827
Fringe benefits	497,242	458,883	273,389	185,494	60%	425,688	258,268
Operating costs	197,834	179,609	102,906	76,703	57%	114,469	70,078
Capital outlay	146,167	208,467	144,974	63,493	70%	102,992	74,935
	2,192,747	2,101,854	1,373,710	728,144	65%	1,879,819	1,168,108
Central Communications:							
Salaries	1,472,422	1,474,422	928,845	545,577	63%	1,386,432	919,415
Fringe benefits	584,734	589,284	364,768	224,516	62%	576,871	354,104
Operating costs	215,521	215,746	108,479	107,267	50%	130,672	75,219
Capital outlay	300,107	297,882	227,486	70,396	76%	48,570	48,570
	2,572,784	2,577,334	1,629,578	947,756	63%	2,142,545	1,397,308

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	Original Budget	Current Budget	February 28, 2018	Variance Positive (Negative)	% of Budget	June 30, 2017	February 28, 2017
Animal Protective Services:							
Salaries	546,714	546,714	354,280	192,434	65%	560,467	371,603
Fringe benefits	222,618	222,618	147,427	75,191	66%	222,176	144,874
Operating costs	277,190	330,225	221,154	109,071	67%	275,844	185,455
Capital outlay	74,292	74,292	73,022	1,270	98%	112,706	112,706
	<u>1,120,814</u>	<u>1,173,849</u>	<u>795,883</u>	<u>377,966</u>	68%	<u>1,171,193</u>	<u>814,638</u>
Total public safety	<u>40,287,133</u>	<u>41,431,649</u>	<u>26,192,712</u>	<u>15,238,937</u>	63%	<u>37,691,780</u>	<u>24,614,364</u>
Transportation:							
Cape Fear Regional Jetport	97,000	97,000	72,750	24,250	75%	97,000	72,750
Odell Williamson Mun. Air.	27,500	27,500	20,625	6,875	75%	27,500	20,625
Cape Fear Transp. Authority	30,230	30,230	30,230	-	100%	29,350	29,350
Brunswick Transit System	-	231,338	173,165	58,173	75%	225,953	110,130
Total transportation	<u>154,730</u>	<u>386,068</u>	<u>296,770</u>	<u>89,298</u>	77%	<u>379,803</u>	<u>232,855</u>
Environmental Protection:							
Solid Waste:							
Salaries	317,162	317,162	202,730	114,432	64%	284,499	192,698
Fringe benefits	129,872	129,872	82,179	47,693	63%	119,897	77,256
Operating costs	14,583,278	14,616,490	9,684,348	4,932,142	66%	14,003,259	9,205,519
Capital outlay	134,000	533,297	533,296	1	100%	74,885	74,885
	<u>15,164,312</u>	<u>15,596,821</u>	<u>10,502,553</u>	<u>5,094,268</u>	67%	<u>14,482,540</u>	<u>9,550,358</u>
Other:							
Forestry services	226,969	226,969	115,357	111,612	51%	188,513	110,877
	<u>226,969</u>	<u>226,969</u>	<u>115,357</u>	<u>111,612</u>	51%	<u>188,513</u>	<u>110,877</u>
Total environmental protection	<u>15,391,281</u>	<u>15,823,790</u>	<u>10,617,910</u>	<u>5,205,880</u>	67%	<u>14,671,053</u>	<u>9,661,235</u>
Economic Development:							
Zoning/Solid Waste Enforcement:							
Salaries	-	135,480	78,918	56,562	58%	-	-
Fringe benefits	-	55,606	31,578	24,028	57%	-	-
Operating costs	-	18,225	7,076	11,149	39%	-	-
	<u>-</u>	<u>209,311</u>	<u>117,572</u>	<u>91,739</u>	56%	<u>-</u>	<u>-</u>
Planning:							
Salaries	399,016	399,016	267,832	131,184	67%	502,386	332,590
Fringe benefits	137,487	137,487	89,284	48,203	65%	171,287	113,263
Operating costs	150,620	252,887	57,827	195,060	23%	167,115	119,566
	<u>687,123</u>	<u>789,390</u>	<u>414,943</u>	<u>374,447</u>	53%	<u>840,788</u>	<u>565,419</u>
Cooperative Extension:							
Salaries	301,981	342,285	178,032	164,253	52%	291,813	174,823
Fringe benefits	141,864	144,947	60,566	84,381	42%	109,042	52,353
Operating costs	113,633	127,629	62,936	64,693	49%	116,061	60,932
	<u>557,478</u>	<u>614,861</u>	<u>301,534</u>	<u>313,327</u>	49%	<u>516,916</u>	<u>288,108</u>
Soil and Water Conservation:							
Salaries	153,141	153,141	101,605	51,536	66%	149,222	98,608
Fringe benefits	59,228	59,228	39,180	20,048	66%	57,091	37,029
Operating costs	17,500	20,250	10,283	9,967	51%	16,071	11,448
	<u>229,869</u>	<u>232,619</u>	<u>151,068</u>	<u>81,551</u>	65%	<u>222,384</u>	<u>147,085</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	Original Budget	Current Budget	February 28, 2018	Variance Positive (Negative)	% of Budget	June 30, 2017	February 28, 2017
Public Housing Section 8:							
Salaries	147,863	147,863	91,537	56,326	62%	136,979	87,043
Fringe benefits	58,147	58,147	38,654	19,493	66%	52,900	35,256
Operating costs	2,170,980	2,178,656	1,320,344	858,312	61%	1,916,791	1,290,388
	<u>2,376,990</u>	<u>2,384,666</u>	<u>1,450,535</u>	<u>934,131</u>	61%	<u>2,106,670</u>	<u>1,412,687</u>
Economic Development:							
Salaries	-	35,327	27,539	7,788	78%	-	-
Fringe benefits	-	2,695	2,107	588	78%	-	-
Operating costs	425,000	386,978	289,105	97,873	75%	-	-
	<u>425,000</u>	<u>425,000</u>	<u>318,751</u>	<u>106,249</u>	75%	<u>-</u>	<u>-</u>
1% Occupancy Tax:							
Operating costs	1,400,000	1,400,000	1,006,018	393,982	72%	1,472,240	964,357
Other Economic Development:							
Oak Island Beach Abatement & Renourishment	-	-	-	-	na	166,666	166,666
Holden Beach Special Obligation Bond	1,461,600	1,461,600	-	1,461,600	0%	-	-
Lockwood Folly & Shallotte Dredging	-	177,875	6,210	171,665	3%	140,000	-
Reserve for shoreline	404,000	226,125	168,000	58,125	74%	76,000	76,000
	<u>1,865,600</u>	<u>1,865,600</u>	<u>174,210</u>	<u>1,691,390</u>	9%	<u>382,666</u>	<u>242,666</u>
Total economic development	<u>7,542,060</u>	<u>7,921,447</u>	<u>3,934,631</u>	<u>3,986,816</u>	50%	<u>5,541,664</u>	<u>3,620,322</u>
Human Services:							
Health:							
Administration:							
Salaries	2,430,361	2,430,361	1,333,759	1,096,602	55%	2,341,582	1,535,788
Fringe benefits	1,262,670	1,262,670	753,436	509,234	60%	1,132,253	742,811
Operating costs	261,800	484,802	321,943	162,859	66%	197,874	131,104
Capital outlay	85,000	85,000	56,290	28,710	66%	-	-
	<u>4,039,831</u>	<u>4,262,833</u>	<u>2,465,428</u>	<u>1,797,405</u>	58%	<u>3,671,709</u>	<u>2,409,703</u>
Communicable Diseases:							
Operating costs	413,700	413,700	244,860	168,840	59%	336,799	259,245
Adult Health Maintenance:							
Operating costs	303,855	253,855	83,319	170,536	33%	384,936	71,921
	<u>303,855</u>	<u>253,855</u>	<u>83,319</u>	<u>170,536</u>	33%	<u>384,936</u>	<u>71,921</u>
Senior Health							
Salaries	50,736	50,736	36,020	14,716	71%	49,462	32,148
Fringe benefits	21,117	21,117	13,746	7,371	65%	20,400	13,212
Operating costs	3,835	3,835	2,461	1,374	64%	3,515	2,320
	<u>75,688</u>	<u>75,688</u>	<u>52,227</u>	<u>23,461</u>	69%	<u>73,377</u>	<u>47,680</u>
Maternal and Child Health:							
Salaries	362,805	362,805	232,597	130,208	64%	353,136	230,824
Fringe benefits	157,858	157,858	99,189	58,669	63%	151,671	99,855
Operating costs	605,940	612,110	297,983	314,127	49%	565,663	330,140
	<u>1,126,603</u>	<u>1,132,773</u>	<u>629,769</u>	<u>503,004</u>	56%	<u>1,070,470</u>	<u>660,819</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	Original Budget	Current Budget	February 28, 2018	Variance Positive (Negative)	% of Budget	June 30, 2017	February 28, 2017
Environmental Health:							
Salaries	998,696	998,696	643,056	355,640	64%	907,276	576,094
Fringe benefits	353,248	353,248	224,483	128,765	64%	317,092	198,904
Operating costs	219,971	201,836	87,353	114,483	43%	187,867	98,360
Capital outlay	-	18,135	-	18,135	0%	66,080	20,888
	<u>1,571,915</u>	<u>1,571,915</u>	<u>954,892</u>	<u>617,023</u>	<u>61%</u>	<u>1,478,315</u>	<u>894,246</u>
Total health	<u>7,531,592</u>	<u>7,710,764</u>	<u>4,430,495</u>	<u>3,280,269</u>	<u>57%</u>	<u>7,015,606</u>	<u>4,343,614</u>
Veterans' Services:							
Salaries	141,180	141,180	85,247	55,933	60%	128,024	82,923
Fringe benefits	59,093	59,093	35,824	23,269	61%	52,601	34,453
Operating costs	14,985	17,985	7,105	10,880	40%	14,041	6,802
Total veterans' services	<u>215,258</u>	<u>218,258</u>	<u>128,176</u>	<u>90,082</u>	<u>59%</u>	<u>194,666</u>	<u>124,178</u>
Social Services:							
Administration:							
Salaries	6,976,135	6,976,135	4,341,797	2,634,338	62%	6,420,809	4,228,005
Fringe benefits	3,571,351	3,571,351	2,248,544	1,322,807	63%	3,330,892	2,136,504
Operating costs	2,901,602	2,963,462	1,965,468	997,994	66%	3,168,650	2,258,463
Capital outlay	225,000	225,000	172,677	52,323	77%	164,968	125,704
	<u>13,674,088</u>	<u>13,735,948</u>	<u>8,728,486</u>	<u>5,007,462</u>	<u>64%</u>	<u>13,085,319</u>	<u>8,748,676</u>
Other Operating Costs:							
Medical assistance	20,000	20,000	530	19,470	3%	7,455	1,512
Aid to the blind	5,910	5,910	-	5,910	0%	5,043	5,043
Adoption assistance	280,000	280,000	160,125	119,875	57%	238,273	157,937
Special assistance	470,000	470,000	257,286	212,714	55%	427,626	290,570
Foster care	950,000	950,000	236,414	713,586	25%	606,233	422,460
State foster home	335,000	335,000	156,023	178,977	47%	272,178	154,112
Special assistance	1,800	26,921	11,776	15,145	44%	-	-
Day care	3,546,054	3,546,054	397,021	3,149,033	11%	4,062,307	2,341,753
Special child adopt. assistance	-	173,745	46,137	127,608	27%	34,205	14,769
	<u>5,608,764</u>	<u>5,807,630</u>	<u>1,265,312</u>	<u>4,542,318</u>	<u>22%</u>	<u>5,653,320</u>	<u>3,388,156</u>
Total social services	<u>19,282,852</u>	<u>19,543,578</u>	<u>9,993,798</u>	<u>9,549,780</u>	<u>51%</u>	<u>18,738,639</u>	<u>12,136,832</u>
Other Human Services:							
Trillium Health Resources	250,443	250,443	62,608	187,835	25%	-	-
Brunswick Senior Resources	2,076,705	2,076,705	1,384,471	692,234	67%	1,650,000	1,100,000
Other human services	-	127,887	84,956	42,931	66%	130,089	86,124
	<u>2,327,148</u>	<u>2,455,035</u>	<u>1,532,035</u>	<u>923,000</u>	<u>62%</u>	<u>1,780,089</u>	<u>1,186,124</u>
Total human services	<u>29,356,850</u>	<u>29,927,635</u>	<u>16,084,504</u>	<u>13,843,131</u>	<u>54%</u>	<u>27,729,000</u>	<u>17,790,748</u>
Education:							
Public schools	37,298,995	37,298,995	24,866,000	12,432,995	67%	35,410,920	23,607,280
Public schools - capital outlay	782,496	782,496	521,664	260,832	67%	742,886	495,257
Community college	4,124,430	4,124,430	2,728,109	1,396,321	66%	3,868,761	2,594,174
Community college - cap. out.	68,000	68,000	45,333	22,667	67%	-	-
Total education	<u>42,273,921</u>	<u>42,273,921</u>	<u>28,161,106</u>	<u>14,112,815</u>	<u>67%</u>	<u>40,022,567</u>	<u>26,696,711</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Culture and Recreation:							
Parks and Recreation:							
Administration:							
Salaries	642,136	642,136	420,108	222,028	65%	587,275	387,031
Fringe benefits	191,792	191,792	124,959	66,833	65%	181,643	118,766
Operating costs	627,326	632,326	322,886	309,440	51%	520,625	312,641
Capital outlay	40,000	40,000	10,750	29,250	27%	706,301	107,037
	<u>1,501,254</u>	<u>1,506,254</u>	<u>878,703</u>	<u>627,551</u>	58%	<u>1,995,844</u>	<u>925,475</u>
Maintenance:							
Salaries	767,402	767,402	485,623	281,779	63%	715,644	478,198
Fringe benefits	305,925	305,925	197,731	108,194	65%	289,076	183,343
Operating costs	424,320	445,979	261,419	184,560	59%	451,780	201,622
Capital outlay	99,000	96,750	83,541	13,209	86%	72,085	48,451
	<u>1,596,647</u>	<u>1,616,056</u>	<u>1,028,314</u>	<u>587,742</u>	64%	<u>1,528,585</u>	<u>911,614</u>
Total Parks and Recreation	<u>3,097,901</u>	<u>3,122,310</u>	<u>1,907,017</u>	<u>1,215,293</u>	61%	<u>3,524,429</u>	<u>1,837,089</u>
Brunswick County Library:							
Salaries	743,196	743,196	476,657	266,539	64%	696,608	450,442
Fringe benefits	308,328	308,328	197,589	110,739	64%	291,509	185,856
Operating costs	285,100	285,100	153,402	131,698	54%	260,037	152,329
Capital outlay	-	-	-	-	na	19,513	19,513
	<u>1,336,624</u>	<u>1,336,624</u>	<u>827,648</u>	<u>508,976</u>	62%	<u>1,267,667</u>	<u>808,140</u>
Total culture and recreation	<u>4,434,525</u>	<u>4,458,934</u>	<u>2,734,665</u>	<u>1,724,269</u>	61%	<u>4,792,096</u>	<u>2,645,229</u>
Debt Service:							
Principal retirement	11,210,001	11,384,001	4,128,292	7,255,709	36%	11,295,000	1,700,000
Interest and fees	2,608,448	2,608,448	1,498,125	1,110,323	57%	3,024,355	1,726,453
Total debt service	<u>13,818,449</u>	<u>13,992,449</u>	<u>5,626,417</u>	<u>8,366,032</u>	40%	<u>14,319,355</u>	<u>3,426,453</u>
Total expenditures	<u>180,304,064</u>	<u>184,180,112</u>	<u>110,299,018</u>	<u>73,881,094</u>	60%	<u>170,854,958</u>	<u>105,294,019</u>
Revenues over (under) expenditures	<u>544,582</u>	<u>(2,529,678)</u>	<u>43,190,725</u>	<u>45,720,403</u>	-1707%	<u>18,128,506</u>	<u>44,823,170</u>
Other Financing Sources (Uses):							
Issuance of long-term debt	-	505,057	505,057	-	100%	-	-
Transfers From Other Funds:							
Transfer from county capital project fund	-	10,510	10,510	-	100%	-	-
Transfers To Other Funds:							
Transfer to county capital projects fund	(1,592,750)	(1,731,388)	(1,731,388)	-	100%	(10,925,406)	(9,020,245)
Transfer to grant projects funds	-	(9,642)	(9,642)	-	100%	-	-
Transfer to school capital projects fund	(3,831,665)	(3,831,665)	(494,603)	3,337,062	13%	(5,958,284)	(427,656)
	<u>(5,424,415)</u>	<u>(5,572,695)</u>	<u>(2,235,633)</u>	<u>3,337,062</u>	40%	<u>(16,883,690)</u>	<u>(9,447,901)</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR PRIOR YEAR

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Budgetary Financing Sources (Uses):							
Appropriated fund balance	<u>4,879,833</u>	<u>7,586,806</u>	<u>-</u>	<u>(7,586,806)</u>	0%	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(544,582)</u>	<u>2,529,678</u>	<u>(1,720,066)</u>	<u>(4,249,744)</u>	-68%	<u>(16,883,690)</u>	<u>(9,447,901)</u>
Net change in fund balance	\$ <u>-</u>	\$ <u>-</u>	41,470,659	\$ <u>41,470,659</u>		1,244,816	35,375,269
Fund balance, beginning of year			<u>73,609,688</u>			<u>72,364,872</u>	<u>72,364,872</u>
Fund balance, end of year			<u>\$ 115,080,347</u>			<u>\$ 73,609,688</u>	<u>\$ 107,740,141</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL - COUNTY CAPITAL PROJECTS FUND
FROM INCEPTION AND FOR THE PERIOD ENDED FEBRUARY 28, 2018

	Project Budget	Actual		
		Prior Years	Current Year	Total to Date
Revenues:				
Restricted intergovernmental-NC Dept. of Transportation	\$ 23,094,058	\$ 16,500,651	\$ 603,923	\$ 17,104,574
Restricted intergovernmental-NC Parks & Rec. Trust Fund	1,609,854	859,354	-	859,354
Investment earnings	144,268	222,925	64,621	287,546
Performance bonds	4,213,721	4,213,721	-	4,213,721
Other	694,962	639,049	-	639,049
Total revenues	<u>29,756,863</u>	<u>22,435,700</u>	<u>668,544</u>	<u>23,104,244</u>
Expenditures:				
General Government:				
Court House Renovation	<u>975,800</u>	<u>-</u>	<u>-</u>	<u>-</u>
Public Safety:				
Sheriff's Firing Range	<u>2,551,865</u>	<u>2,551,365</u>	<u>500</u>	<u>2,551,865</u>
Environmental protection:				
Future Capital Projects	<u>8,767,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Economic Development:				
Avalon	3,922,845	3,902,956	9,379	3,912,335
Springlake at Maritime Shores	<u>274,585</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>4,197,430</u>	<u>3,902,956</u>	<u>9,379</u>	<u>3,912,335</u>
Cultural and recreation:				
OIB Park Improvements	5,209,712	159,085	148,694	307,779
Town Creek Park Improvements	5,194,682	5,194,682	-	5,194,682
Waccamaw Park Improvements	3,700,717	3,676,495	15,106	3,691,601
Smithville Park Improvements	5,913,666	1,519,825	2,899,605	4,419,430
Holden Beach Park Improvements	525,583	-	-	-
Leland Senior Center	2,839,996	2,839,995	-	2,839,995
District 1 Senior Center	2,403,714	832,331	886,550	1,718,881
Future Capital Projects	<u>702,741</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>26,490,811</u>	<u>14,222,413</u>	<u>3,949,955</u>	<u>18,172,368</u>
Transportation:				
Airport Improvements	<u>24,464,108</u>	<u>18,542,383</u>	<u>629,810</u>	<u>19,172,193</u>
Education:				
Future Capital Projects	<u>2,051,905</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other:				
Future Capital Projects	<u>991,233</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>70,490,152</u>	<u>39,219,117</u>	<u>4,589,644</u>	<u>43,808,761</u>
Revenues over (under) expenditures	<u>(40,733,289)</u>	<u>(16,783,417)</u>	<u>(3,921,100)</u>	<u>(20,704,517)</u>
Other Financing Sources (Uses):				
Appropriated fund balance	8,470,593	-	-	-
Transfer from general fund	34,252,135	32,520,750	1,731,388	34,252,138
Transfer to general fund	<u>(1,989,439)</u>	<u>(1,989,439)</u>	<u>(10,510)</u>	<u>(1,999,949)</u>
Total other financing sources (uses)	<u>40,733,289</u>	<u>30,531,311</u>	<u>1,720,878</u>	<u>32,252,189</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ 13,747,894</u>	<u>(2,200,222)</u>	<u>\$ 11,547,672</u>
Fund balance, beginning of year			<u>22,237,350</u>	
Fund balance, end of year			<u>\$ 20,037,128</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL - EDUCATION CAPITAL PROJECTS FUND
FROM INCEPTION AND FOR THE PERIOD ENDED FEBRUARY 28, 2018

	<u>Project Budget</u>	<u>Actual</u>		
		<u>Prior Years</u>	<u>Current Year</u>	<u>Total to Date</u>
Revenues:				
NC Public Education Lottery	\$ 7,082,039	\$ 7,092,797	\$ -	\$ 7,092,797
Investment earnings	1,199,342	1,352,633	32,549	1,385,182
Investment earnings-debt proceeds	26,071	28,578	365	28,943
Total revenues	<u>8,307,452</u>	<u>8,474,008</u>	<u>32,914</u>	<u>8,506,922</u>
Expenditures:				
Brunswick County Schools	74,245,588	57,805,622	3,980,430	61,786,052
Brunswick Community College	31,665,911	31,522,340	1,150	31,523,490
Total expenditures	<u>105,911,499</u>	<u>89,327,962</u>	<u>3,981,580</u>	<u>93,309,542</u>
Revenues over (under) expenditures	(97,604,047)	(80,853,954)	(3,948,666)	(84,802,620)
Other Financing Sources (Uses):				
Transfer from general fund	48,985,888	45,993,451	494,603	46,488,054
Transfer to general fund	(314,013)	(314,013)	-	(314,013)
Premium on bonds issued	2,269,961	1,874,936	-	1,874,936
Debt financing issued	40,119,705	40,515,000	-	40,515,000
Appropriated fund balance	6,542,506	-	-	-
Total other financing sources (uses)	<u>97,604,047</u>	<u>88,069,374</u>	<u>494,603</u>	<u>88,563,977</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ 7,215,420</u>	(3,454,063)	<u>\$ 3,761,357</u>
Fund balance, beginning of year			<u>13,767,832</u>	
Fund balance, end of year			<u>\$ 10,313,769</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - NON MAJOR SPECIAL REVENUE GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2018

	Emergency Telephone System Fund	Grant Project	ROD- Technology Enhancement Fund	Total
Assets:				
Cash and cash equivalents/investments	1,078,728	-	883,004	1,961,732
Interest receivable	204	-	165	369
Receivables, net	10,517	-	-	10,517
Total assets	<u>1,089,449</u>	<u>-</u>	<u>883,169</u>	<u>1,972,618</u>
Liabilities:				
Accounts payable and other liabilities	<u>-</u>	<u>11,372</u>	<u>7,679</u>	<u>19,051</u>
Fund Balance:				
Stabilization by State Statute	10,721	-	165	10,886
Restricted - other	1,078,728	-	875,325	1,954,053
Unassigned	<u>-</u>	<u>(11,372)</u>	<u>-</u>	<u>(11,372)</u>
Total fund balances	<u>1,089,449</u>	<u>(11,372)</u>	<u>875,490</u>	<u>1,953,567</u>
Total liabilities, deferred inflow of resources and fund balances	<u>\$ 1,089,449</u>	<u>\$ -</u>	<u>\$ 883,169</u>	<u>\$ 1,972,618</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
NON MAJOR SPECIAL REVENUE GOVERNMENTAL FUNDS
FOR THE PERIOD ENDED FEBRUARY 28, 2018

	Emergency Telephone System Fund	Grant Project	ROD- Technology Enhancement Fund	Total
Revenues:				
Restricted intergovernmental	\$ 456,414	\$ 187,547	\$ -	\$ 643,961
Permits and fees	-	-	103,725	103,725
Investment earnings	3,098	-	2,527	5,625
Total revenues	<u>459,512</u>	<u>187,547</u>	<u>106,252</u>	<u>753,311</u>
Expenditures:				
General government	-	198,919	69,387	268,306
Public safety	427,818	-	-	427,818
Total expenditures	<u>427,818</u>	<u>198,919</u>	<u>69,387</u>	<u>696,124</u>
Revenues over (under) expenditures	31,694	(11,372)	36,865	57,187
Other Financing Sources:				
Transfers from general fund	<u>-</u>	<u>9,642</u>	<u>-</u>	<u>9,642</u>
Net change in fund balances	31,694	(1,730)	36,865	66,829
Fund balance, beginning of year	<u>1,057,755</u>	<u>(9,642)</u>	<u>838,625</u>	<u>1,886,738</u>
Fund balance, end of year	<u>\$ 1,089,449</u>	<u>\$ (11,372)</u>	<u>\$ 875,490</u>	<u>\$ 1,953,567</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE - EMERGENCY TELEPHONE SYSTEM FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017**

	Budget	February 28, 2018	Variance Positive (Negative)	June 30, 2017	February 28, 2017
Revenues:					
Restricted intergovernmental	\$ 782,423	\$ 456,414	\$ (326,009)	\$ 710,611	\$ 355,305
Investment earnings	-	3,098	3,098	1,695	816
Total revenues	<u>782,423</u>	<u>459,512</u>	<u>(322,911)</u>	<u>712,306</u>	<u>356,121</u>
Expenditures:					
Operating costs	730,673	277,617	453,056	440,611	319,467
Capital outlay	550,000	98,451	451,549	-	-
911 Center Grant	51,750	51,750	-	-	-
Total expenditures	<u>1,332,423</u>	<u>427,818</u>	<u>904,605</u>	<u>440,611</u>	<u>319,467</u>
Revenues over (under) expenditures	(550,000)	31,694	581,694	271,695	36,654
Other Financing Sources (Uses):					
Appropriated fund balance	<u>550,000</u>	-	<u>(550,000)</u>	-	-
Net change in fund balance	<u>\$ -</u>	31,694	<u>\$ 31,694</u>	271,695	36,654
Fund balance, beginning of year		<u>1,057,755</u>		<u>786,060</u>	<u>786,060</u>
Fund balance, end of year		<u>\$ 1,089,449</u>		<u>\$ 1,057,755</u>	<u>\$ 822,714</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO
ACTUAL - GRANT PROJECT FUND
FROM INCEPTION AND FOR THE PERIOD ENDED FEBRUARY 28, 2018**

		Actual		
	Project Authorization	Prior Years	Current Year	Total to Date
Revenues:				
Restricted intergovernmental	\$ 1,196,753	\$ 703,956	\$ 187,547	\$ 891,503
Total revenues	<u>1,196,753</u>	<u>703,956</u>	<u>187,547</u>	<u>891,503</u>
Expenditures:				
Courts Adult Drug Court	231,395	219,289	-	219,289
SAMHSA	<u>975,000</u>	<u>484,667</u>	<u>198,919</u>	<u>683,586</u>
Total expenditures	<u>1,206,395</u>	<u>703,956</u>	<u>198,919</u>	<u>902,875</u>
Revenues over (under) expenditures	(9,642)	-	(11,372)	(11,372)
Other Financing Sources (Uses):				
Transfers from general fund	<u>9,642</u>	<u>-</u>	<u>9,642</u>	<u>9,642</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	(1,730)	<u>\$ (1,730)</u>
Fund balance, beginning of year			<u>(9,642)</u>	
Fund balance, end of year			<u>\$ (11,372)</u>	

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL AND CHANGES IN FUND BALANCE -
REGISTER OF DEEDS TECHNOLOGY ENHANCEMENT FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017**

	Budget	February 28, 2018	Variance Positive (Negative)	June 30, 2017	February 28, 2017
Revenues:					
Permits and fees	\$ 159,000	\$ 103,725	\$ (55,275)	\$ 156,779	\$ 101,865
Investment earnings	1,300	2,527	1,227	1,756	911
Total revenues	<u>160,300</u>	<u>106,252</u>	<u>(54,048)</u>	<u>158,535</u>	<u>102,776</u>
Expenditures:					
General government	<u>209,791</u>	<u>69,387</u>	<u>140,404</u>	<u>131,310</u>	<u>66,937</u>
Revenues over (under) expenditures	<u>(49,491)</u>	<u>36,865</u>	<u>86,356</u>	<u>27,225</u>	<u>35,839</u>
Other Financing Sources (Uses):					
Appropriated fund balance	<u>49,491</u>	<u>-</u>	<u>(49,491)</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>\$ -</u>	<u>36,865</u>	<u>\$ 36,865</u>	<u>27,225</u>	<u>35,839</u>
Fund balance, beginning of year		<u>838,625</u>		<u>811,400</u>	<u>811,400</u>
Fund balance, end of year		<u>\$ 875,490</u>		<u>\$ 838,625</u>	<u>\$ 847,239</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - WATER FUND (NON-GAAP)
FEBRUARY 28, 2018

	Water Fund	Water Capital Projects	Total
Current Assets:			
Cash, cash equivalents and investments	\$ 26,916,168	\$ 6,333,161	\$ 33,249,329
Restricted cash	3,024,589	-	3,024,589
Interest receivable	5,186	1,255	6,441
Receivables and special assessments, net	2,477,557	-	2,477,557
Due from other governmental agencies	121,241	1,045	122,286
Inventories	1,405,964	-	1,405,964
Total current assets	<u>33,950,705</u>	<u>6,335,461</u>	<u>40,286,166</u>
Current Liabilities:			
Accounts payable and other liabilities	349,649	177,967	527,616
Customer deposits	1,846,667	-	1,846,667
Interest payable	275,467	-	275,467
Current portion of debt	1,324,810	-	1,324,810
Total current liabilities	<u>3,796,593</u>	<u>177,967</u>	<u>3,974,560</u>
Expendable net position	30,154,112	6,157,494	36,311,606
Noncurrent Items:			
Non-depreciable capital assets	6,511,944	-	6,511,944
Depreciable capital assets, net	150,038,000	-	150,038,000
Deferred outflow	1,086,412	-	1,086,412
Pension liability	(1,165,767)	-	(1,165,767)
Compensated absences	(362,090)	-	(362,090)
Other post-employment benefits	(4,351,734)	-	(4,351,734)
Non-current portion of debt	(23,275,830)	-	(23,275,830)
Deferred inflow	(206,701)	-	(206,701)
Total net position	<u>\$ 158,428,346</u>	<u>\$ 6,157,494</u>	<u>\$ 164,585,840</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - WATER SYSTEM
 OPERATING FUND (NON-GAAP)
 FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
 WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Revenues:							
User charges	\$ 21,244,250	\$ 21,388,600	\$ 16,700,241	\$ (4,688,359)	78%	\$ 22,676,369	\$ 15,422,376
Restricted intergovernmental	-	216,000	216,000	-	100%	52,684	-
Investment earnings	30,000	30,000	81,661	51,661	272%	48,375	24,642
Other	<u>475,669</u>	<u>475,669</u>	<u>339,918</u>	<u>(135,751)</u>	71%	<u>903,742</u>	<u>693,902</u>
Total revenues	<u>21,749,919</u>	<u>22,110,269</u>	<u>17,337,820</u>	<u>(4,772,449)</u>	78%	<u>23,681,170</u>	<u>16,140,920</u>
Expenditures:							
Salaries	4,619,624	4,673,778	2,933,243	1,740,535	63%	4,377,828	2,892,788
Fringe benefits	2,045,360	2,049,202	1,287,565	761,637	63%	1,839,538	1,181,285
Operating expenditures	6,814,283	7,243,276	4,367,360	2,875,916	60%	6,507,737	4,267,596
Repairs and maintenance	1,547,706	1,853,535	1,379,966	473,569	74%	1,514,528	1,167,843
Capital outlay	1,855,500	2,013,826	930,226	1,083,600	46%	1,542,206	934,665
Debt Service:							
Principal	1,179,150	1,179,150	265,018	914,132	22%	1,146,444	256,337
Interest	<u>1,072,793</u>	<u>1,072,793</u>	<u>603,220</u>	<u>469,573</u>	56%	<u>1,106,861</u>	<u>624,739</u>
Total expenditures	<u>19,134,416</u>	<u>20,085,560</u>	<u>11,766,598</u>	<u>8,318,962</u>	59%	<u>18,035,142</u>	<u>11,325,253</u>
Revenues over (under) expenditures	2,615,503	2,024,709	5,571,222	3,546,513	275%	5,646,028	4,815,667
Other Financing Sources (Uses):							
Transfer to water capital project fund	(2,615,503)	(2,542,507)	(635,000)	1,907,507	25%	(5,715,725)	(5,715,725)
Appropriated net positon	-	517,798	-	(517,798)	0%	-	-
Total other fin. sources (uses)	<u>(2,615,503)</u>	<u>(2,024,709)</u>	<u>(635,000)</u>	<u>1,389,709</u>	31%	<u>(5,715,725)</u>	<u>(5,715,725)</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,936,222</u>	<u>\$ 4,936,222</u>		<u>\$ (69,697)</u>	<u>\$ (900,058)</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL -
WATER CAPITAL PROJECT FUNDS (NON-GAAP)
FROM INCEPTION AND FOR THE PERIOD ENDED FEBRUARY 28, 2018**

		Actual		
	Project Budget	Prior Year	Current Year	Total to Date
Revenues:				
Restricted intergovernmental revenue	\$ 381,655	\$ 381,655	\$ -	\$ 381,655
Investment earnings	-	92,376	19,856	112,232
Assessments	-	39,495	-	39,495
Penalties and interest assessments		13,229	-	13,229
Other	500,000	-	37,858	37,858
Total revenues	881,655	526,755	57,714	584,469
Expenditures:				
Southeast Water Tank	65,000	50,550	-	50,550
NCDOT Hwy 211 Expansion	391,155	383,055	2,218	385,273
Aquifer storage recovery project	495,079	483,853	11,223	495,076
FY16 Water Mains Top 7 and Apollo	1,905,000	342,093	13,571	355,664
211 Water Plant Expansion	3,718,867	3,384,421	334,445	3,718,866
Middleton Road Water Main	1,132,700	943,920	-	943,920
US 74/76 Fire Protection	600,000	86,373	18,188	104,561
Gilbert Road Water Main	1,045,000	61,885	144,439	206,324
Bailey Road Project	9,600	7,200	1,440	8,640
Carolina Shores North	64,600	8,455	52,709	61,164
Raw Water Mains Project	850,000	-	169,813	169,813
Sunset Harbor Water Main	70,000	-	41,764	41,764
NW Plant Treatment Expansion 12MGD	599,600	-	-	-
Total expenditures	10,946,601	5,751,805	789,810	6,541,615
Revenues over (under) expenditures	(10,064,946)	(5,225,050)	(732,096)	(5,957,146)
Other Financing Sources (Uses):				
Transfers from water fund	11,139,926	10,504,933	634,999	11,139,932
Transfers to water fund	(812,770)	(812,770)	-	(812,770)
Future capital projects	(2,045,707)	-	-	-
Appropriated fund balance	1,783,497	-	-	-
Total other financing sources (uses)	10,064,946	9,692,163	634,999	10,327,162
Revenues and other financing sources over (under) expenditures and other financing uses	\$ -	\$ 4,467,113	\$ (97,097)	\$ 4,370,016

COUNTY OF BRUNSWICK, NORTH CAROLINA

COMBINING BALANCE SHEET - WASTEWATER FUND (NON-GAAP)
FEBRUARY 28, 2018

	Wastewater Fund	Wastewater Capital Projects	Total
Current Assets:			
Cash and cash equivalents/investments	\$ 20,267,045	\$ 3,038,854	\$ 23,305,899
Restricted cash	5,984,989	-	5,984,989
Interest receivable	3,670	813	4,483
Receivables and special assessments, net	6,347,170	-	6,347,170
Due from other governmental agencies	194,441	6,266	200,707
Inventories	343,912	-	343,912
Total current assets	<u>33,141,227</u>	<u>3,045,933</u>	<u>36,187,160</u>
Current Liabilities:			
Accounts payable and other liabilities	204,240	8,834	213,074
Interest payable	957,545	-	957,545
Prepaid fees	932,275	-	932,275
Current portion of debt	10,265,373	-	10,265,373
Total current liabilities	<u>12,359,433</u>	<u>8,834</u>	<u>12,368,267</u>
Expendable net position	20,781,794	3,037,099	23,818,893
Noncurrent Items:			
Non-depreciable capital assets	3,933,974	-	3,933,974
Depreciable capital assets, net	220,838,534	-	220,838,534
Deferred outflow	1,927,951	-	1,927,951
Pension liability	(628,441)	-	(628,441)
Compensated absences	(184,107)	-	(184,107)
Other post-employment benefits	(2,091,915)	-	(2,091,915)
Non-current portion of debt	(97,784,742)	-	(97,784,742)
Deferred inflow	(145,131)	-	(145,131)
Total net position	<u>\$ 146,647,917</u>	<u>\$ 3,037,099</u>	<u>\$ 149,685,016</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND
ACTUAL - WASTEWATER FUND (NON-GAAP)
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>% of Budget</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Revenues:							
User charges	\$ 21,747,828	\$ 22,167,828	\$ 15,149,116	\$ (7,018,712)	68%	\$ 24,403,102	\$ 13,868,135
ARRA interest subsidy	119,378	119,378	59,946	(59,432)	50%	146,215	73,147
Special assessments	20,000	20,000	70,926	50,926	355%	498,079	106,584
Investment earnings	25,000	25,000	70,971	45,971	284%	41,918	22,951
Restricted intergovernmental	-	-	-	-	na	117,264	-
Other	61,900	61,900	92,557	30,657	150%	131,309	31,251
Total revenues	<u>21,974,106</u>	<u>22,394,106</u>	<u>15,443,516</u>	<u>(6,950,590)</u>	69%	<u>25,337,887</u>	<u>14,102,068</u>
Expenditures:							
Salaries	2,583,419	2,583,419	1,617,617	965,802	63%	2,394,170	1,549,165
Fringe benefits	1,108,072	1,108,072	654,224	453,848	59%	978,834	624,577
Operating expenditures	3,938,302	4,633,953	2,494,092	2,139,861	54%	3,902,121	2,056,644
Repairs and maintenance	1,683,880	1,908,259	1,081,662	826,597	57%	1,960,702	1,130,477
Capital outlay	3,046,600	4,089,889	887,549	3,202,340	22%	1,792,245	991,987
Debt Service:							
Principal	9,840,550	9,840,550	837,411	9,003,139	9%	9,564,223	817,483
Interest	4,045,972	4,045,972	2,044,964	2,001,008	51%	4,348,595	2,239,138
Total expenditures	<u>26,246,795</u>	<u>28,210,114</u>	<u>9,617,519</u>	<u>18,592,595</u>	34%	<u>24,940,890</u>	<u>9,409,471</u>
Revenues over (under) expenditures	(4,272,689)	(5,816,008)	5,825,997	11,642,005	-100%	396,997	4,692,597
Other Financing Sources (Uses):							
Transfer to wastewater capital project	-	(634,012)	(634,012)	-	100%	(1,104,946)	(1,104,946)
Transfer from wastewater capital project	1,380,000	1,497,536	1,445,452	(52,084)	97%	922,405	622,350
Appropriated net position	2,892,689	4,952,484	-	(4,952,484)	0%	-	-
Total other fin. sources (uses)	<u>4,272,689</u>	<u>5,816,008</u>	<u>811,440</u>	<u>(5,004,568)</u>	14%	<u>(182,541)</u>	<u>(482,596)</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,637,437</u>	<u>\$ 6,637,437</u>		<u>\$ 214,456</u>	<u>\$ 4,210,001</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
WASTEWATER CAPITAL PROJECT FUNDS (NON-GAAP)
FROM INCEPTION AND FOR THE PERIOD ENDED FEBRUARY 28, 2018**

		Actual		
	Project Budget	Prior Years	Current Year	Total to Date
Revenues:				
Restricted intergovernmental revenue	\$ 63,951	\$ -	\$ 6,150	\$ 6,150
Assessments	557,053	557,052	-	557,052
SAD interest and penalties	99,017	102,512	-	102,512
Investment earnings	90,716	99,209	18,119	117,328
West Brunswick Regional WWTP Southport Contribution	2,654,400	-	-	-
Total revenues	<u>3,465,137</u>	<u>758,773</u>	<u>24,269</u>	<u>783,042</u>
Expenditures:				
Carolina Shores N. Sewer SAD	2,051,000	1,197,530	580,611	1,778,141
2016 Enterprise Funded Main Extension	893,185	594,268	213,678	807,946
NCDOT Hwy 211 Expansion	88,351	-	35,718	35,718
WBRWWTF Expansion Southport	2,630,000	-	252,313	252,313
Total expenditures	<u>5,662,536</u>	<u>1,791,798</u>	<u>1,082,320</u>	<u>2,874,118</u>
Revenues over (under) expenditures	(2,197,399)	(1,033,025)	(1,058,051)	(2,091,076)
Other Financing Sources (Uses):				
Transfer from wastewater fund	5,958,360	5,324,351	634,012	5,958,363
Transfer to wastewater fund	(5,408,599)	(3,911,063)	(1,445,452)	(5,356,515)
Future capital projects	(2,532,958)	-	-	-
Appropriated fund balance	4,180,596	-	-	-
Total other financing sources (uses)	<u>2,197,399</u>	<u>1,413,288</u>	<u>(811,440)</u>	<u>601,848</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>\$ 380,263</u>	<u>\$ (1,869,491)</u>	<u>\$ (1,489,228)</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - FINANCIAL PLAN AND ACTUAL AND
CHANGES IN NET POSITION - WORKERS' COMPENSATION INTERNAL SERVICE FUND (NON-GAAP)
FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	<u>Budget</u>	<u>February 28, 2018</u>	<u>Variance Positive (Negative)</u>	<u>June 30, 2017</u>	<u>February 28, 2017</u>
Revenues:					
Charges for services	\$ 980,000	\$ 735,000	\$ (245,000)	\$ 958,893	\$ 649,646
Investment earnings	-	7,780	7,780	5,354	2,794
Total revenues	<u>980,000</u>	<u>742,780</u>	<u>(237,220)</u>	<u>964,247</u>	<u>652,440</u>
Expenditures:					
Premiums	<u>980,000</u>	<u>722,860</u>	<u>257,140</u>	<u>1,215,042</u>	<u>742,521</u>
Revenues over (under) expenditures	<u>\$ -</u>	<u>19,920</u>	<u>\$ 19,920</u>	<u>(250,795)</u>	<u>(90,081)</u>
Net positon, beginning of year		<u>1,858,611</u>		<u>2,109,406</u>	<u>2,109,406</u>
Net positon, end of year		<u>\$ 1,878,531</u>		<u>\$ 1,858,611</u>	<u>\$ 2,019,325</u>

COUNTY OF BRUNSWICK, NORTH CAROLINA

**SCHEDULE OF REVENUES AND EXPENDITURES - FINANCIAL PLAN AND
 ACTUAL AND CHANGES IN NET POSITION - HEALTH INTERNAL SERVICE FUND (NON-GAAP)
 FOR THE PERIOD ENDED FEBRUARY 28, 2018 AND THE YEAR ENDED JUNE 30, 2017
 WITH COMPARATIVE ACTUAL AMOUNTS FOR THE PRIOR YEAR**

	Budget	February 28, 2018	Variance Positive (Negative)	June 30, 2017	February 28, 2017
Revenues:					
Charges for services-health premiums	\$ 12,204,568	\$ 8,255,056	\$ (3,949,512)	\$ 12,220,775	\$ 7,743,367
Investment earnings	-	10,851	10,851	4,670	2,320
Total revenues	<u>12,204,568</u>	<u>8,265,907</u>	<u>(3,938,661)</u>	<u>12,225,445</u>	<u>7,745,687</u>
Expenditures:					
Administration fees	1,379,056	1,058,923	320,133	1,347,021	1,007,050
Premiums	<u>10,825,512</u>	<u>5,570,007</u>	<u>5,255,505</u>	<u>9,286,430</u>	<u>5,197,560</u>
Total expenditures	<u>12,204,568</u>	<u>6,628,930</u>	<u>5,575,638</u>	<u>10,633,451</u>	<u>6,204,610</u>
Revenues over (under) expenditures	<u>\$ -</u>	<u>1,636,977</u>	<u>\$ 1,636,977</u>	<u>1,591,994</u>	<u>1,541,077</u>
Net positon, beginning of year		<u>2,722,073</u>		<u>1,130,079</u>	<u>1,130,079</u>
Net positon, end of year		<u>\$ 4,359,050</u>		<u>\$ 2,722,073</u>	<u>\$ 2,671,156</u>

Cash and Investments

A Summary of Cash and Investments is presented on the Brunswick County Government website as of February 28, 2018. It reports that the County had \$222.9 million of unrestricted cash and investments in all funds including those accruing for outside agencies that the county performs collections plus \$1.8 million of capital project restricted cash from debt proceeds. All cash and investments are earning an average yield of 0.49%.

BRUNSWICK COUNTY
SUMMARY OF CASH AND INVESTMENTS
AS OF FEBRUARY 28, 2018

	Purchase Date	Maturity Date	Book Value	Total Book Value	% of Portfolio	Yield
Unrestricted Cash and Investments						
Checking & Petty Cash						
Petty Cash			\$ 6,200			0.00%
BB&T			48,445,958			0.00%
Finistar			4,344,978			0.90%
Total Checking & Petty Cash				\$ 52,797,136	23%	
Money Markets / Savings						
BB&T Money Rate Savings			90,758,573			0.30%
First Bank Preferred Savings			10,379,585			0.05%
SunTrust Money Market			5,017,385			0.04%
Total Money Markets / Savings				\$ 106,155,543	47%	
Certificates of Deposit / CDARS						
First Bank	10/3/17	3/28/18	10,000,000			0.90%
Total Certificates of Deposit / CDARS				\$ 10,000,000	4%	
NC Capital Management Trust - Government Portfolio				\$ 50,721,153	23%	1.25%
NC Capital Management Trust - Term Portfolio				\$ 3,315,594	1%	1.48%
Total Unrestricted Cash and Investments				\$ 222,989,426		
Restricted Cash and Investments						
Bond Proceeds & Debt Reserve Fund						
NC Capital Management Trust-Term Portfolio			\$ -		0%	1.48%
PNC Bank Money Market			168,945		0%	0.36%
BB&T General Fund Restricted						
Restricted for Revaluation			214,566		0%	0.00%
Restricted for Holden Beach Debt			1,448,520		1%	0.00%
Total Restricted Cash and Investments				\$ 1,832,031		
Grand Total All Cash and Investments				\$ 224,821,457	100%	0.49%

Cash Balances:

General Fund	\$ 118,060,801
County Capital Reserve Fund	12,670,940
School Capital Projects Fund	9,505,387
Water Fund	28,775,961
Water Capital Reserve Fund	2,213,399
Wastewater Fund	20,268,815
Wastewater Capital Reserve Fund	2,960,068

Key Indicators of Revenues and Expenditures

Presented on the Brunswick County Government website are charts with actual history, current month actual and annual budget information for major revenues and expenditures in both the enterprise and general funds.

County of Brunswick
Ad Valorem and Motor Vehicle Tax Revenues

PRIOR YEARS AD VALOREM AND MOTOR VEHICLE TAX REVENUE									
Month	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	ANNUAL BUDGET 2017-18	ACTUAL 2017-18	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
July	457,840	1,256,406	758,897	546,345	305,329		377,089	24%	
Aug	399,728	501,329	471,098	438,769	324,296		420,293	30%	
Sept	266,185	502,872	399,058	870,663	262,164		419,816	60%	
Oct	292,645	421,702	410,936	267,307	208,607		207,830	0%	
Nov	248,011	316,382	213,082	204,432	207,774		235,025	13%	
Dec	1,904,275	338,695	300,926	391,210	46,595		203,220	336%	
Jan	230,649	312,188	376,046	381,705	305,760		189,817	-38%	
Feb	167,225	355,871	347,468	301,199	427,181		337,199	-21%	
Mar	275,890	570,368	324,430	362,693	370,146				
Apr	242,239	283,020	247,162	278,448	296,216				
May	165,586	83,586	322,131	248,619	260,659				
June	149,701	241,223	235,646	207,251	490,189				
Total	4,799,974	5,183,642	4,406,880	4,406,880	3,504,916	2,300,000	2,390,289		104%

CURRENT YEAR AD VALOREM TAX REVENUE									
Month	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	ANNUAL BUDGET 2017-18	ACTUAL 2017-18	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
July	-	799	91,495	102,981	141,121		5,141,356	3543%	
Aug	5,865,472	8,707,554	12,444,754	12,440,150	15,853,299		14,003,220	-12%	
Sept	6,580,323	5,541,480	7,147,245	7,799,492	6,433,818		6,763,894	5%	
Oct	4,914,568	11,630,956	9,419,597	9,641,217	9,896,672		17,631,294	78%	
Nov	25,044,634	18,349,557	19,462,971	21,420,290	23,944,507		17,678,530	-26%	
Dec	23,101,828	31,604,019	26,197,571	33,684,730	24,416,021		20,728,131	-15%	
Jan	29,003,518	19,539,928	23,411,002	15,517,607	23,377,586		26,045,100	11%	
Feb	2,198,917	1,983,679	1,880,768	1,937,509	2,086,134		2,100,604	1%	
Mar	1,077,504	1,484,285	931,336	811,691	957,399				
Apr	709,455	707,868	633,707	496,119	466,309				
May	413,072	634,497	363,995	326,905	341,102				
June	349,907	378,750	502,170	278,132	560,206				
Total	99,259,199	100,563,372	102,486,610	104,456,823	108,474,174	108,723,118	110,092,129		101%

CURRENT YEAR MOTOR VEHICLE TAX REVENUE									
Month	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	ANNUAL BUDGET 2017-18	ACTUAL 2017-18	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
July	223,725	250,462	1,329	327	506		-	-100%	
Aug	285,109	335,146	443,434	504,052	603,352		611,857	1%	
Sept	256,375	363,619	448,554	486,317	657,269		652,753	-1%	
Oct	323,507	539,012	438,527	464,133	579,331		542,846	-6%	
Nov	346,899	631,605	427,930	543,146	507,568		544,226	7%	
Dec	346,089	675,575	369,797	383,693	471,246		499,198	6%	
Jan	353,080	438,622	390,589	452,656	464,226		501,030	8%	
Feb	303,272	419,377	387,576	477,267	523,460		557,142	6%	
Mar	304,625	445,421	348,382	465,452	485,610				
Apr	354,820	428,462	476,849	560,194	654,797				
May	346,020	440,145	472,594	575,935	550,623				
June	289,770	964,880	912,555	1,117,769	1,223,355				
Total	3,733,289	5,932,325	5,118,117	6,030,941	6,721,343	6,062,500	3,909,052		64%

County of Brunswick
Local Option Sales Tax Revenues

ARTICLE 39 SALES TAX REVENUE 1% (POINT OF DELIVERY) (100000-323100)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	803,743	864,797	927,776	969,548	986,394		1,049,718	6%	
Aug	912,847	978,703	1,090,562	1,093,465	1,224,865		1,289,737	5%	
Sept	754,001	845,474	877,367	938,050	952,042		978,445	3%	
Oct	663,615	634,429	654,852	596,241	752,088		864,937	15%	
Nov	432,817	489,457	628,065	604,948	635,873		767,798	21%	
Dec	504,025	493,127	549,081	561,448	626,293		698,356	12%	
Jan	348,981	282,246	527,514	585,079	436,031				
Feb	422,989	455,363	484,029	497,550	613,865				
Mar	533,035	478,740	377,571	603,870	588,222				
Apr	612,526	650,547	668,922	742,268	815,552				
May	559,487	667,921	708,546	756,471	837,814				
June	588,366	701,324	759,421	778,076	833,600				
Total	7,136,430	7,542,128	8,253,706	8,727,014	9,302,639	9,581,330	5,648,991		59%
ARTICLE 40 SALES TAX REVENUE 1/2% (PER CAPITA) 30% RESTRICTED FOR SCHOOL CAPITAL OUTLAY OR DEBT SERVICE (100000-323201,323202)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	468,237	481,169	539,117	564,929	594,375		631,075	6%	
Aug	422,864	441,069	481,408	541,745	517,985		596,047	15%	
Sept	418,782	433,388	496,279	502,456	577,305		597,606	4%	
Oct	393,726	437,655	469,753	514,691	551,928		614,008	11%	
Nov	379,858	371,215	494,179	481,606	544,444		562,350	3%	
Dec	422,206	450,740	479,879	509,491	583,254		636,108	9%	
Jan	444,135	503,442	583,174	619,735	667,322				
Feb	359,348	373,047	447,406	444,943	477,316				
Mar	421,635	414,833	434,593	466,949	512,277				
Apr	438,597	454,513	457,599	564,837	625,842				
May	419,110	424,744	488,986	560,378	588,735				
June	445,822	488,672	526,413	547,458	550,848				
Total	5,034,320	5,274,487	5,898,786	6,319,219	6,791,631	6,886,082	3,637,194		53%
ARTICLE 42 SALES TAX REVENUE 1/2% (POINT OF DELIVERY) (APPROXIMATELY 60% RESTRICTED FOR SCHOOL CAPITAL OUTLAY OR DEBT SERVICE) (100000-323301, 323302)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	502,448	537,381	581,833	609,693	631,292		673,530	7%	
Aug	535,526	571,290	634,883	657,139	711,398		766,949	8%	
Sept	464,542	513,379	547,394	576,690	610,962		631,968	3%	
Oct	415,766	419,073	441,243	430,066	514,766		588,455	14%	
Nov	310,259	333,777	436,317	423,295	464,016		527,365	14%	
Dec	355,269	361,268	397,148	412,136	471,285		522,056	11%	
Jan	294,265	285,268	420,617	459,158	415,344				
Feb	299,134	319,156	356,907	363,409	430,959				
Mar	368,542	342,823	305,250	417,515	430,745				
Apr	408,598	431,872	442,236	512,728	569,042				
May	379,092	430,202	469,765	515,232	566,462				
June	399,234	464,929	504,945	519,548	551,091				
Total	4,732,676	5,010,418	5,538,538	5,896,609	6,367,362	6,480,912	3,710,323		57%

Note: Sales Taxes are 2 months behind in reporting.

**County of Brunswick
Water Fund Revenues**

WATER RETAIL SALES REVENUE (617110-371316)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	418,130	433,653	472,746	467,682	474,405		469,373	-1%	
Aug	577,604	481,540	504,895	533,018	585,205		598,346	2%	
Sept	503,003	477,751	412,334	506,507	552,130		509,091	-8%	
Oct	409,503	407,578	384,997	419,248	455,542		436,731	-4%	
Nov	366,357	357,419	346,005	353,122	356,558		400,272	12%	
Dec	344,872	291,933	315,884	357,715	358,875		401,470	12%	
Jan	288,985	280,966	287,734	289,804	326,617		330,727	1%	
Feb	271,325	305,950	295,333	318,297	322,884		424,539	31%	
Mar	305,555	297,023	280,290	307,249	318,405				
Apr	233,898	269,782	293,877	302,211	317,943				
May	312,834	337,877	341,737	379,472	407,205				
June	399,474	446,465	396,615	448,286	481,962				
Total	4,431,540	4,387,937	4,332,447	4,682,610	4,957,731	5,000,000	3,570,549		71%

IRRIGATION REVENUE (617110-371319)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	200,399	197,151	266,584	242,180	274,655		303,891	11%	
Aug	270,576	196,228	297,464	328,242	391,161		364,814	-7%	
Sept	320,100	224,623	203,919	378,978	402,057		341,474	-15%	
Oct	195,873	250,146	195,247	281,554	312,823		245,944	-21%	
Nov	171,975	186,010	160,249	159,040	170,875		230,786	35%	
Dec	95,241	91,803	111,853	92,834	79,215		194,433	145%	
Jan	31,610	29,503	31,659	30,866	53,423		75,964	42%	
Feb	18,136	19,242	10,667	17,443	17,281		42,193	144%	
Mar	12,015	13,548	8,336	10,977	23,304				
Apr	13,193	10,547	12,325	20,209	33,613				
May	42,880	43,131	47,160	91,362	111,147				
June	113,021	239,965	99,971	255,276	294,456				
Total	1,485,016	1,501,897	1,445,433	1,908,962	2,164,010	1,700,000	1,799,499		106%

WATER WHOLESALE REVENUE (617110-371317)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	502,222	531,159	645,432	571,447	549,891		502,369	-9%	
Aug	736,692	566,561	610,893	726,527	662,991		739,238	12%	
Sept	483,513	511,239	597,231	571,125	593,390		580,350	-2%	
Oct	394,070	455,344	369,057	419,668	467,518		439,291	-6%	
Nov	375,118	391,254	382,248	372,683	315,869		468,542	48%	
Dec	281,076	260,217	298,588	278,846	329,525		415,210	26%	
Jan	262,906	242,557	308,352	271,780	271,848		461,637	70%	
Feb	278,801	297,924	240,348	243,372	293,671		254,055	-13%	
Mar	265,305	256,865	291,032	258,696	257,119				
Apr	227,953	264,528	253,284	298,786	315,449				
May	282,064	303,736	330,963	347,571	381,741				
June	410,953	567,502	373,695	423,069	723,529				
Total	4,500,673	4,648,887	4,701,123	4,783,570	5,162,541	4,740,000	3,860,692		81%

**County of Brunswick
Water Fund Revenues**

WATER INDUSTRIAL REVENUE (617110-371318)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	235,758	252,870	245,698	206,044	193,363		171,810	-11%	
Aug	291,644	230,404	241,408	198,496	176,628		242,014	37%	
Sept	251,772	235,556	287,677	223,590	177,912		227,218	28%	
Oct	230,252	231,204	226,273	183,414	141,672		208,907	47%	
Nov	234,277	233,080	225,491	153,158	153,071		213,605	40%	
Dec	203,477	188,651	220,541	126,460	140,427		181,314	29%	
Jan	223,740	200,044	221,210	199,431	156,917		209,780	34%	
Feb	221,223	232,927	148,278	177,624	144,230		145,744	1%	
Mar	261,605	193,946	192,828	194,456	163,680				
Apr	211,697	206,743	169,595	179,557	153,967				
May	196,254	216,485	172,665	173,827	125,676				
June	239,597	211,501	141,691	173,052	126,581				
Total	2,801,296	2,633,410	2,493,355	2,189,109	1,854,124	1,994,000	1,600,392		80%

WATER BASE SERVICE CHARGE REVENUE (617110-371308)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	381,461	391,615	403,355	451,901	470,153		487,562	4%	
Aug	383,403	393,144	440,343	451,462	475,932		489,608	3%	
Sept	381,503	391,943	440,074	453,419	476,892		490,840	3%	
Oct	382,386	394,427	442,108	454,580	476,516		493,066	3%	
Nov	385,726	396,791	442,353	455,559	475,832		494,282	4%	
Dec	385,373	395,498	443,726	464,316	477,375		495,252	4%	
Jan	386,229	395,498	445,019	463,597	480,043		496,679	3%	
Feb	386,997	399,527	445,701	465,506	481,021		498,450	4%	
Mar	387,056	398,697	446,642	468,084	483,538				
Apr	387,607	399,271	448,227	469,366	482,955				
May	389,914	401,832	449,771	469,402	485,236				
June	399,806	413,286	498,348	490,097	506,112				
Total	4,637,462	4,771,529	5,345,667	5,557,289	5,771,605	5,861,000	3,945,739		67%

WATER TAPS AND CONNECTION REVENUE (617180-371305)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	20,552	32,072	70,982	88,015	79,919		83,631	5%	
Aug	15,150	38,414	54,383	63,122	73,809		104,621	42%	
Sept	30,974	40,036	55,302	79,297	69,412		81,193	17%	
Oct	27,034	42,683	53,756	60,271	60,061		91,599	53%	
Nov	22,145	29,320	42,257	57,337	77,525		99,482	28%	
Dec	19,234	28,621	56,457	50,315	59,843		54,196	-9%	
Jan	33,630	25,201	53,973	68,391	63,308		74,470	18%	
Feb	53,149	34,179	55,395	58,684	88,268		65,659	-26%	
Mar	41,370	38,347	62,467	61,178	89,333				
Apr	39,756	39,113	66,169	88,286	76,900				
May	29,745	41,012	87,408	62,668	86,057				
June	155,376	42,744	57,354	89,289	88,308				
Total	488,116	431,742	715,903	826,853	912,743	828,100	654,851		79%

**County of Brunswick
Water Fund Revenues**

WATER CAPITAL RECOVERY REVENUE (619100-371404)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	36,494	69,729	75,945	175,282	82,430		82,749	0%	
Aug	36,803	68,885	61,056	107,350	87,643		120,522	38%	
Sept	55,673	74,043	56,609	80,372	137,586		114,051	-17%	
Oct	62,911	92,640	35,619	100,031	53,152		83,126	56%	
Nov	60,584	35,813	90,854	80,907	89,642		128,155	43%	
Dec	53,463	59,986	71,145	67,996	49,323		40,491	-18%	
Jan	76,170	46,944	77,802	68,194	53,168		70,156	32%	
Feb	132,565	61,353	78,674	83,303	80,368		43,033	-46%	
Mar	60,294	83,280	75,081	55,590	83,957				
Apr	84,220	56,385	86,006	103,546	191,678				
May	47,460	116,924	106,117	72,757	110,980				
June	232,116	71,878	65,310	131,407	89,349				
Total	938,752	837,859	880,218	1,126,735	1,109,276	688,000	682,283		99%

WATER TRANSMISSION LINE REVENUE (619800-371309)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	12,295	23,386	27,391	42,850	29,279		34,402	17%	
Aug	10,666	20,169	26,404	35,126	24,946		42,390	70%	
Sept	18,697	25,030	23,378	27,267	31,882		42,063	32%	
Oct	21,484	22,223	20,420	24,152	26,858		33,713	26%	
Nov	20,505	14,943	36,383	26,653	37,187		52,512	41%	
Dec	17,955	19,097	28,184	22,399	25,429		23,427	-8%	
Jan	18,736	19,156	28,812	28,002	25,978		28,493	10%	
Feb	29,327	20,860	30,550	25,571	35,550		24,480	-31%	
Mar	22,098	26,789	23,460	21,952	36,122				
Apr	28,057	24,074	24,169	34,849	28,496				
May	16,164	31,109	35,214	21,459	30,911				
June	79,793	28,029	27,254	48,349	29,625				
Total	295,776	274,866	331,619	358,629	362,263	232,000	281,480		121%

**County of Brunswick
Wastewater Fund Revenues**

WASTEWATER RETAIL SALES REVENUE (627210-371405)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	539,086	612,855	707,249	735,074	791,640		805,054	2%	
Aug	580,699	651,146	733,867	779,627	874,819		933,343	7%	
Sept	559,178	644,679	693,713	772,094	837,178		835,710	0%	
Oct	531,074	633,320	673,713	706,281	773,191		813,375	5%	
Nov	521,592	620,631	662,220	686,159	735,391		792,739	8%	
Dec	515,480	605,584	649,668	724,587	753,597		801,946	6%	
Jan	513,818	600,756	648,827	700,776	739,484		778,549	5%	
Feb	511,834	617,577	651,892	705,035	740,280		835,392	13%	
Mar	528,669	623,293	640,679	712,260	747,301				
Apr	527,052	612,980	652,947	708,854	744,239				
May	557,639	642,475	678,940	737,235	765,249				
June	652,400	762,420	709,781	868,150	834,436				
Total	6,538,521	7,627,716	8,103,496	8,836,132	9,336,805	9,300,000	6,596,108		71%

WASTEWATER TAPS & CONNECTIONS REVENUE (627220-371402)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	67,500	126,160	88,000	114,000	76,350		108,000	41%	
Aug	89,000	90,600	93,000	97,000	152,000		133,000	-13%	
Sept	76,760	60,000	100,000	73,000	84,450		95,750	13%	
Oct	32,005	113,949	84,000	57,000	95,775		185,275	93%	
Nov	60,000	100,000	101,550	104,000	136,000		210,480	55%	
Dec	60,000	60,166	69,000	80,000	109,000		84,000	-23%	
Jan	76,000	96,000	84,000	108,400	117,775		113,840	-3%	
Feb	96,000	157,000	172,000	119,375	164,450		97,250	-41%	
Mar	88,000	84,000	80,000	100,000	103,050				
Apr	71,970	112,000	88,000	134,320	104,000				
May	93,000	132,000	126,990	69,000	110,545				
June	76,000	77,000	132,700	82,625	189,500				
Total	886,235	1,208,875	1,219,240	1,138,720	1,442,895	1,520,000	1,027,595		68%

WASTEWATER CAPITAL RECOVERY REVENUE (629100-371404)									
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
Month	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	71,201	153,583	94,139	454,950	185,127		219,750	19%	
Aug	80,333	75,250	153,639	240,374	131,836		402,208	205%	
Sept	41,766	94,337	130,597	132,623	183,719		337,302	84%	
Oct	99,441	100,250	157,250	156,607	205,927		268,123	30%	
Nov	103,889	48,306	162,973	125,525	270,061		392,249	45%	
Dec	76,222	55,555	122,639	94,524	154,451		186,084	20%	
Jan	90,085	105,889	153,833	172,304	196,396		218,124	11%	
Feb	339,167	67,805	168,764	150,635	214,802		134,813	-37%	
Mar	64,306	112,512	115,639	139,552	233,802				
Apr	141,306	128,139	105,250	218,469	210,136				
May	76,373	134,384	201,306	246,595	205,427				
June	142,945	113,439	93,309	337,635	214,635				
Total	1,327,033	1,189,449	1,659,338	2,469,793	2,406,319	600,000	2,158,653		360%

**County of Brunswick
Wastewater Fund Revenues**

WASTEWATER TRANSMISSION LINE FEES (629800-371309)									
Month	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANNUAL BUDGET	ACTUAL	YTD actual % change of prior YTD actual	% of ANNUAL BUDGET
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2017-18		
July	21,742	47,864	24,714	106,434	60,709		69,520	15%	
Aug	20,639	24,084	47,884	74,794	44,611		104,289	134%	
Sept	13,922	31,444	42,534	50,210	59,236		107,773	82%	
Oct	28,957	32,421	51,087	50,872	66,644		75,363	13%	
Nov	34,632	17,104	79,326	44,845	83,049		122,632	48%	
Dec	25,409	17,855	38,881	31,511	47,819		52,692	10%	
Jan	27,030	25,410	51,281	54,659	67,463		68,707	2%	
Feb	35,095	19,601	56,259	44,213	68,932		49,027	-29%	
Mar	15,437	36,729	33,217	44,521	77,931				
Apr	43,759	36,827	30,753	70,828	61,376				
May	23,460	41,109	63,105	49,882	61,474				
June	23,315	31,815	35,773	109,443	68,211				
Total	313,396	362,264	554,814	732,212	767,455	200,000	650,003		325%

County of Brunswick
Water and Wastewater Number of Customers

NUMBER OF WATER RETAIL CUSTOMERS							
Month	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	Change
July	34,488	34,990	36,146	37,165	38,912	40,199	98
Aug	34,521	35,107	36,272	37,303	39,036	40,345	146
Sept	34,362	35,219	36,379	37,398	39,155	40,518	173
Oct	34,328	35,400	36,431	37,418	39,238	40,581	63
Nov	34,377	35,455	36,524	38,133	39,338	40,758	177
Dec	34,485	35,500	36,607	38,209	39,466	40,908	150
Jan	34,512	35,545	36,679	38,318	39,573	40,982	74
Feb	34,652	35,615	36,737	38,415	39,690		
Mar	34,719	35,663	36,828	38,448	39,736		
Apr	34,823	35,819	36,910	38,587	39,894		
May	34,913	35,902	37,046	38,704	39,998		
June	34,984	36,028	37,112	38,760	40,101		
Average	34,597	35,520	36,639	38,072	39,511	40,613	881

NUMBER OF WASTEWATER RETAIL CUSTOMERS							
Month	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	Change
July	10,667	12,415	13,855	14,556	15,862	16,695	116
Aug	10,756	12,467	14,009	14,632	15,878	16,758	63
Sept	10,663	12,677	14,036	14,682	15,940	16,908	150
Oct	10,712	12,859	14,092	14,708	16,014	17,017	109
Nov	10,738	13,108	14,143	15,269	16,070	17,026	9
Dec	11,081	13,234	14,192	15,357	16,157	17,193	167
Jan	11,156	13,364	14,237	15,382	16,235	17,241	48
Feb	11,310	13,470	14,325	15,460	16,295		
Mar	11,516	13,544	14,378	15,498	16,371		
Apr	11,685	13,608	14,450	15,593	16,506		
May	11,965	13,743	14,468	15,651	16,537		
June	12,142	13,841	14,514	15,847	16,579		
Average	11,199	13,194	14,225	15,220	16,204	16,977	662



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 14.

From:

Jan Clemmons

GIS - Street Adoptions

Issue/Action Requested:

Request that the Board of Commissioners approve the first reading of the street names and set the date for the Public Hearing to April 16, 2018.

Background/Purpose of Request:

The attached street names were named by property owners, the GIS Department or by recorded survey.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the first reading of the street names and set the date for the Public Hearing to April 16, 2018.

ATTACHMENTS:

Description

- ▣ List of streets to be adopted

<u>TO</u>	<u>FROM</u>	<u>TOWNSHIP</u>
ADALYNNS TRL NW	NONE	WACCAMAW
AMOROSA LOOP NE	NONE	NORTHWEST
ANCHORS BEND DR SW	NONE	SHALLOTTE
AROT CT SW	NONE	SHALLOTTE
BAY BEACH RD SW	NONE	LOCKWOOD FOLLY
BIRCH ABBEY TRL NE	NONE	NORTHWEST
BLUE PAPAYA NE	NONE	NORTHWEST
CASSADINE CT NE	NONE	NORTHWEST
CLOVE HITCH LN SW	NONE	SHALLOTTE
DAGGER DR NE	NONE	NORTHWEST
DEFYANCE CT SW	NONE	SHALLOTTE
DELLCASTLE CT NW	NONE	SHALLOTTE
DELZA ANN DR NE	NONE	TOWN CREEK
DIP LN NW	NONE	LOCKWOOD FOLLY
DONASH LN NW	NONE	WACCAMAW
GATEWAY VILLAGE CIR SE	NONE	SMITHVILLE
HERON WATCH DR SW	NONE	LOCKWOOD FOLLY
HILL HOMESTEAD LN SE	NONE	LOCKWOOD FOLLY
HOMER BRYAN AVE NE	NONE	NORTHWEST
INDUS WAY SE	NONE	LOCKWOOD FOLLY
MAGNOLIA HILL PL SW	NONE	LOCKWOOD FOLLY
MARILLA DR NE	NONE	NORTHWEST
MONTAGU WAY SW	NONE	LOCKWOOD FOLLY
N OLD MT MISERY RD	NONE	NORTHWEST
NORMA JEAN LN SW	NONE	LOCKWOOD FOLLY
PENNY HEDGE DR NE	NONE	NORTHWEST
REEFSIDE LOOP NE	NONE	NORTHWEST
RUSTY FARM TRL NW	NONE	WACCAMAW
S OLD MT MISERY RD	NONE	NORTHWEST
SAWGRASS POINT LN SW	NONE	LOCKWOOD FOLLY
SAYBROOKE LN NW	NONE	SHALLOTTE
SEA ISLAND RD NE	NONE	NORTHWEST
SNOWDROP CT NW	NONE	SHALLOTTE
SOLARIS CT NE	NONE	NORTHWEST
SOUTHVIEW CT NE	NONE	NORTHWEST
SPOONWOOD DR NE	NONE	NORTHWEST
SPRINGSTONE DR NE	NONE	TOWN CREEK
SQUARE KNOT LN SW	NONE	SHALLOTTE
STEDWICK ST NW	NONE	SHALLOTTE
SUNSET CREEK WAY SW	NONE	SHALLOTTE
TERESA CT NE	NONE	NORTHWEST
TWICKENHAM CT SE	NONE	TOWN CREEK
WILBUR MCKEITHAN WAY NE	NONE	TOWN CREEK
WINTERCRESS DR NE	NONE	NORTHWEST
WOODRIFF CIR NE	NONE	NORTHWEST



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 15.

From: Health Services - Communicable Disease Annual Report
David Stanley

Issue/Action Requested:

Request that the Board of Commissioners review and approve the 2017 Communicable Disease Annual Report.

Background/Purpose of Request:

As one of the essential services provided by all local health departments, Brunswick County Health Services works with healthcare providers in the community to report and analyze reportable diseases and other health-related events and data. Brunswick County Health Services is required by the Local Health Department Accreditation Board (Benchmark 2, Activity 2.4) to prepare and submit an annual report of disease incidence and trends within Brunswick County to the local Board of Health.

Staff recommends approval of the report.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners review and approve the 2017 Communicable Disease Annual Report.

ATTACHMENTS:

Description

- 2017 Communicable Disease Report



BRUNSWICK COUNTY


COMMUNICABLE DISEASE REPORT
2017

Health Services

910.253.2250

www.brunswickcountync.gov

TYPES OF COMMUNICABLE DISEASES

- Foodborne Illnesses
 - Rabies
 - Sexually Transmitted Diseases & HIV
 - Tuberculosis
 - Vaccine Preventable Diseases
 - Vectorborne Diseases
 - Waterborne Diseases
- 

FOODBORNE

Transmitted by consuming contaminated foods or beverages

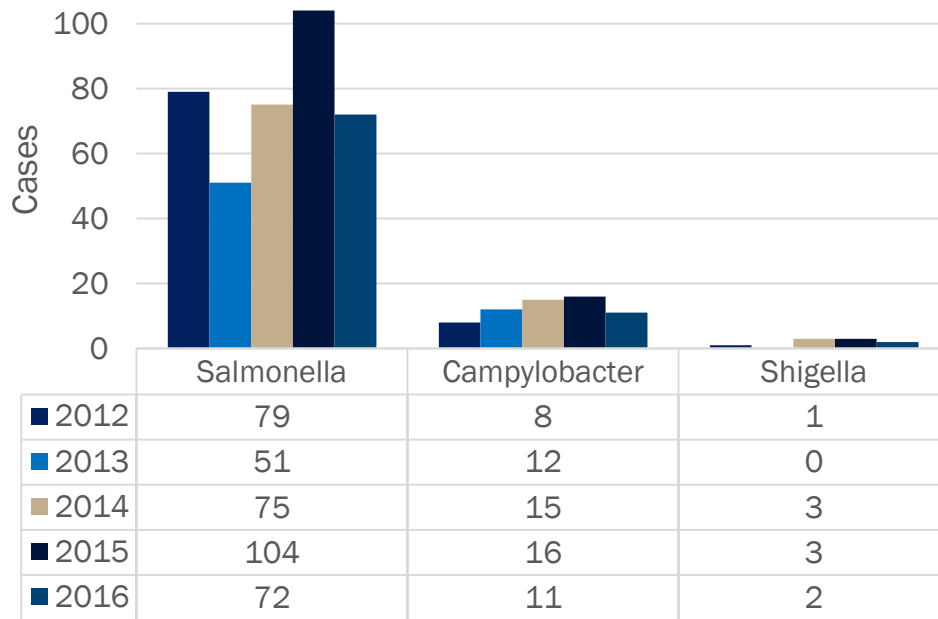
Often causes intestinal symptoms such as nausea, vomiting and diarrhea

Examples are:

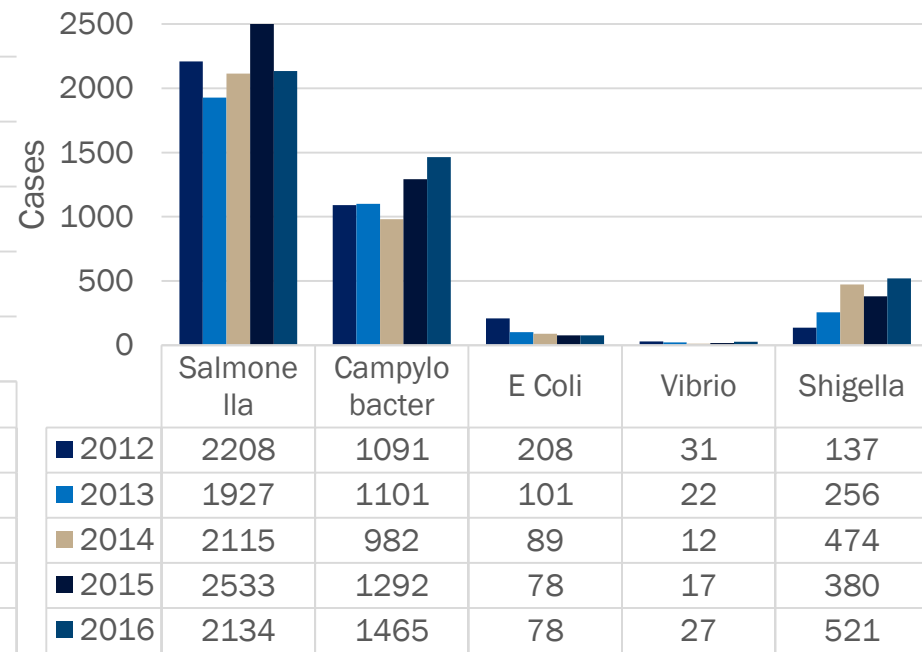
- Botulism
- Campylobacter
- E. Coli
- Listeria
- Norovirus
- Salmonella
- Shigella
- Vibrio

REPORTED FOODBORNE ILLNESS

Brunswick County Reported Cases
2012-2016



North Carolina Reported Cases
2012-2016



RABIES

Deadly viral disease that attacks the central nervous system of mammals.

Commonly found in:

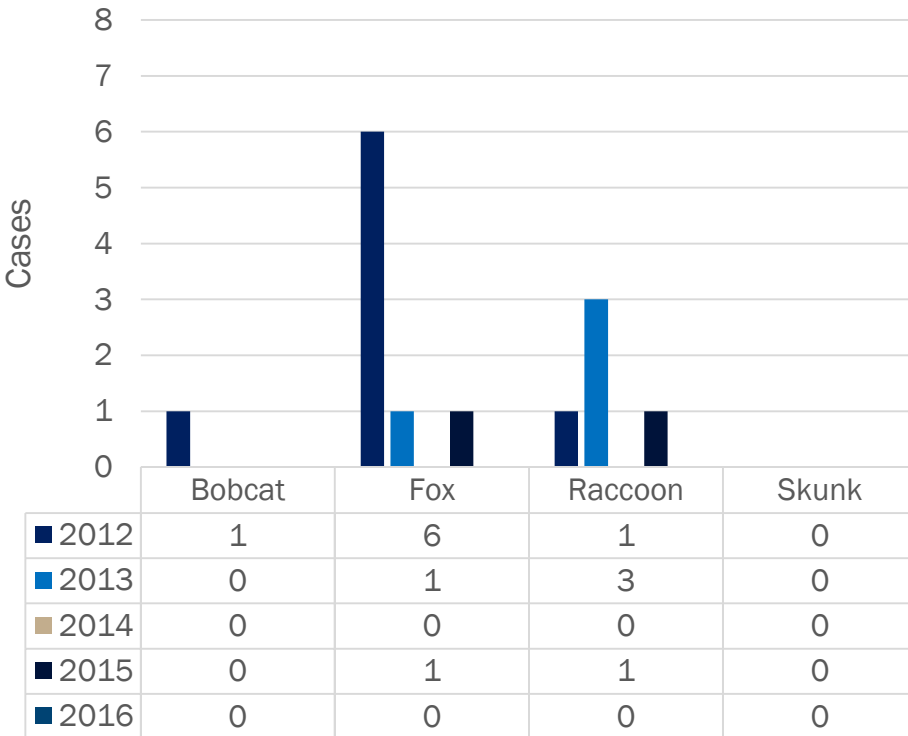
- raccoons
- skunks
- red and grey foxes
- coyotes
- wolves
- groundhogs
- beavers.
- Bats

The virus can infect domestic pets, agricultural animals such as cows and horses, and people when they are exposed to rabid wildlife.

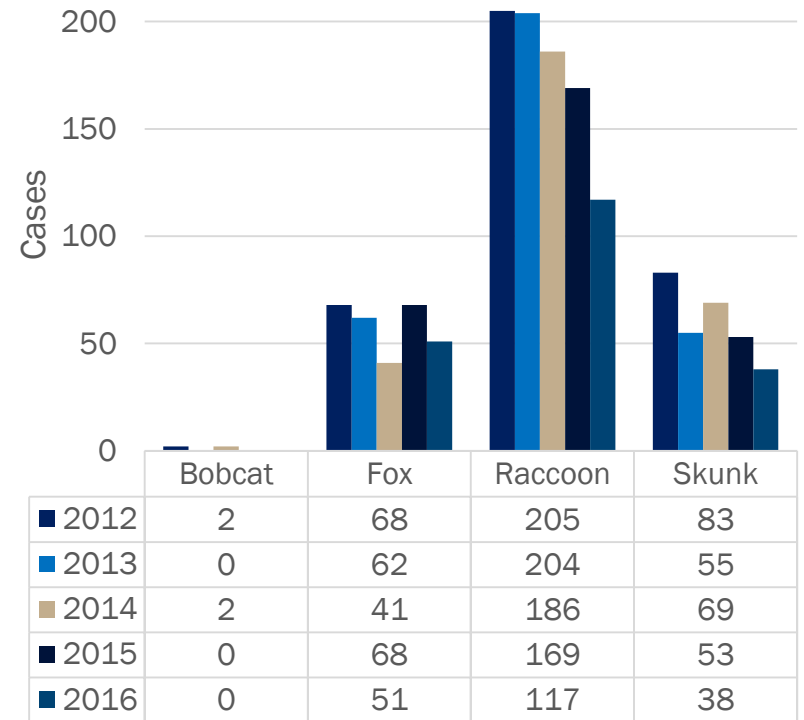


POSITIVE RABIES CASES

BRUNSWICK COUNTY
POSITIVE RABIES 2012-2016



NORTH CAROLINA POSITIVE
RABIES 2012-2016




North Carolina Animal Rabies Cases by Year, 2016

SEXUALLY TRANSMITTED DISEASES

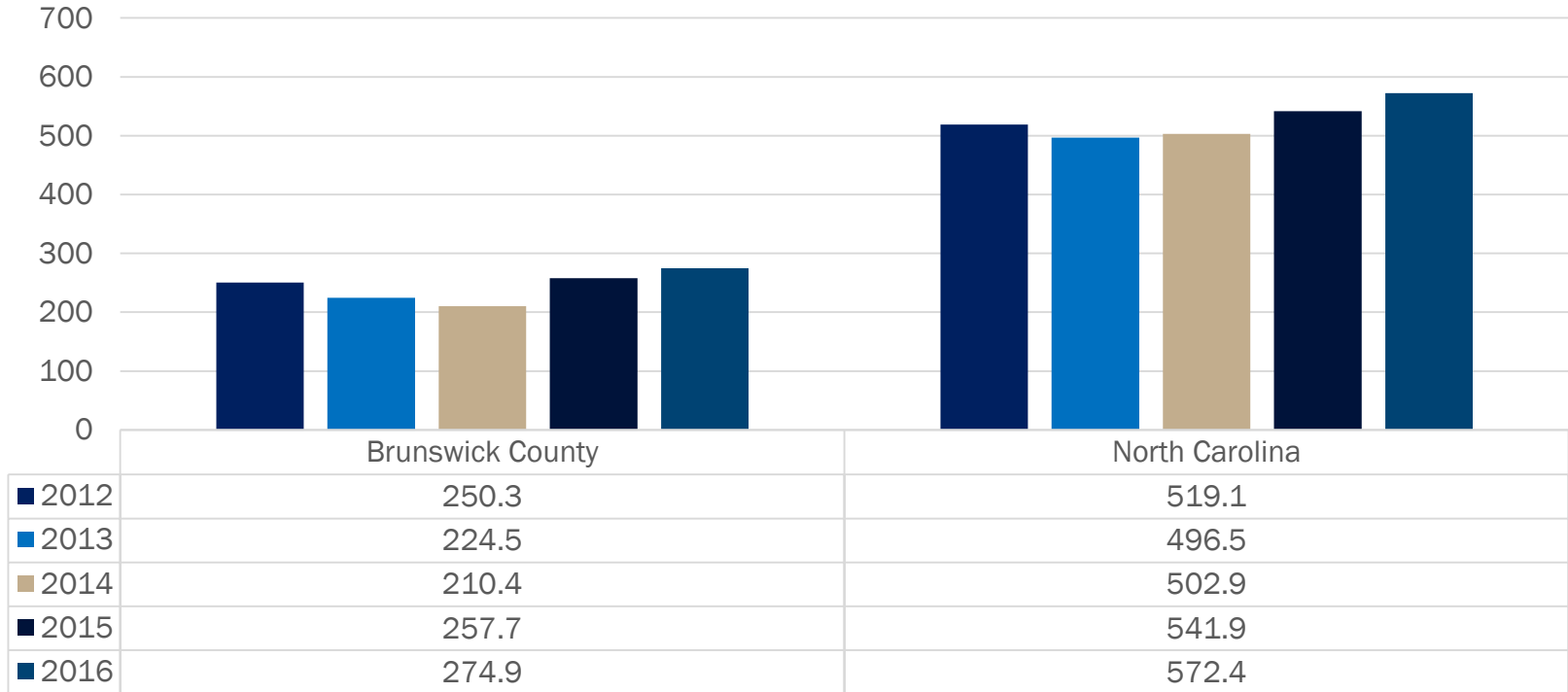
- Obtained through sexual intercourse
- Bacterial STDs are curable
- Viral STDs are not curable

Examples:

- Gonorrhea
 - Chlamydia
 - Syphilis
 - Herpes
 - Genital Warts
- 

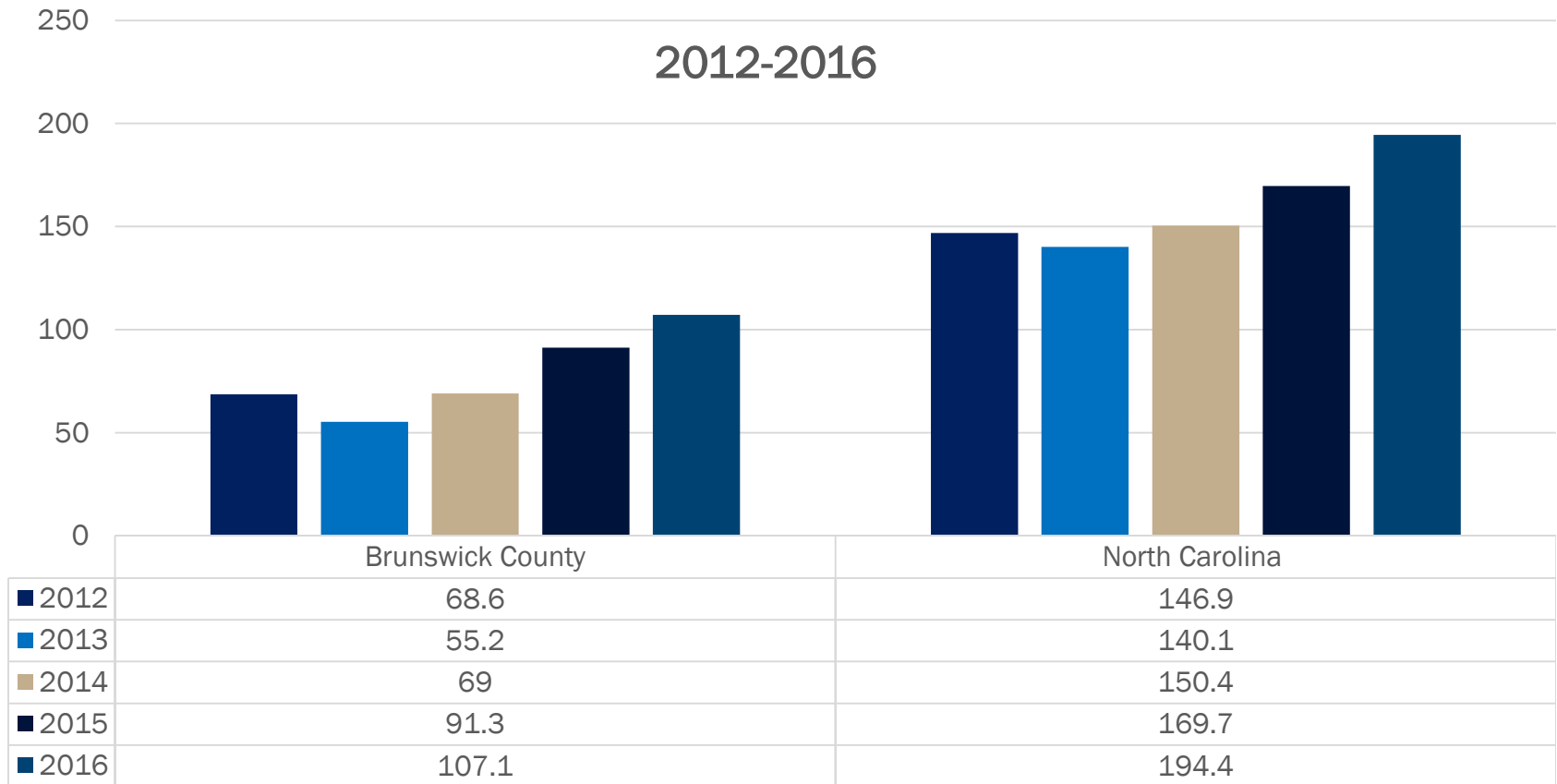
CHLAMYDIA CASE RATES

2012-2016



North Carolina 2016 HIV/STD Surveillance Report. All rates shown are per 100,000 population

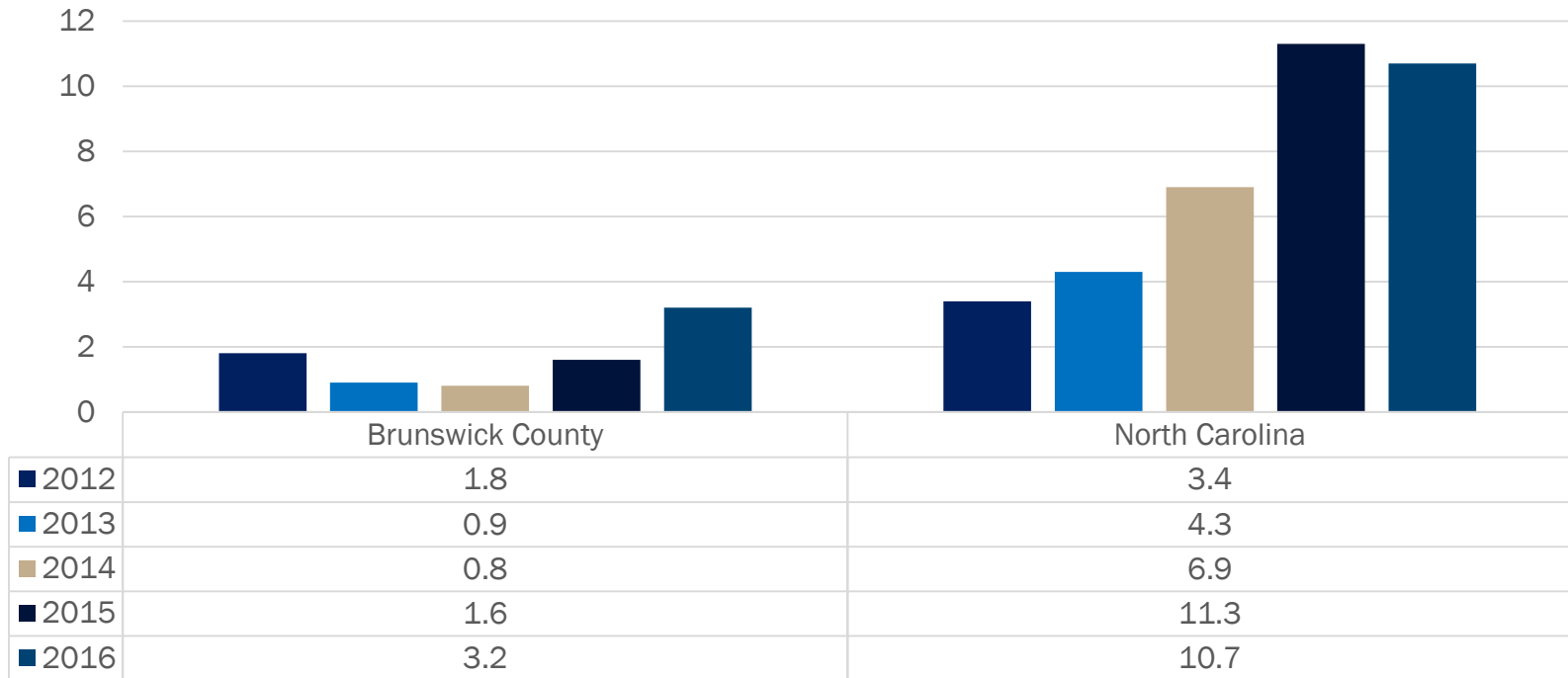
GONORRHEA CASE RATES



North Carolina 2016 HIV/STD Surveillance Report. All rates shown are per 100,000 population

PRIMARY & SECONDARY SYPHILIS CASE RATES

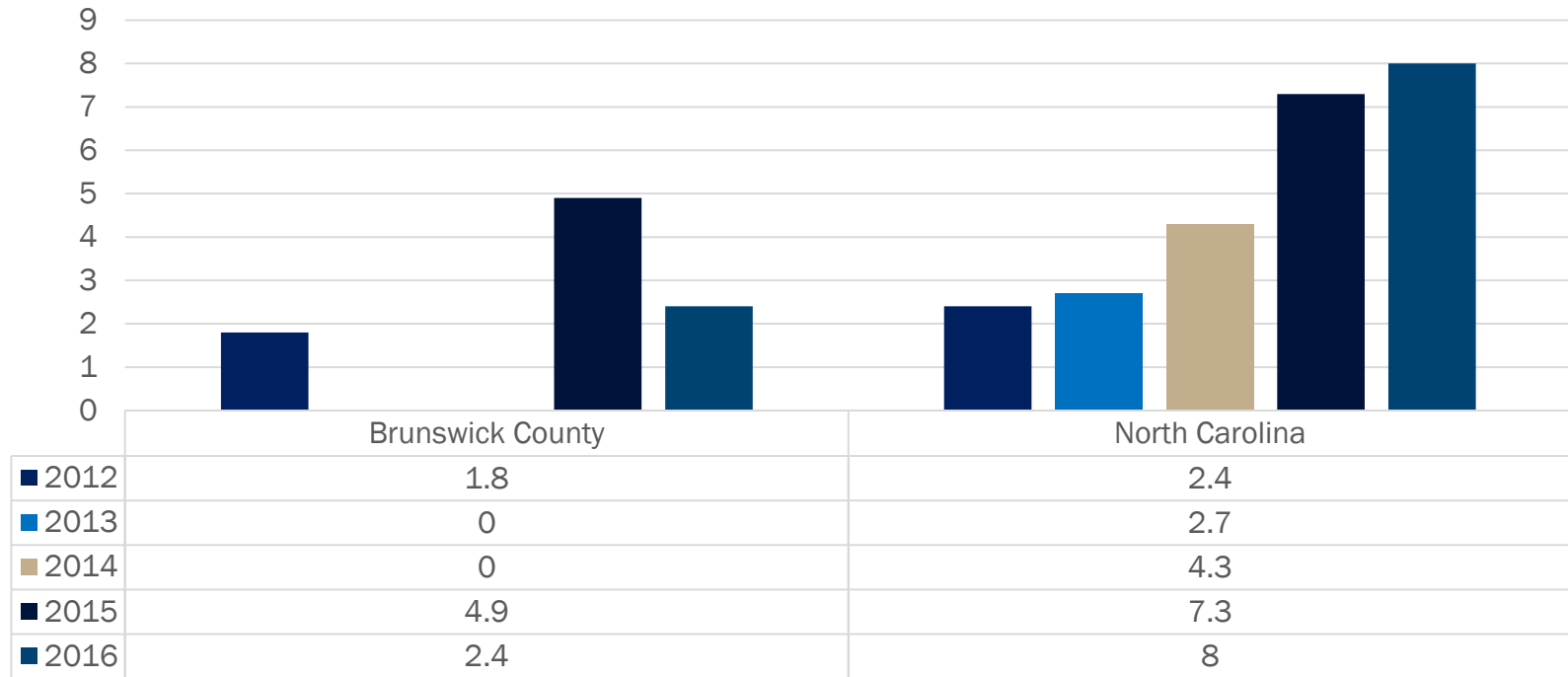
2012-2016



North Carolina 2016 HIV/STD Surveillance Report. All rates shown are per 100,000 population

EARLY LATENT SYPHILIS CASE RATES

2011-2016



North Carolina 2016 HIV/STD Surveillance Report. All rates shown are per 100,000 population

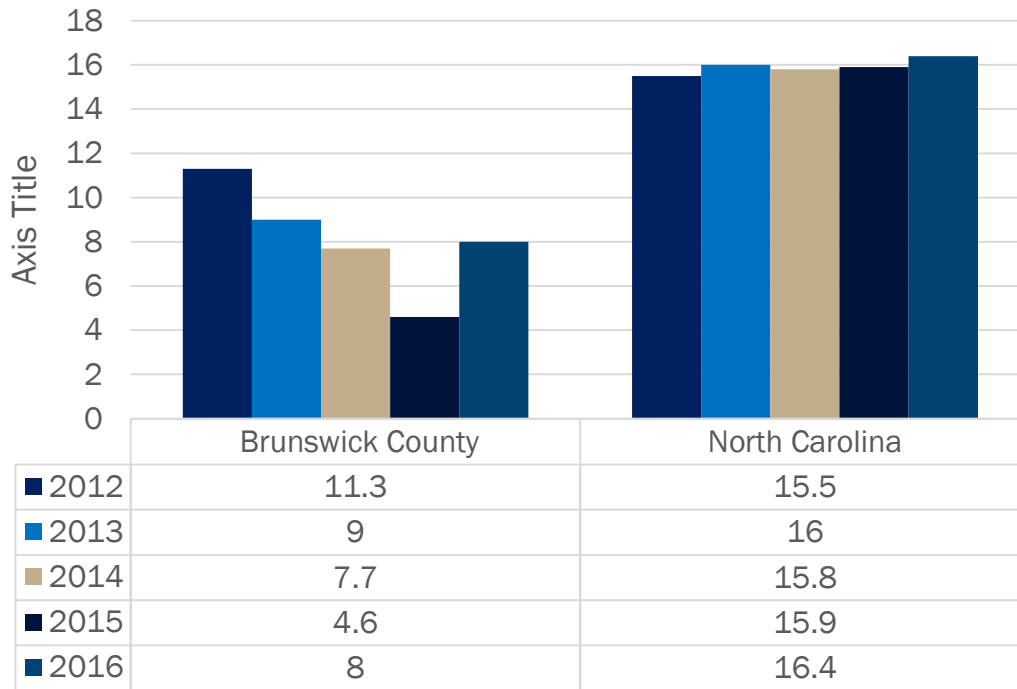
HIV

- Human Immunodeficiency Virus.
- Weakens a person's immune system by destroying important cells that fight disease and infection.
- Can lead to acquired immunodeficiency syndrome (AIDS) if left untreated.
- No effective cure exists.
- In the US, HIV is primarily spread through sexual intercourse and needle sharing.



HIV CASE RATES

2012-2016



Brunswick County is ranked 66 in the state for HIV Infection Cases

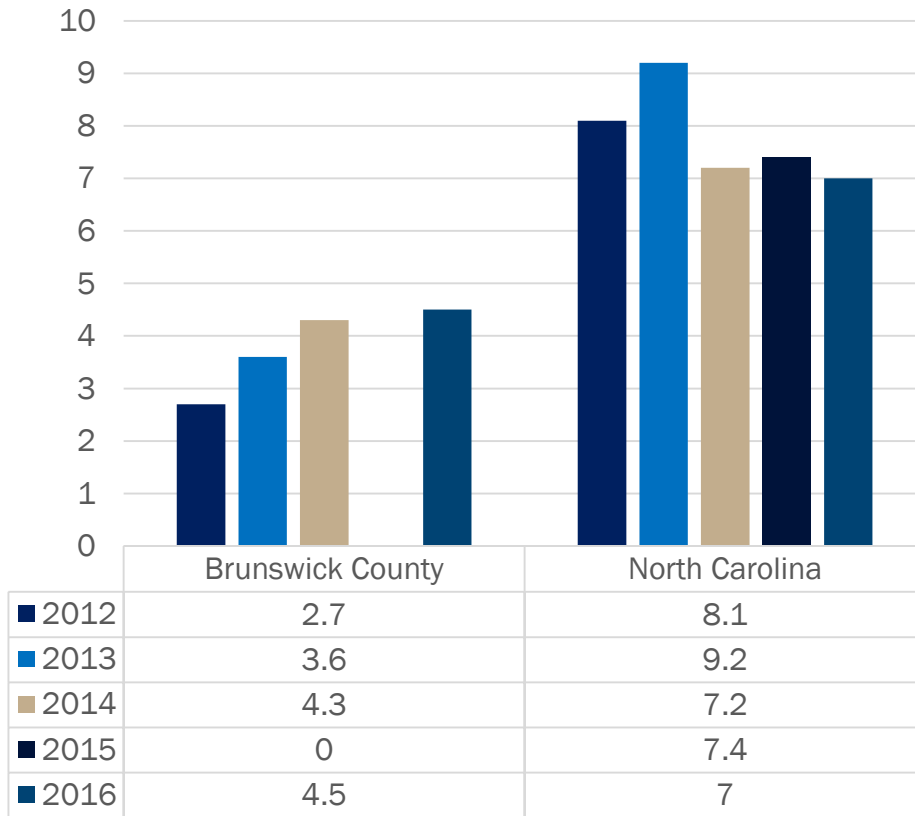
■ NC Average Rate 16.4

■ BC Average Rate 8

There are a total of 204 HIV/AIDS Cases Living in Brunswick County as of 12/31/2016

AIDS CASE RATES

2012-2016



Brunswick County is ranked 71 in the state for newly diagnosed AIDS cases (2016)

■ NC Average Rate 7.0

■ BC Average Rate 4.5

There are a total of 98 people living with AIDS in Brunswick County as of 12/31/2016

HEPATITIS C (HCV)

Liver disease caused by the Hepatitis C virus

Can be either Acute or Chronic

Spread when blood of an infected person enters the body of a person who is not infected.

- Sharing needles or "works" when injecting drugs
- Occupational needle-stick exposure
- Blood transfusions and organ transplants before 1992
- Reuse of syringes or multidose medication vials in health care facilities.
- Congenital transmission if mother is HCV positive
- Sexual transmission



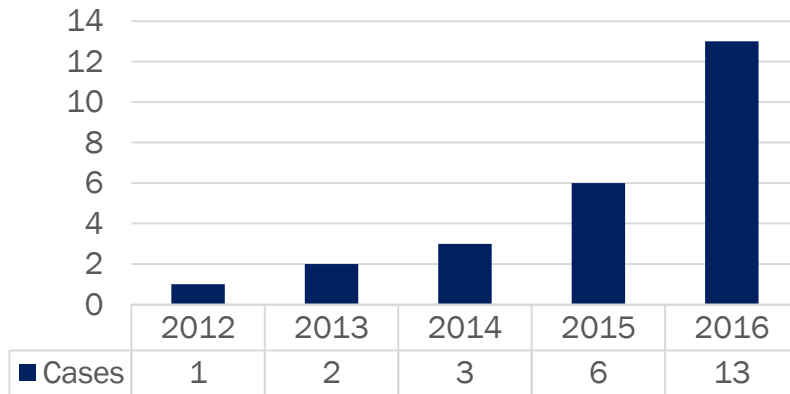
HEPATITIS C (HCV)

Acute Hepatitis C– short term illness characterized by fever, abdominal pain, loss of appetite, nausea, vomiting, fatigue, jaundice and dark urine.

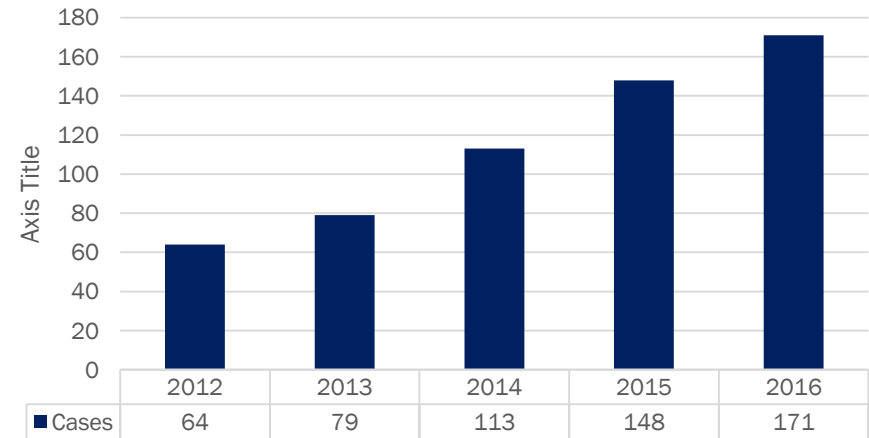
Reported cases of Acute Hepatitis C in Brunswick County have more than doubled between 2015-2016. The majority of cases involved a history of IV drug use.

Acute hepatitis C is underreported and underestimated.

Brunswick County 2012-2016 Reported Cases



North Carolina 2012-2016 Reported Cases



WHAT IS NORTH CAROLINA DOING TO DECREASE HEPATITIS C?

NC DHHS has launched **North Carolina Hepatitis C: Test, Link, Cure (TLC)** ; a program to combat the increasing acute hepatitis C epidemic. The program aims to establish new partnerships with health care providers and stakeholders in North Carolina with a specific focus on hepatitis C screening, testing, prevention education, linkage to care, and treatment. In our county, CommWell Health and New Hope Clinic are developing programs to evaluate and treat patients who do not have health insurance.

In July 2016 the CD Branch selected Region 8 to start Hepatitis C testing at the NC State Lab. Clients must meet the following testing criteria:

- HIV infected
- Injection drug use or history of injection drug use
- Baby Boomer (born between 1945-1965)



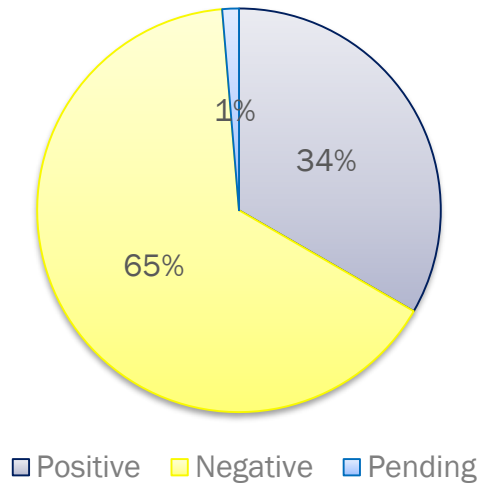
NC STATE LAB HEPATITIS C TESTING

Since July 2016:

**Total tested that met
criteria: 75**

Total Positives: 25

Brunswick County Hep C
Test Results



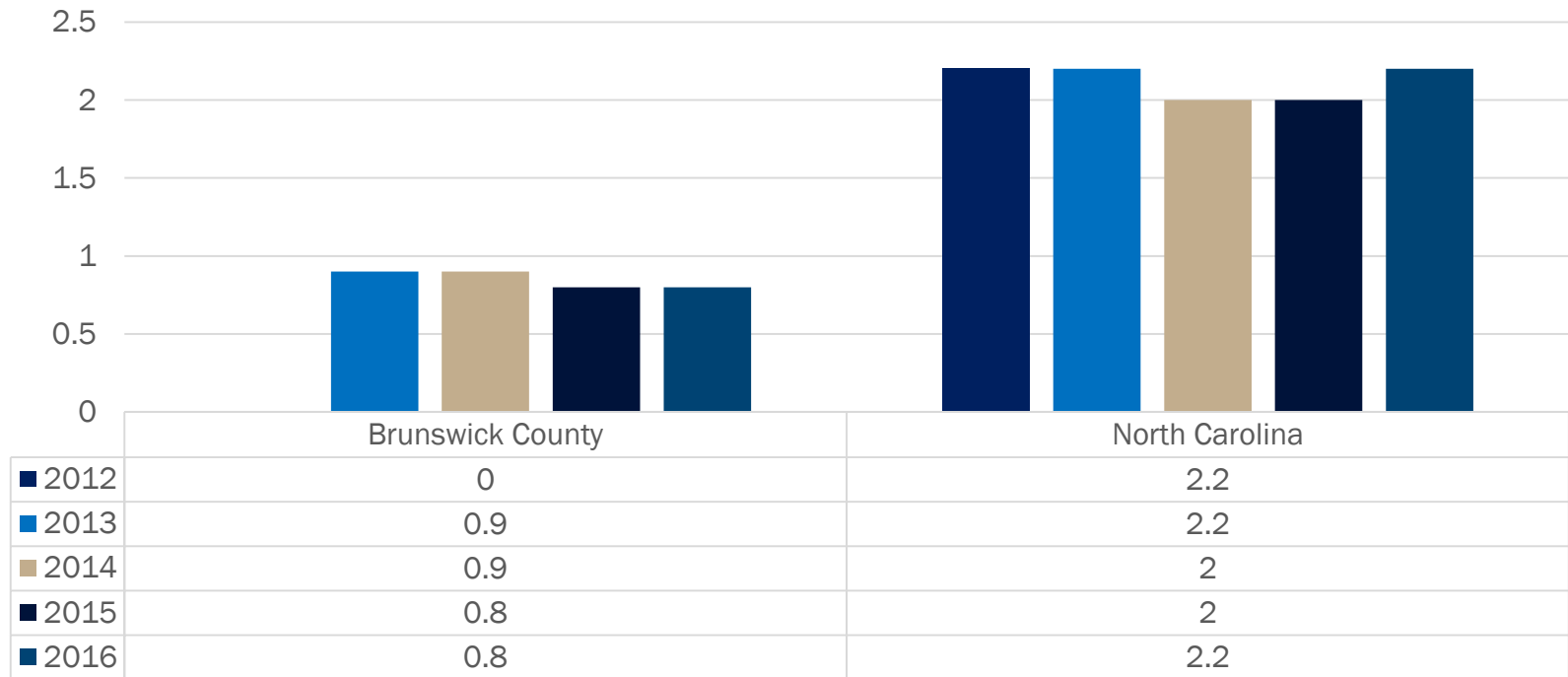
TUBERCULOSIS

- Caused by a bacteria called *Mycobacterium tuberculosis*
- Usually attacks the lungs
- Can also attack any part of the body such as the kidney, spine, and brain.
- Can be fatal if not treated
- Spread through the air from person to person



TUBERCULOSIS CASE RATES

2012-2016



2016 Tuberculosis Statistics for North Carolina. Rates are per 100,000 population.

VECTORBORNE

Diseases that are transmitted by ticks and mosquitos.

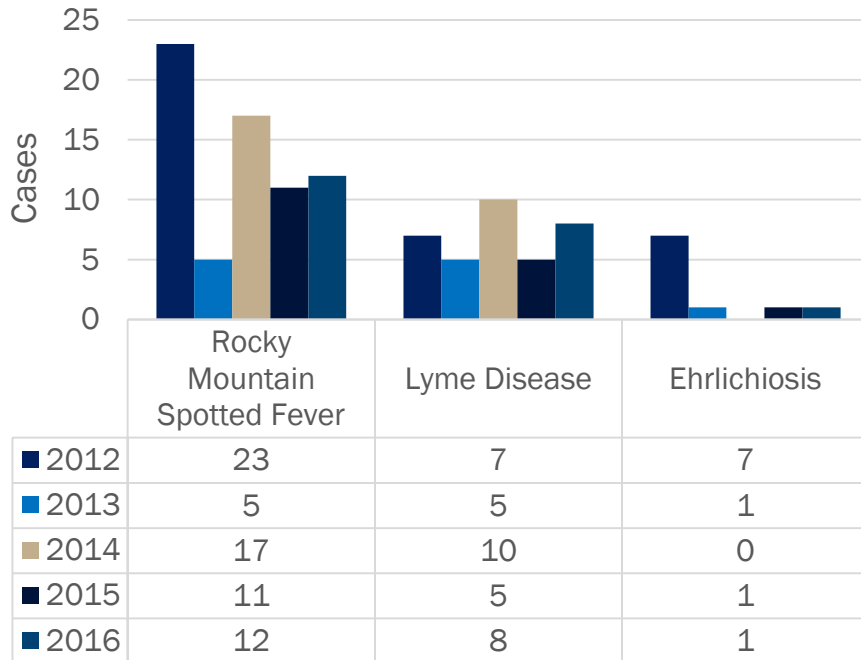
Many cause symptoms such as fever, fatigue, muscle aches, joint pain, headaches, and body aches.

Examples are:

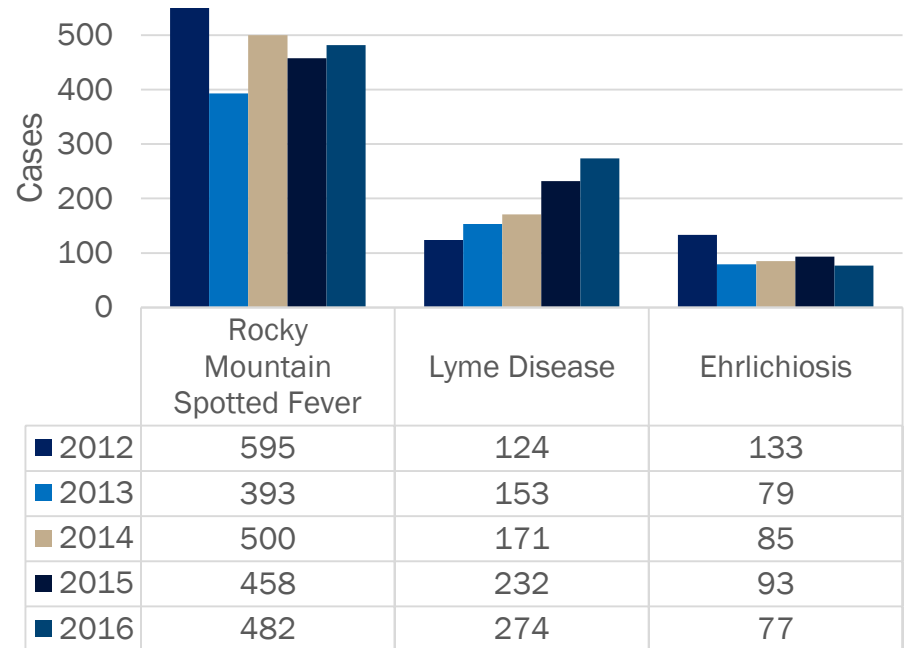
- Lyme's Disease
- Rocky Mountain Spotted Fever
- Erhlichiosis
- West Nile Virus
- Eastern equine encephalitis (EEE)
- Malaria

VECTORBORNE REPORTED DISEASES

Brunswick County Reported Cases
2012-2016




North Carolina Reported Cases
2012-2016



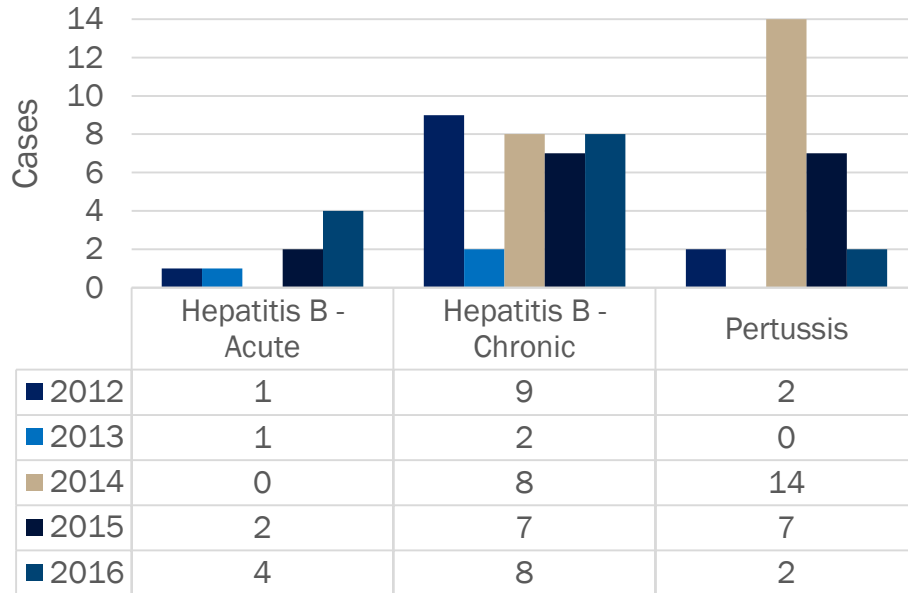
VACCINE PREVENTABLE DISEASES

Diseases that can be prevented by use of vaccines:

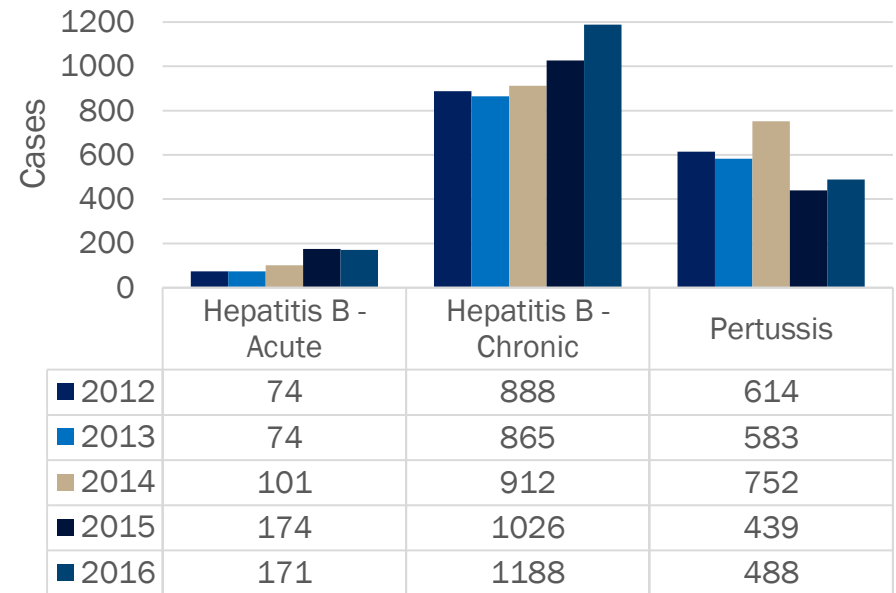
- Pertussis
 - Measles/Mumps/Rubella (MMR)
 - Varicella
 - Seasonal Influenza
 - Smallpox
 - Polio
 - Hepatitis A & B
- 

REPORTED VACCINE PREVENTABLE DISEASES

Brunswick County Reported Cases
2012-2016



North Carolina Reported Cases
2012-2016



WATERBORNE

Waterborne diseases are caused by ingesting or coming into contact with an infected or contaminated water source. While anybody can acquire waterborne illnesses, people with compromised immune systems are at a higher risk of contracting a more severe form of any waterborne disease.

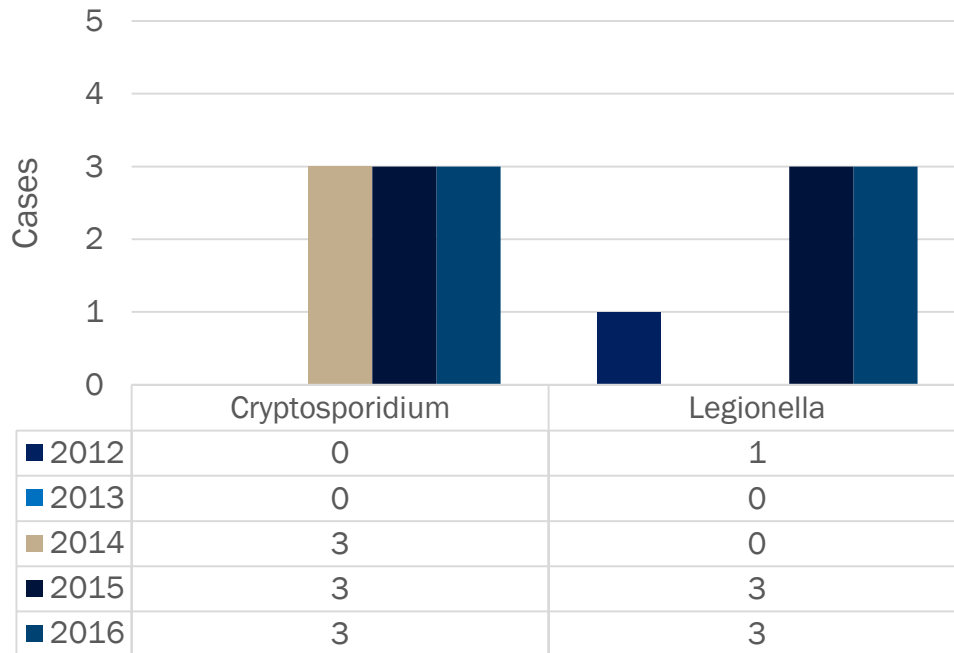
Examples:

- Cryptosporidium
- Cholera
- Giardia
- Legionella

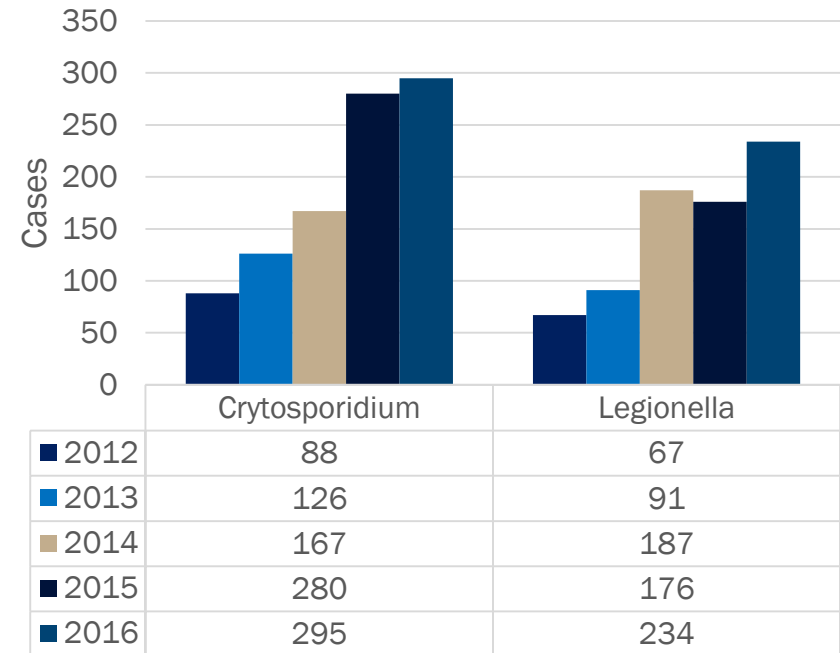


REPORTED WATERBORNE DISEASES

Brunswick County Reported Waterborne Cases 2012-2016



North Carolina Reported Waterborne Cases 2012-2016





Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 16.

From:

David Stanley

Health and Human Services - Health Services - FY18-19 State
Consolidated Agreement Approval

Issue/Action Requested:

Request that the Board of Commissioners review and approve the consolidated agreement for FY18-19 between the State of North Carolina and Brunswick County Health Services.

Background/Purpose of Request:

The purpose of the annual consolidated agreement is to maintain and promote the advancement of public health in North Carolina. The provisions of the agreement constitute the terms and conditions applicable for all health service activities that receive funding from state and federal sources.

Staff recommends approval of the consolidated agreement for FY18-19.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners review and approve the consolidated agreement for FY18-19 between the State of North Carolina and Brunswick County Health Services.

ATTACHMENTS:

Description

- ▣ FY18-19 Consolidated Agreement

FY 2019 CONSOLIDATED AGREEMENT

This Agreement is made between the North Carolina Department of Health and Human Services, Division of Public Health (“State”) and the **Brunswick County Health and Human Services** (“Department”) for the purposes of maintaining and promoting the advancement of public health in North Carolina. This Agreement shall cover a period from July 1, 2018 to June 30, 2019 and shall remain in force until the next Fiscal Year Agreement is signed except as provided for in Section J. Termination.

Now, therefore, the State and the Department agree that the provisions and clauses herein set forth shall be incorporated in and constitute the terms and conditions applicable for activities involving State funding. (State funding or funds means State, federal, and/or special funding or funds throughout this Agreement.)

A. RESPONSIBILITIES OF THE DEPARTMENT

1. The Department shall perform activities in compliance with applicable program rules contained in the North Carolina Administrative Code, as well as all applicable federal and State laws and regulations.
2. The Department shall perform the activities specified in the Agreement Addenda for State-funded budgets. The Department must negotiate these Agreement Addenda in good faith to the satisfaction of State representatives as part of the Agreement execution. The Department will meet or exceed the Agreement Addenda levels unless extenuating circumstances prevail and are explained in writing to the State section, branch or program.
3. The Department shall report client, service, encounter, and other data as specified by applicable program rules, Agreement Addenda for State-funded budgets, and by North Carolina Administrative Code.
4. The Department shall provide access to patient records to authorized staff from the Division of Public Health (DPH) for technical consultation, program monitoring, and program evaluation, as specified by applicable program rules, Agreement Addenda for State-funded budgets, and by North Carolina Administrative Code.
5. The Department shall provide client, service, encounter, and other data through the State’s centralized automated systems for claims creation and submission for processing to the State’s Medicaid agency except as allowed by NCGS § 130A-45.13 Authority to contract directly with private providers to operate billing system for county Medicaid claims and NCGS § 130A-34.2 Billing of Medicaid. To ensure that such data is accurately linked to the specific client served in a manner that results in a unique identifier from the DHHS Common Name Data Service except as allowed by NCGS § 130A-34.2 the Department shall allow the State to submit (on its behalf) the Social Security Numbers of all clients to the Social Security Administration for verification.
6. The Department shall share data to support efforts of the public health system, represented by the local health departments, local health programs, and the State (the parties), in order to meet public health objectives. The data will be shared in a manner which respects the confidentiality and integrity of each party’s data and protects the privacy of individual client health information. Sharing data includes providing client information allowed as permitted disclosures under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-91, HIPAA Administration Simplification Provisions Sections 261 through 264, 45 CFR 164.512.
7. The Department shall administer and enforce all rules that have been adopted by the Commission for Public Health, ratified by the North Carolina General Assembly, or adopted by the Local Board of Health.
8. The Department shall provide to the State a copy of any rules adopted or rescinded by the Local Board of Health pursuant to NCGS § 130A-39 Powers and duties of a local board of health and Public Health

Ordinances adopted by the County Commissioners, within 30 days of adoption or rescission. These rules and ordinances are to be sent to the Local Technical Assistance and Training Branch (LTAT).

9. The Department shall have policies related to conflict of interest, and policies and procedures for Human Subjects Clearance. Each staff member shall receive a copy of these policies.
10. The Department shall provide to the Local Technical Assistance and Training (LTAT) Branch Head or designee:
 - a. A comprehensive community health assessment (CHA) at least every four years, for each county or health district. The CHA should be a collaborative effort with local partners inclusive of hospitals, businesses, community partners, and the local Healthy Carolinians Partnership (if such exists), and shall include the collection and analysis of primary data at the county and district level (if such exists), secondary data from the State Center for Health Statistics (SCHS) and other sources, and an assessment and analysis of community resources. The CHA shall identify a list of community health problems based on the assessment. Each identified problem shall be prioritized and described in the narrative. The CHA will include data analysis of those indicators listed in the Accreditation Self-Assessment Inventory, Benchmark 1, Activity 1.1. The CHA is due on the first Monday in March following the year of assessment.
 - b. Community Health Improvement Plans (CHIPs) no later than six months after the completion of the comprehensive community health assessment (CHA). The CHIPs are due by the first Monday in September following the year of assessment.
 - 1) A CHIP is written for each of two prioritized health problems.
 - 2) One CHIP can be short term in nature (focus for 1-3 years), but the second CHIP must be long term (focus for 5-10 years).
 - 3) Each CHIP should use best evidence interventions targeting health behaviors, the physical environment, social and economic factors, and/or clinical care.
 - 4) The long-term CHIP must be represented in either the CDC 6/18 Initiative, HI- 5 Interventions, be one of the 13 Healthy North Carolina 2020 (HNC 2020) focus areas or in other evidence-based health status indicators.
 - 5) The long-term CHIP should include short-term and long-term interventions with a goal of improving population health indicators (morbidity and mortality).
 - 6) The long-term CHIP could potentially persist for several CHA cycles. With each CHA cycle, the CHIP must be updated to demonstrate that:
 - a) the health problem persists and continues to be a priority
 - b) the current interventions are effective, or that new interventions are needed, and
 - c) the interventions need to be expanded to a new target population.
 - 7) All CHIPs shall include a plan for staffing, training, implementation, monitoring, evaluating, and sustaining.
11. The Department shall provide a state of the county or district health report (SOTCH) during each of the interim years between community assessments. The SOTCH shall include progress made on each CHIP evaluation measure. The SOTCH is due by the first Monday in March during the years a CHA is not submitted.
12. The Department shall make requests for variances in submission of documents in writing in advance of the required date of submission. Emails may be sent to the Director, Community Health Assessment, Local Technical Assistance and Training Branch (LTAT) cha.sotch@dhhs.nc.gov.
13. Refer to CHA tools at <http://publichealth.nc.gov/lhd/cha/>

14. The Department shall provide formal training for its Board of Health (BOH). The LTAT Branch shall notify the Department no later than April 30 of the name of the contractor who can provide this training during the upcoming fiscal year. First priority should be given to training newly appointed members with the ultimate goal of having all BOH members trained as time and resources allow. Continuing education updates on topics of special interest are strongly encouraged after general board member orientation has been provided for all BOH Members.
15. The Department shall provide Network and Internet access at its facilities (or to the county network where desired) at a minimum speed of a full T1 line in order to:
 - a. Connect with the North Carolina Health Alert Network (HAN), North Carolina Electronic Disease Surveillance System (NCEDSS), North Carolina Immunization Registry (NCIR), Local Health Department Health Services Analysis (LHD-HSA) and Electronic Birth Registration System (EBRS)
 - b. Rapidly communicate email alerts to and from DPH regarding bioterrorism and public health topics (outbreaks, emergency alerts, etc.)
 - c. Access DPH training material and information used for training staff, including access to webinars
 - d. Maintain a secure infrastructure for remote data entry in the local health departments
 - e. Report electronically all required Environmental Health Section inspection data in the format and frequency specified by DPH. (Paper copies of inspection data are no longer accepted for Food, Lodging, and Institutions inspections.)

The Department will maintain the above-described minimum connection. The Department may choose any provider (ISP) that it wishes. The Department will also ensure security of a minimum of a T1 connection at the Department location. The Department may utilize security products (i.e., firewalls) of its choosing to maintain network connectivity and security integrity. The Department network configuration and security practices must allow communication with systems within the state network.

16. The Department shall incorporate basic elements of the North Carolina Public Health logo and theme line (slogan) into communication materials developed for programs and services that depend, in whole or in part, upon State funding. The logo files are available from the Local Technical and Assistance Training Branch. Such communication materials could include letterhead, business cards, brochures, pamphlets, advertisements or announcements, signs and marketing/promotional materials. The Department is encouraged to incorporate its own name with the logo.
17. The Department shall notify the LTAT Branch any time there is a legal name change to the Department; in addition, if the Department becomes part of a consolidated human services agency, the Department shall send to the LTAT Branch an organization chart reflecting the new structure of the consolidated human service agency so that the State will know who to contact related to public health issues.
18. The Department shall notify the DPH Deputy Director in writing 90 days in advance of any planned discontinuance of either Care Coordination for Children (CC4C) or Pregnancy Care Management (OBCM) programs. A letter co-signed by the DPH Deputy Director and the Department's local Health Director is required approving a joint transition plan that includes input from the appropriate local partners. Failure to comply with this provision may result in the withholding of all funds from the Department at the discretion of the DPH Deputy Director. (See Attachment A for Discontinuance of the OBCM or CC4C Program requirements.)
19. The Department may not require a client to present identification that includes a picture of the client for at least immunization, pregnancy prevention, sexually transmitted disease and communicable disease services.

20. The Department shall assure the State that expenditures of locally appropriated funds (Maintenance of Effort, or MOE) is maintained for maternal health, child health, and family planning program activities equal to or greater than that reported on the Staff Time Activity Report for the period July 1, 1984 through June 30, 1985. This figure will be increased annually based on a federally accepted inflation index (first updated in the FY 2000-2001 Agreement). This revised baseline figure has been calculated and is provided as Attachment B to this Agreement for the Department's use in budget preparation.
21. The Department shall retain records including electronic records in accordance with the State's basic records retention policy and in accordance with the retention of those records as described in Section C.1.f. Records resulting from these Services shall not be destroyed, purged or disposed of without the express written consent of DPH during the period specified in the State's records retention policy and in accordance with State and federal law. The State's basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

B. FUNDING STIPULATIONS

1. Funding for this Agreement and all Agreement Addenda is subject to the availability of State, federal, and Special Funds for the purpose set forth in this Agreement.
2. During the period of this Agreement, the Department shall not use State, federal or Special Project funds received under this Agreement or any Agreement Addenda to reduce locally appropriated funds as reflected in the Local Appropriations Budget (see Paragraph C.4. below).
3. The Department shall not use personal health program funds to support environmental health programs nor use environmental health program funds to support personal health programs.
4. The Department shall submit monthly reports of On-Site Wastewater activities to the On-Site Water Protection Branch in the Environmental Health Section of DPH in the format provided by the Section.
5. The Department shall comply with 10A NCAC 46.0200 Standards for Local Health Departments.
6. The Department shall maintain authenticated employee time records to document the actual work activity of each employee on a daily basis. The percentage of time each employee spends in each activity shall be converted to dollars based upon the employee's salary and benefits at least on a monthly basis. The computation shall support the charges for salaries and benefits to all federal and State grants (as required in 2 CFR 200) as well as provide the documentation of detailed labor cost per activity for preparation of Medicaid Cost Report.
7. For Departments participating in Medicaid Reimbursement, the Department shall:
 - a. Execute a Provider Participation Agreement with the Division of Medical Assistance. Health departments receiving at least \$5,000,000 in Medicaid receipts annually, as identified by the Division of Medical Assistance, must sign, as part of their continuing participation as a Medicaid provider, a Letter of Attestation affirming that: (1) detailed information is provided to employees, contractors and agents about the Federal and State False Claims Acts and (2) written policies and procedures are in place to detect and prevent fraud, waste and abuse.

- b. Make every reasonable effort to collect its cost in providing services, for which Medicaid reimbursement is sought, through public or private third party payors except where prohibited by federal regulations or State law; however, no one shall be refused services solely because of an inability to pay.
 - c. Establish one charge per clinical/support service for all payors (including Medicaid) based on their related costs as stated in NCGS § 130A.39.g. All Payors must be billed the same established charge except when billing 340B Drug Pricing Program drugs or devices to Medicaid. All drugs or devices purchased using 340B Program must be billed to Medicaid at the acquisition cost. The Department may accept negotiated or other agreed upon lower amounts (e.g., the Medicaid reimbursement rate) as payment in full.
8. Subject to the availability of funds and approval of the Public Health Nursing and Professional Development Unit, the Department may request reimbursement for:
- a. Nursing service personnel participating in *Principles and Practices of Public Health Nursing* course. Reimbursement is \$400 per participant upon successful completion of the course. Reimbursement requests must be filed by the Department within the same fiscal year the course is completed. (Attachment C)
 - b. Health Department Management/Supervision level staff participating in the *Management and Supervision for Public Health Professionals* course. Reimbursement is \$600 per participant upon successful completion of the course. Reimbursement requests must be filed by the Department within the same fiscal year the course is completed. (Attachment D)
9. Equipment is a type of fixed asset consisting of specific items of property that: (1) is tangible in nature; (2) has a life longer than one year; and (3) has a significant value.
- a. For Inventory Purposes
 - 1) Equipment must be accounted for in accordance with the North Carolina Department of State Treasurer's *Policy Manual for Local Government, Chapter 20, Capital Assets*.
 - 2) All equipment with an acquisition cost of \$500 or more which is purchased with Women, Infants and Children (WIC) Program Funds, must be inventoried with the Women's and Children's Health Section.
 - b. For Prior Approval Purposes
 - 1) Except for WIC, all equipment purchased or leased with an acquisition cost exceeding \$2,500, where there is an option to purchase with State/federal funds, the purchase or lease must receive prior written approval from the appropriate Section and Branch within DPH. [See Subparagraph 2 below for WIC requirements.] For those purchased with Public Health Preparedness & Response Branch funds only, any purchase exceeding \$2,500 per invoice should be treated as a single purchase for prior approval purposes. [For example, on one invoice, the Department purchases a computer, monitor, and printer totaling more than \$2,500, or purchases six computers at \$500 each.]
 - 2) For WIC, all computer and medical equipment purchased or leased, must receive prior written approval from the Branch regardless of cost. In addition, all other tangible assets (non-computer/medical) with an acquisition cost exceeding \$500 must receive prior approval.
 - c. For Accounting Purposes
 - 1) The Department must utilize the depreciation schedule provided by the State for all assets with an acquisition cost of \$5,000 or greater. The accumulated depreciation should be recorded in the general fixed assets account group.

10. Prior approval required for purchases other than equipment:
 - a. For Public Health Preparedness & Response Branch funds, purchases for meals and refreshments must receive prior written approval from the PHP&R Branch.
 - b. The use of Women's and Children's Health Medicaid fees for capital improvements requires prior written approval from the Women's and Children's Health Section.
11. The Department agrees to execute the following Consolidated Federal Certifications attached to this Agreement as applicable when receiving Federal funds:
 - a. Certification regarding Nondiscrimination
 - b. Certification regarding Drug-Free Workplace Requirements
 - c. Certification regarding Environmental Tobacco Smoke.
 - d. Certification regarding Debarment
 - e. Certification regarding Lobbying
12. When administering the Women, Infants, and Children's Program (WIC), the Department must adhere to the requirements set forth in Section 361 of the Healthy Hunger-Free Kids Act of 2010 which amended Section 12(b) of the Richard B. Russell National School Lunch Act (NSLA), 42 USC 1760(b). This Act requires the Department to support full use of the Federal administrative funds provided for the WIC program. The federal administrative funds are specifically excluded from budget restrictions or limitations including, at a minimum, hiring freezes, work furloughs and travel restrictions.
13. Pursuant to the Federal Funding Accountability and Transparency Act (FFATA), the Department is required to submit to DPH information that is reportable by DPH for all qualified subawardees of federal funds. The Department will complete and submit the Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form provided by DPH to determine the eligibility as a subawardee for reporting purposes. Information provided by the Department will be used by DPH to report subawards (funding authorizations) equal to or greater than \$25,000 from each federal grant.

The Department shall maintain an active registration in the federal government's System for Award Management (SAM). The SAM registration must be updated no less than annually in order to maintain an active status. To update the registration, the Department must log in at the SAM home page, www.sam.gov, and follow the instructions found there.
14. Subject to the availability of funds and approval of the Environmental Health Section, the Department may request reimbursement for Centralized Intern Training (CIT) and a one-time mileage allocation. (Attachment E)
 - a. For Interns attending CIT sessions, reimbursement amounts are based on the session attended:
 - 1) Food Protection & Facilities Track — \$280
 - 2) On-Site Water Protection Track — \$560
 - 3) Tier 2 General EH Module — \$280
 - b. For Cross-training Registered Environmental Health Specialists (REHS) attending CIT sessions, reimbursement amounts are based on the session attended:
 - 1) Food, Lodging, & Institutions— \$170
 - 2) Child Care & School Sanitation— \$62
 - 3) On-site Water Protection— \$450
 - 4) Private Drinking Water Wells— \$62
 - 5) Public Swimming Pools— \$62
 - 6) Tattoo— \$62

- c. A one-time mileage allocation per two REHSs from the same county per training session is based on one of the four geographical areas they are employed. Reimbursement requires successful completion of the course and requests must be filed by the Department within 60 days course completion.
- 1) Area 1 — \$57: Alamance, Caswell, Chatham, Cumberland, Duplin, Durham, Edgecombe, Franklin, Granville, Greene, Guilford, Halifax, Harnett, Hoke, Johnston, Lee, Lenoir, Montgomery, Moore, Nash, Orange, Person, Randolph, Sampson, Vance, Wake, Warren, Wayne, Wilson.
 - 2) Area 2 — \$170: Alexander, Alleghany, Anson, Ashe, Beaufort, Bertie, Bladen, Brunswick, Cabarrus, Camden, Carteret, Catawba, Chowan, Columbus, Craven, Currituck, Dare, Davidson, Davie, Forsyth, Gaston, Gates, Hertford, Hyde, Iredell, Jones, Lincoln, Martin, Mecklenburg, New Hanover, North Hampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Richmond, Robeson, Rockingham, Rowan, Scotland, Stanly, Stokes, Surry, Tyrrell, Union, Washington, Watauga, Wilkes, Yadkin.
 - 3) Area 3 — \$283: Avery, Buncombe, Burke, Caldwell, Cleveland, Haywood, Henderson, Jackson, Madison, McDowell, Mitchell, Polk, Rutherford, Transylvania, Yancey.
 - 4) Area 4 — \$396: Cherokee, Clay, Graham, Macon, Swain.

C. FISCAL CONTROL

1. The Department shall comply with the Local Government Budget and Fiscal Control Act, North Carolina General Statute Chapter 159, Article 3.a.
 - a. The Department shall maintain a purchasing and procurement system in accordance with generally accepted accounting practices and procedures set forth by the Local Government Commission.
 - b. The Department shall execute written agreements with all parties who invoice the Department for payment for the provision of services to patients. Exceptions may be permitted in cases where the patient has a preference for a non-contracted provider and that provider verbally agrees to abide by program requirements and to accept program payment as payment in full.
 - c. The Department, when subcontracting, must meet the following conditions:
 - 1) The Department is not relieved of any of the duties and responsibilities provided in this Agreement.
 - 2) The subcontractor will agree to abide by the standards contained herein or to provide such information as to allow the Department to comply with these standards.
 - 3) The subcontractor will agree to allow State and federal authorized representatives' access to any records pertinent to its role as a subcontractor of the Department.
 - 4) Upon request, the Department will make available to the State a copy of subcontracts supported with State or federal funds.
 - d. The Department must receive prior written approval from the State to subcontract when any of the following conditions exist:
 - 1) The Department proposes to subcontract to a single entity 50 percent or more of the total State and federal funds made available through this Agreement.
 - 2) The Department proposes to subcontract 50 percent or more, or \$50,000, whichever is greater, of the total State and federal funds made available through this Agreement for any Agreement Addendum for any single public health Activity.
 - 3) The Department proposes to subcontract for services in the Women, Infants and Children (WIC) Program.

- e. The Department shall mail a signed copy of all public health Funding Authorization documents to the DPH Budget Office, 1931 Mail Service Center, Raleigh, NC 27699-1931.
- f. The Department shall retain a copy of all Funding Authorization documents, the monthly certified electronic printed screen of the Expenditure Reports with any amendments (via the Aid-to-Counties Database), Consolidated Agreement, Agreement Addenda, Agreement Addendum Revisions and other financial records in accordance with the current Records Disposition Schedule for County and District Health Departments issued by the North Carolina Division of Archives and Records, Department of Cultural Resources and located on their website at: <https://archives.ncdcr.gov/government/retention-schedules>

2. Audits/Monitoring:

- a. The Department shall have an annual audit performed in accordance with the Single Audit Act of 1984 (with amendment in 1996) and 2 CFR 200. The audit report shall be submitted to the Local Government Commission (LGC) by the County Administration (if single county health department) or the District Health Department or Public Health Authority (if so organized) within six months following the close of the Agreement. Audit findings referred to the DHHS Internal Audit Office by LGC will be investigated and findings verified by the DHHS Controller's Office staff with assistance of DPH Program Staff.
 - b. The Department, if it is a District Health Department, Public Health Authority, or Hospital Authority, must complete quarterly a Fiscal Monitoring Report and submit it to the Branch Head of DPH, Local Technical Assistance and Training Branch.
3. The Department shall prepare and maintain a Local Appropriations Budget (reflecting the plans to use local appropriations or earned fees) for each Activity covered by this Agreement in a manner consistent with instructions provided in general budgetary guidance from the DPH and the specific guidance from the respective programs and enter that budget information into the Aid-to-Counties Database for each activity funded under this Agreement.
- a. The Department shall prepare budget revisions to their Local Appropriation budgets when appropriations will be increased or decreased and enter that information in the Aid-to-Counties Database.
4. The Department shall observe the following conditions when budgeting and reporting Local Earned Revenues:
- a. Locally appropriated funds may not be supplanted by earned revenues from persons, or public or private third-party payors.
 - b. All earned revenue (officially classified as local funds) must be budgeted and spent in the program that earned it except:
 - 1) Revenue generated by Women's and Children's Health (WCH) Section Programs may be budgeted and expended (consequently reported) in any WCH Section Program activity, unless a specific Agreement Addendum has a more restrictive requirement.
 - 2) Revenue generated by a local clinic or program that has no State-funded Activity budget (no State or federal funds) should be budgeted and associated expenditures reported in a State Program Activity that most closely matches the deliverables of the respective State program. This process will enable the collection of total expenditures in public health per program.
 - c. All fees collected shall be used in the current year or succeeding fiscal years.
 - d. Use of program income generated by the expenditure of federal categorical funds will be governed by applicable federal regulations, including, but not limited to, 2 CFR 200.

- 1) Local Budgets for DHHS Reporting: After preparing Local Budgets, the Department must use the Allocation/County Line in the Aid-to-Counties Database to show the approved local funding.
 - a) Line item 101 in the Aid-to-Counties Database must be used to budget local appropriations for each program Activity, if applicable.
 - b) Line item 102 in the Aid-to-Counties Database must be used to budget Title XIX Medicaid earned revenues for each program Activity, if applicable.
 - c) Line item 103 in the Aid-to-Counties Database must be used to budget other earned revenues (e.g., Home Health fees, patient fees (cash), other insurance payments, and other grants and donations) for each program Activity, if applicable.
 - d) Line item 104 in the Aid-to-Counties Database must be used to budget Local funding associated with Teen Pregnancy Activities, if applicable.
 - e) Line item 106 in the Aid-to-Counties Database must be used to budget Local funding for bioterrorism Activities, if applicable.
 - f) Line item 107 in the Aid-to-Counties Database must be used to budget Temporary Food Establishment (TFE) fees collected, if applicable.
 - g) Line item 107 in the Aid-to-Counties Database must be used to budget Limited Food Services Establishment (LFSE) fees collected, if applicable.

Note: The Department shall report Local expenditures in the appropriate category (e.g., 101, 102, 103, 104, or 106) in the ZZZZ line item in the Aid-to-Counties Database and TFE fees collected in Category 107 in the ZZZZ line item in the Aid-to-Counties Database.

- e. When reporting local expenditures (local appropriations, Medicaid or other earned revenues) the Department must use the Aid-to-Counties Database to report the pertinent month's actual expenditures. (Note that an "actual expenditure" is one for which the item has been ordered, received, invoiced and the check has been issued) or if the Agreement Addendum allows for drawing down funds based on number of individuals screened or provided services, the actual number screened or served multiplied by the per capita rate specified in the Agreement Addendum. The Expenditure Reports must be submitted monthly in the website format and certified in the website to the DHHS Controller's Office.
 - 1) Line item 101 in the Aid-to-Counties Database must be used to report local appropriations that were expended on a monthly basis.
 - 2) Line item 102 in the Aid-to-Counties Database must be used to report Title XIX (Medicaid) earned revenues that were expended on a monthly basis.
 - 3) Line item 103 in the Aid-to-Counties Database must be used to report other earned revenues that were expended on a monthly basis.
 - 4) Local funding for Teen Pregnancy Prevention Initiatives (104) and Bioterrorism (106) must be reported in the Aid-to-Counties Database on a monthly basis.
 - 5) Line item 107 must be used to report Temporary Food Establishment fees collected on a monthly basis.
 - 6) Line item 107 must be used to report Limited Food Services Establishment fees collected on a monthly basis.
- f. A local account shall be maintained for unexpended earned revenues (i.e., Title XIX fees, private insurance or private pay [cash]). Accounts shall be maintained in sufficient detail to identify the program source generating the fees.
- g. The amount of Title XIX fees budgeted and expended in FY 2018-2019 must equal or exceed the amount of Title XIX revenues earned during FY 2016-2017. The State will not approve program activity budgets that do not include an amount of Title XIX fees sufficient to meet the

requirements of this section. The State may waive this requirement if the Department provides sufficient justification.

5. For State and federal revenues only, the Department shall submit a monthly report of actual State and federal expenditures to the DHHS Controller's Office in the Aid-to-Counties Database.
 - a. Reporting in the Aid-to-Counties Database shall be by line item as referenced in Section C. Fiscal Control, Paragraphs 4.d and 4.e.
 - b. The Department shall submit to the DHHS Controller's Office a monthly Expenditure Report of the pertinent month's actual expenditures for all programs via the Aid-to-Counties Database. The Office of the Controller's Aid-to-Counties Expenditure Control Schedule, published annually in December for the next calendar year, provides the submission dates for these expenditures. This schedule allows the Department at least seven days to enter the pertinent month's expenditures into the Aid-to-Counties Database. Failure to meet the reporting deadline will result in the exclusion of those expenditures for that month. The Department must submit these monthly Expenditure Reports via the Aid-to-Counties Database consecutively throughout the Agreement period.

The health director and the finance officer will approve the monthly Expenditure Report in the Aid-to-Counties Database and the system will alert the staff in the DHHS Controller's Office that expenditures have been approved and certified. The "Certification" verifies that the total State and federal expenditures reported are valid for the pertinent month's actual expenditures. Local expenditures are part of the Expenditure Report, but are not included in the amount verified in the "Certification." Local appropriations must be reported monthly along with the State and federal expenditures. Funding is based on an allocation method, not a contract method, and counties receive reimbursement for services provided during one month in the following month.

- c. The final Expenditure Report for the SFY, the last service month to be paid in the SFY, will be May services which are reported and paid in June. (Services provided in June and reported in July will be paid out of the next SFY.)
- d. When Agreement Addenda are supported by federal funding or grants that do not coincide with the State fiscal year, care must be taken to be attentive to the service month and payment months for each grant as well as the ending liquidation date for each grant. Expenditures of federal funds must be reported according to the funding period for a grant. For each grant, the Budgetary Estimate document and the Funding Authorization document will have service and payment month dates listed. Failure to report expenditures after the payment period ends may result in non-payment.
- e. The Department shall have the opportunity to submit amended expenditure reports in the month following discovery of the error. The Department should not wait to submit all adjustments with the invoice submitted to the Office of the Controller at the end of May as that will not allow sufficient time for verification of the adjustments before the last payment in the State Fiscal Year.
 - 1) In accordance with Paragraph 4.d, above, the Department must keep current on reporting adjustments against federal funds to ensure such adjustments are received in time to be paid within the grant's payment period.
 - 2) The Department shall review their prior reimbursement claims against payments monthly.
 - 3) Amended expenditure reports must be submitted no later than the next reporting date after the grant period ends in order to be paid unless an exception is approved by the DPH Budget Office.

- 4) Any overpayments identified by either the State or the Department will be adjusted out of the next month's claim for reimbursement by the DHHS Controller's Office or by submitting a check to DHHS for payment if it is the last month of the fiscal year or the federal grant is closed. There is no provision to carry forward funds from one State Fiscal Year to another; therefore, any adjustment not included in the June payment (or earlier if the grant period expires during the State Fiscal Year) should be paid from local funds.
- f. The Department shall submit requests for reimbursement for training per Section B. Funding Stipulations, Paragraph 8, to the Public Health Nursing and Professional Development Unit. Form 3300 – Public Health Nursing Training Funds must be used as the invoice for payment the course Principles and Practices of Public Health Nursing and Form 3301 Management and Supervision Training Funds Reimbursement Form must be used for invoice payment for the course Management and Supervision.
- g. The Department shall submit requests for reimbursement for training per Section B. Funding Stipulations, Paragraph 14, to the Environmental Health Section. Form DHHS 4125 – Centralized Intern Training Funds Reimbursement Request must be used as the invoice for payment.

D. PERSONNEL POLICIES

1. The Department shall adhere to and fully comply with State and county personnel policies as applicable.
2. Environmental Health Specialists employed by the Department shall be delegated authority by the State to administer and enforce State environmental health rules and laws as directed by the State pursuant to NCGS § 130A-4 Administration. This delegation shall be done according to 15A NCAC 01O .0101 Scope of Delegated Authority.
 - a. The Department is responsible for sending their newly employed environmental health specialists (interns) to centralized intern training within 180 days from date of employment.
 - b. Arrangements for centralized intern training for newly-employed environmental health specialists will be handled by the DPH Education and Training Staff.
 - c. The Department, when contracting with an environmental health specialist (EHS) employed by another entity, shall be responsible for ensuring that all original documents/public records (e.g., permits, inspection reports, correspondence) generated by the contracted EHS be maintained by the Department. All contracts covering this work shall stipulate that the contracted EHS shall be available for consultation with the public concerning work performed under the contract.
3. The Department shall comply with 10A NCAC 46 .0301 Minimum Standard Health Department Staffing, and shall ensure that all nursing staff who provide public health services funded by this Agreement comply with this rule.
4. The Department shall complete the attached State Certifications regarding its compliance with E-Verify, its eligibility status as a contractor, and that its officers have not violated any State or federal Securities Acts.

E. CONFIDENTIALITY

1. All information as to personal facts and circumstances obtained by Department personnel in connection with the provision of services or other activity under this Agreement shall be privileged communication, shall be held confidential, and shall not be divulged without the client's or responsible person's written consent, except as may be otherwise required or allowed by law or regulation. Such information may be disclosed in summary, statistical, or other form which does not directly or indirectly identify particular individuals. Department employees must sign confidentiality pledges documenting the knowledge of, and the agreement to maintain, personal and medical confidentiality.

F. CIVIL RIGHTS

1. The Department shall assure that no person, on the grounds of race, color, age, religion, sex, marital status, immigration status, national origin or otherwise qualified handicapped individual, solely by reason of his or her handicap (unless otherwise medically indicated), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity covered by this Agreement.
2. The Department shall complete the attached Federal Certification regarding Nondiscrimination.
3. The American with Disabilities Act 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability and outlaws discrimination against individuals with disabilities in State and local government services and public accommodations. The Department certifies that it and its principals and subcontractors will comply with regulations in ADA Title I (Employment), Title II (Public Services), and Title III (Public Accommodations) in fulfilling the obligations under this Agreement.
4. Provision of Interpreter Services: As required by Title VI of the Civil Rights Act, the Department, because it receives federal funds, must provide interpreter services at no charge to Limited English Proficiency clients in all programs and services offered by the Department.

G. RESPONSIBILITIES OF THE STATE

1. The State shall provide training to the Department, and upon request, consultation will be provided for the Department's response to the Agreement Addenda.
2. The State shall conduct liaison activities with local health departments for general problem solving and technical support.
3. The State shall provide high-level consultation, technical assistance, and advice to local health directors. Broad content areas include, but are not limited to:
 - a. Board Relations
 - b. Management Teams and Staffing
 - c. Policy Development
 - d. Program Planning and Implementation
 - e. Quality and Performance Improvement
 - f. General Administrative Consultation, including consultation and technical assistance in budgeting, fiscal, administrative and management support topic areas.
4. The State shall provide coordination and support for the education and training for the public health workforce.
5. The State shall provide technical assistance and consultant services, as required, for specific health program areas, including providing guidance and consultation about specific patient clinical issues, when requested.
6. The State shall provide course coordination, consultation, and technical assistance on nursing practice and standards, policies and procedures that cross programs.
7. The State shall provide support and consultation to the public health workforce in local health departments, including regional public health consultants who offer technical assistance and training on professional development; program planning, program evaluation and quality assurance; data collection; and community health assessment.

8. The State shall act as the principal liaison between the public health system and the State's Medicaid agency on issues related to Medicaid reimbursed services provided by the State and the Department and shall cooperate with the State Medicaid agency to provide technical assistance, guidance, and consultation to local health programs to ensure compliance with Medicaid policies and procedures.
9. The State shall provide an automated system to collect DPH program-related data from client, service, encounter and other data on behalf of the local health departments and other public health programs. The State shall provide business and technical support for the automated system to the users of this system.
10. The State shall be responsible in its use of data received and reviewed in its role as a public health authority and health oversight agency while respecting the confidentiality and integrity of the data and securing and protecting the privacy of individual client health information (see the Business Associate Addendum to this Consolidated Agreement).
11. The State shall provide to the Department the Budgetary Estimates of Funding Allocations no later than February 14 of each year to use in preparation of their local budget proposals per current General Statute. An exception is the Food & Lodging distributions required by NCGS § 130A-248(d). The State shall provide the Food & Lodging funding allocation on the Distribution Spreadsheet which will accompany the Activity 874 Food & Lodging Agreement Addendum.
12. The Food & Lodging Local Health Department Request for Payment Form (DPH EH 2948) will accompany the Agreement Addendum for Activity 874 Food & Lodging and will be provided to the Department no later than March 30 for the State Fiscal Year in which payment will be made. The State shall disperse Food & Lodging funds to the Department upon receipt of the executed Agreement Addendum and the signed, completed, and approved Food & Lodging Local Health Department Request for Payment Form.
13. The State shall provide a Funding Authorization document to the Department after the receipt of the Certified State Budget.
14. The State shall make funds available to the Department at the beginning of each fiscal year upon receipt of this executed Agreement, and the executed Agreement Addenda. Funds will be dispersed in accordance with the timely submissions of Expenditure Reports. Payment will be made to the Department according to the DHHS Controller's Office Aid-to-Counties Expenditure Control Schedule issued December of each year for the following calendar year.
15. The State shall assist the Department to comply with all applicable laws, regulations, and standards relating to the activities covered in this Agreement.
16. The State reserves the right to conduct reviews, audits, and program monitoring to determine compliance with the terms of this Agreement and its associated Agreement Addenda.
17. For services of the State Laboratory of Public Health ("State Lab"), the State shall:
 - a. Provide free or at-cost mailers that meet the US Postal Service/DOT UN3373 Biologic substance shipping and packaging regulations for samples submitted to the State Lab only, when ordered via the State Lab's web-based mailroom ordering system;
 - b. Assure qualified personnel to process, analyze and report test results;
 - c. Assure that the State Laboratory maintains CLIA certification;
 - d. Submit invoices to the local health departments via electronic means;
 - e. Collect interest (per NCGS § 147-86.23 Interest and penalties) and a 10% late fee as appropriate; and

- f. Provide a qualified Laboratory Director and a Technical Consultant for local health departments' laboratories participating in the North Carolina State Laboratory of Public Health CLIA Contract Program. Services provided by the oversight of this personnel include training and continuing education, CLIA inspection assistance, proficiency testing and enrollment, competency assessment, and models for laboratory forms, procedures and policies.

H. DISBURSEMENT OF FUNDS

1. The State shall disburse funds to the Department on a monthly basis; monthly disbursements for each program activity will be based on monthly expenditures reported.
2. The State shall disburse Food and Lodging funds in accordance with § .2900 Restaurant and Lodging Fee Collection and Inventory Program, 15A NCAC 18A.2901 Disbursement of Funds, in the month following receipt of the signed, completed, and approved Food & Lodging Local Health Department Request for Payment Form (DPH EH 2948). The exception is that Temporary Food Establishment (TFE) and Limited Food Establishment (LFE) fees MUST be collected by the Department and must be expended to support the food, lodging, and institution sanitation programs and activities. Such fees shall be deemed to have been disbursed to the Department upon their collection and shall be reported in the Aid-to-Counties Database on the ZZZZ line for Activity 874, Category 107–Local Temporary Food Establishment and Limited Food Establishment.
3. Total payment by program Activity is limited to the total amount listed on the Funding Authorization document and any Funding Authorization revision documents received after the initial notification.
4. Final payments for the State Fiscal Year will be made based on the final monthly Expenditure Report which is due as delineated per the Controller's Office's Aid-to-Counties Payment Schedule.

I. AMENDMENT OF AGREEMENT

1. Amendments, modifications, or waivers of this Agreement may be made at any time by mutual consent of all parties. Amendments shall be in writing and signed by appropriate authorities.

J. PROVISION OF TERMINATION

1. Either party may terminate this Agreement for reasons other than non-compliance upon 60 days written notice. If termination should occur, the Department shall receive payment only for allowable expenditures.
2. The State may withhold payment to the Department until the State can determine whether the Department is entitled to further payment or whether the State is entitled to a refund.

K. COMPLIANCE

1. The State shall respond to non-compliance with all terms of this Agreement as follows:
 - a. Upon determination of non-compliance, the State shall give the Department 60 days written notice to come into compliance. If the deficiency is corrected, the Department shall submit a written report to the State that sets forth the corrective action taken.
 - b. If the above deficiencies should not be corrected to the satisfaction of the State after the 60-day period, disbursement of funds for the particular activity may be temporarily suspended pending negotiation of a plan of corrective action.
 - c. If the deficiency is still not corrected within the next 30 days following temporary suspension of funding, program funds may be permanently suspended until the Department can provide evidence that the deficiencies have been corrected.
 - d. In the event of the Department's non-compliance with clauses of this Agreement, the State may cancel, terminate, or suspend this Agreement in whole or in part and the Department may be

declared ineligible for further State contracts or agreements. Such terminations for non-compliance shall not occur until (1) the provisions of Section K.1.a through K.1.c have been followed, documented, and have failed to provide a resolution, and (2) all other reasonable administrative remedies have been exhausted.

2. Monitoring – “Omni-Circular” 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F Audit Requirements requires that pass-through entities monitor the activities of their subcontractors as necessary to ensure that federal awards are used for authorized purposes in compliance with laws, regulations and the provision of contracts or grant agreements and that performance goals are achieved.

North Carolina establishes related monitoring requirements for State funds received by subrecipients in NCGS § 143C-6-23 State grant funds: administration; oversight and reporting requirements. Also, the State must perform monitoring as required in the DHHS Policy and Procedure Manual entitled *Monitoring of Programs* dated August 1, 2002 and its DPH Subrecipient Monitoring Plan dated October 2016.

Additionally, the Department is required under 2 CFR, Part 200 Subpart F, NCGS § 143C-6-23, and NCGS § 159-34 Annual independent audit; rules and regulations, to perform monitoring of its subrecipients and to maintain records to support such monitoring activities and results. Accordingly, the Department shall participate fully in monitoring by the State and shall appropriately monitor its subrecipients to the extent necessary based on the assessed level of risk.

All other terms and conditions as set forth in the original Consolidated Agreement shall remain in effect for the duration of this Agreement.

In witness whereof, the **Department** and the **State** have executed this Amendment in duplicate originals, one of which is to be retained by each of the parties.

Brunswick County Health and Human Services

**North Carolina Department of Health and Human Services,
Division of Public Health**

Health or Human Services Director Date

Division Director Date

Finance Officer Date

County Official Date
(when locally required)

} SEE ATTACHED
DOCUMENT

Approved as to Form

County/Assistant County Attorney

Date

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

By: _____
County Finance Officer

Date

IN WITNESS WHEREOF, the parties hereto have caused the execution of the foregoing instrument, by the authority duly given and in duplicate originals, effective the day and year first above written.

By: _____
County Manager

Date

By: _____
County Commissioners (If required)

Date

ATTACHMENT A

A. Discontinuance of the OBCM or CC4C Program

The Division of Public Health (DPH) is responsible for assuring the Statewide provision of Pregnancy Care Management (OBCM) and Care Coordination for Children (CC4C) services. DPH considers this a core public health service and prefers that each local health department continues to provide it. Every resource including technical assistance from the regional consultants and Women's and Children's Health (WCH) Section should be used to resolve issues to prevent discontinuation of services.

In the event that the Department decides it can no longer fulfill this obligation, the Department shall:

1. Notify the DPH Deputy Director in writing of the Department's intention to discontinue the service 90 days in advance of any planned action.
2. Cooperate with the DPH Deputy Director's office in developing a joint plan for transition that will include the appropriate local partners.
3. Prepare a joint letter co-signed by the DPH Deputy Director and the Department's Health Director outlining the agreed upon terms for the transition.
4. Submit an Assurance Plan as outlined in Section B to the DPH Deputy Director's Office that includes a copy of any proposed subcontracts. This plan must be approved by the DPH prior to execution of the pilot model period.
5. Upon approval of the pilot model, the Department shall submit monthly reports to DPH that includes program activity updates and service data. Reports shall reflect reporting requirements in network contracts for the Medicaid population and in Agreement Addenda for the non-Medicaid population, including the monthly status reports from the service provider.
6. Notify DPH 90 days before the scheduled end of the pilot period regarding the Department's desire to continue the program past the pilot phase. DPH will review the progress of the pilot and determine whether it is in the best interest of the DPH to renew the pilot and report back to the Department 30 days before the scheduled end of the pilot period.

Discontinuation of OBCM or CC4C without an approved transition plan may result in the withholding of all funds from the Department at the discretion of the DPH Deputy Director.

B. Assurance Plan Requirements for OBCM or CC4C

If the approved transition results in the Department moving to an assurance model for OBCM, CC4C or both to another service provider for a pilot period of up to one year, the Department shall:

1. Monitor and evaluate the service provider quarterly based on the agreements outlined in the transition plan assurances model.
2. Provide monthly status reports on the implementation of the pilot model inclusive of all components of this Section B: Assurance Plan Requirements for OBCM or CC4C, with both Medicaid and non-Medicaid clients in the report. These reports are to be delivered to the OBCM and CC4C regional consultants and the respective program managers.
3. Conduct quarterly meetings with Executive Level County Health Department and Network representatives to review OBCM and CC4C services. Provide meeting dates, agendas, and names of the meeting attendees to the OBCM and CC4C regional consultants.
4. Assure that the service provider includes a copy of the county's monthly program activity and service level data to the Department's Health Director on a monthly basis.
5. Provide a clear and comprehensive description of the entire care and case management system including:
 - a. A description of services for both the Medicaid and non-Medicaid children and Medicaid women (and also non-Medicaid women, if appropriate). Include a statement of how the county will

- address Agreement Addendum (AA) deliverables for the OBCM and CC4C programs and provide oversight through Executive Leadership to assure that AA deliverables are met for both programs. The Agreement Addenda for Activity 101 Maternal Health and Activity 318 Care Coordination for Children programs will be revised to reference this effort as a one-year pilot;
- b. A statement on how the county service system components interact;
 - c. The staffing plan;
 - d. Outreach strategies;
 - e. A description of the client triage model for early childhood and maternal health programs and services for the county;
 - f. A description of the referral system both to and from the care management systems. Develop criteria for referral of all first-time mothers to the women's and children's home visiting programs. Those not eligible for the women's and children's home visiting programs or for those who decline the services will be referred to OBCM. The plan should include a process to follow-up on referrals to assure they were successfully completed and the referral outcomes;
 - g. Follow-up strategies;
 - h. Accountability and monitoring plans that cover Department responsibility for all of the Title V components including non-Medicaid care management services and school nurses;
 - i. A description detailing the overall goals and strategies of the Department's plan to develop a unique continuum of care for these populations. This should include school nurses, case management for the non-Medicaid eligible children, Nurse-Family Partnership, and other pertinent women's and children's services in the county;
 - j. A statement on how the Department will maintain a clear audit trail for the various components of the system.
6. Describe the program monitoring process including the procedure for corrective action plans in the event they are warranted. The program monitoring process should also include analysis of county program activity reports and outcomes indicative of clients' successes based on the program evaluation criteria.
 7. Provide a statement on how the Department will coordinate and transition clients in collaboration with school nurses as an extension of OBCM/CC4C/CCNC (Community Care of North Carolina) care coordination in the school setting. If so, include information about the involvement of school nurse consultants in the planning process, prior to implementing the case management system in the county schools.
 8. Ensure that the service provider's CC4C coordinators complete the Life Skills Progression (LSP) assessment and focus on children with toxic stress. A strong concern is that the typical medical model of CCNC care management is very different than the medical and socioeconomic model used in public health. One of the values of the CC4C model is the additional focus on prevention and health promotion. The LSP is a tool that allows CC4C to assess, intervene and track progress of a family toward self-reliance and self-sufficiency. The CC4C goal is not just to make a referral to community resources, but to teach a family how to identify and access resources themselves—to act as their own advocates and prompters in seeking out resources, to understand the value of Medical Home and regular preventive care for their child, and to actively participate in their child's health and development. The Department shall ensure that the service provider's CC4C coordinators describe how this focus has been maintained.
 9. Describe the payment mechanism. While this is classically a subcontract relationship, DPH recognizes there are practical concerns in shifting funds back and forth between the health department and the network. Provide a detailed accounting for expenditures of DPH funds to support services for both Medicaid and non-Medicaid clients.

ATTACHMENT B

Maintenance of Effort Schedule-local health departments

Citation: 130A-4.1; Consolidated Agreement clause G(19)

Local Health Department	MOE Baseline 1985	Updated Baseline CPI * 2018-19	Local Health Department	MOE Baseline 1985	Updated Baseline CPI * 2018-19
Alamance	\$215,751	\$489,895	Jackson	\$11,822	\$26,843
Albemarle District	\$47,803	\$108,544	Johnston	\$196,475	\$446,125
Alexander	\$33,308	\$75,630	Jones	\$22,851	\$51,887
Anson	\$27,096	\$61,525	Lee	\$57,470	\$130,494
Appalachian District	\$56,663	\$128,661	Lenoir	\$120,667	\$273,992
Beaufort	\$63,029	\$143,115	Lincoln	\$78,475	\$178,189
Bladen	\$19,564	\$44,422	Macon	\$27,277	\$61,937
Brunswick	\$122,285	\$277,666	Madison	\$55,718	\$126,516
Buncombe	\$166,104	\$377,162	MTW District	\$97,748	\$221,951
Burke	\$83,689	\$190,029	Mecklenburg	\$375,712	\$853,109
Cabarrus	\$250,406	\$568,583	Montgomery	\$24,389	\$55,378
Caldwell	\$59,226	\$134,481	Moore	\$36,243	\$82,295
Carteret	\$16,843	\$38,244	Nash	\$124,412	\$282,495
Caswell	\$31,809	\$72,227	New Hanover	\$128,664	\$292,149
Catawba	\$127,542	\$289,603	Northampton	\$71,678	\$162,755
Chatham	\$50,121	\$113,807	Onslow	\$63,147	\$143,385
Cherokee	\$11,705	\$26,578	Orange	\$258,834	\$587,720
Clay	\$1,580	\$3,587	Pamlico	\$11,162	\$25,345
Cleveland	\$243,917	\$553,849	Pender	\$0	\$0
Columbus	\$85,858	\$194,953	Person	\$42,878	\$97,361
Craven	\$113,647	\$258,052	Pitt	\$164,404	\$373,303
Cumberland	\$458,294	\$1,040,622	Randolph	\$81,302	\$184,608
Dare	\$22,597	\$51,310	Richmond	\$50,348	\$114,323
Davidson	\$100,199	\$227,516	Robeson	\$225,422	\$511,853
Davie	\$38,546	\$87,525	Rockingham	\$157,370	\$357,331
Duplin	\$84,922	\$192,827	Rowan	\$178,268	\$404,783
Durham	\$439,506	\$997,962	RPM District	\$48,315	\$109,707
Edgecombe	\$157,941	\$358,628	Sampson	\$37,229	\$84,533
Forsyth	\$508,138	\$1,153,801	Scotland	\$12,388	\$28,128
Franklin	\$65,012	\$147,619	Stanly	\$23,625	\$53,644
Gaston	\$342,765	\$778,297	Stokes	\$41,687	\$94,657
Graham	\$3,949	\$8,967	Surry	\$49,658	\$112,756
Granville-Vance	\$170,160	\$386,372	Swain	\$10,674	\$24,236
Greene	\$78,527	\$178,307	Toe River District	\$49,658	\$112,756
Guilford	\$1,605,509	\$3,645,541	Transylvania	\$66,417	\$150,810
Halifax	\$118,024	\$267,991	Union	\$25,573	\$58,067
Harnett	\$69,651	\$158,152	Wake	\$758,321	\$1,721,878
Haywood	\$82,684	\$187,746	Warren	\$8,551	\$19,416
Henderson	\$109,750	\$249,204	Wayne	\$271,847	\$617,268
Hertford	\$3,517	\$7,985	Wilkes	\$73,909	\$167,820
Hoke	\$25,698	\$58,351	Wilson	\$59,617	\$135,370
Hyde	\$12,355	\$28,053	Yadkin	\$20,687	\$46,973
Iredell	\$36,698	\$83,329			
			TOTAL:	\$10,583,276	\$24,030,861

Notes: * Adjusted for inflation, 1985 through 2017, based upon changes in Consumer Price Index (CPI). Adjustment factor equals 227.06%.
Reference for calculating CPI changes: http://www.bls.gov/data/inflation_calculator.htm

ATTACHMENT C

Page ____ of ____

FY 2018-2019

**Public Health Nursing Training
Funds Reimbursement Request**

Public Health Nursing &
Professional Development

Office, Section, or Branch

Remit To Address:

N/A

Contract Number

Contractor (County Name)

Public Health Nurse Training

Activity

Name(s) of Participant(s)

Date Attended (Mo. & Yr.)

*Amount Requested: \$

Health Director Signature

Date

Contact Person Signature

()

Telephone Number

This form is to be used when requesting reimbursement. Submit this reimbursement request directly to:

Public Health Nursing & Professional Development
DHHS - Division of Public Health
1916 Mail Service Center
Raleigh, NC 27699-1916

Reviewed by:

Initials Date

ATTACHMENT D

Page ____ of ____
FY 2018-2019**Management and Supervision Training
Funds Reimbursement Request**

Public Health Nursing &
Professional Development

Office, Section, or Branch

Remit To Address:

N/A

Contract Number

Contractor (County Name)

Public Health Nurse Training

Activity

Name(s) of Participant(s)

Date Attended (Mo. & Yr.)

*Amount Requested: \$ _____

Health Director Signature

Date

Contact Person Signature

()

Telephone Number

This form is to be used when requesting reimbursement. Submit this reimbursement request directly to:

Public Health Nursing & Professional Development
DHHS - Division of Public Health
1916 Mail Service Center
Raleigh, NC 27699-1916

Reviewed by:

Initials Date

ATTACHMENT E

Page ____ of ____

FY 2018-2019

Centralized Intern Training Funds Reimbursement Request

Invoice # _____

Name of REHS-Intern (or REHS)	County Health Department and Address	CIT Modules and Dates Attended GM: General Module FPF: Food Module OSWP: On-site Water Protection	Subsistence Reimbursement (Food / Lodging)	Mileage Reimbursement (1 round trip per 2 attendees)	Total Amount per REHS Intern
			532732	532731	532199028

Total Amount Requested \$ _____

Health Director Signature_____
Date_____
Contact Person Signature_____
Telephone Number

Date Stamped (DHHS use only)

This form is to be used when requesting reimbursement. Submit this reimbursement request directly to:

Environmental Health Section,
Centralized Intern Training & Authorizations
DHHS - Division of Public Health
1632 Mail Service Center
Raleigh, NC 27699-1632

Reviewed by:

Initials Date

**NORTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUSINESS ASSOCIATE ADDENDUM TO CONSOLIDATED AGREEMENT**

This Agreement is made effective July 1, 2018, by and between **Brunswick County Health and Human Services** ("Covered Entity") and the **North Carolina Department of Health and Human Services, Division of Public Health, Administrative, Local, Community Support Section, Health Information System and Local Technical Assistance and Training** units ("Business Associate") (collectively the "Parties").

1. BACKGROUND

- a. Covered Entity and Business Associate are parties to a Memorandum of Understanding, entitled "FY 2019 Consolidated Agreement" (the "MOU"), whereby Business Associate agrees to perform certain services for or on behalf of Covered Entity.
- b. Covered Entity is a local health department in the State of North Carolina that has been designated in whole or in part by as a "covered entity" for purposes of the HIPAA Privacy Rule.
- c. The relationship between Covered Entity and Business Associate is such that the Parties believe Business Associate is or may be a "business associate" within the meaning of the HIPAA Privacy Rule.
- d. The Parties enter into this Business Associate Addendum to the MOU with the intention of complying with the HIPAA Privacy Rule provision that a covered entity may disclose protected health information to a business associate, and may allow a business associate to create or receive protected health information on its behalf, if the covered entity obtains satisfactory assurances that the business associate will appropriately safeguard the information.

2. DEFINITIONS

Unless some other meaning is clearly indicated by the context, the following terms shall have the following meaning in this Agreement:

- a. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103.
- b. "HIPAA" means the Administrative Simplification Provisions, Sections 261 through 264, of the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as modified and amended by the Health Information Technology for Economic and Clinical Health ("HITECH") Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, Public Law 111-5.
- c. "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- d. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164.
- e. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- f. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103.
- g. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or the person to whom the authority involved has been delegated.
- h. Unless otherwise defined in this Agreement, terms used herein shall have the same meaning as those terms have in the Privacy Rule.

3. OBLIGATIONS OF BUSINESS ASSOCIATE

- a. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this Agreement or as Required By Law.

- b. Business Associate agrees to use appropriate safeguards and comply, where applicable, with subpart C of 45 C.F.R. Part 164 with respect to electronic protected health information, to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- d. Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Agreement of which it becomes aware, including breaches of unsecured protected health information as required by 45 C.F.R. § 164.410.
- e. Business Associate agrees, in accordance with 45 C.F.R. § 164.502(e)(1) and § 164.308(b)(2), to ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of Business Associate agree to the same restrictions and conditions that apply to Business Associate with respect to such information.
- f. Business Associate agrees to make available protected health information as necessary to satisfy Covered Entity's obligations in accordance with 45 C.F.R. § 164.524.
- g. Business Associate agrees to make available Protected Health Information for amendment and incorporate any amendment(s) to Protected Health Information in accordance with 45 C.F.R. § 164.526.
- h. Unless otherwise prohibited by law, Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Secretary for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.
- i. Business Associate agrees to make available the information required to provide an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

4. PERMITTED USES AND DISCLOSURES

- a. Except as otherwise limited in this Agreement or by other applicable law or agreement, if the MOU permits, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the MOU, provided that such use or disclosure:
 - 1) would not violate the Privacy Rule if done by Covered Entity; or
 - 2) would not violate the minimum necessary policies and procedures of the Covered Entity.
- b. Except as otherwise limited in this Agreement or by other applicable law or agreements, if the MOU permits, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that:
 - 1) the disclosures are Required By Law; or
 - 2) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- c. Except as otherwise limited in this Agreement or by other applicable law or agreements, if the MOU permits, Business Associate may use Protected Health Information to provide data aggregation services to Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).
- d. Notwithstanding the foregoing provisions, Business Associate may not use or disclose Protected Health Information if the use or disclosure would violate any term of the MOU or other applicable law or agreements.

5. TERM AND TERMINATION

- a. **Term.** This Agreement shall be effective as of the effective date stated above and shall terminate when the MOU terminates.
- b. **Termination for Cause.** Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity may, at its option:
 - 1) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement and services provided by Business Associate, to the extent permissible by law, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
 - 2) Immediately terminate this Agreement and services provided by Business Associate, to the extent permissible by law; or
 - 3) If neither termination nor cure is feasible, report the violation to the Secretary as provided in the Privacy Rule.
- c. **Effect of Termination.**
 - 1) Except as provided in paragraph (2) of this section or in the MOU or by other applicable law or agreements, upon termination of this Agreement and services provided by Business Associate, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
 - 2) In the event that Business Associate determines that returning or destroying the Protected Health Information is not feasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction not feasible. Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

6. GENERAL TERMS AND CONDITIONS

- a. This Agreement amends and is part of the MOU.
- b. Except as provided in this Agreement, all terms and conditions of the MOU shall remain in force and shall apply to this Agreement as if set forth fully herein.
- c. In the event of a conflict in terms between this Agreement and the MOU, the interpretation that is in accordance with the Privacy Rule shall prevail. In the event that a conflict then remains, the MOU terms shall prevail so long as they are in accordance with the Privacy Rule.
- d. A breach of this Agreement by Business Associate shall be considered sufficient basis for Covered Entity to terminate the MOU for cause.

Brunswick County Health and Human Services**North Carolina Department of
Health and Human Services,
Division of Public Health**_____
Health or Human Services Director_____
Date_____
Division Director_____
Date

STATE CERTIFICATIONS

Contractor Certifications Required by North Carolina Law

Instructions: The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <http://www.ethicscommission.nc.gov/library/pdfs/Laws/EO24.pdf>
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html
- G.S. 143B-139.6C: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf

Certifications

- (1) Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009), the undersigned hereby certifies that the Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.
- (2) Pursuant to G.S. 143-48.5 and G.S. 143-133.3, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
- (3) Pursuant to G.S. 143-59.1(b), the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
- (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); and
- (b) [check one of the following boxes]
- ☒ Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; or
- ☐ The Contractor or one of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 but the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (4) Pursuant to G.S. 143-59.2(b), the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (5) Pursuant to G.S. 143B-139.6C, the undersigned hereby certifies that the Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.
- (6) The undersigned hereby certifies further that:
- (a) He or she is a duly authorized representative of the Contractor named below;
- (b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
- (c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Contractor's

Name:

Brunswick County Health and Human Services

Contractor's

Authorized Agent: Signature

Date

Printed Name

T. CRES HARRELSON

Title

HEALTH DIRECTOR

Witness:

Signature

Date

Printed Name

Title

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

FEDERAL CERTIFICATIONS**The undersigned states that:**

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
 - a. The Certification Regarding Nondiscrimination;
 - b. The Certification Regarding Drug-Free Workplace Requirements;
 - c. The Certification Regarding Environmental Tobacco Smoke;
 - d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
 - e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]

☐ He or she **has completed** the attached **Disclosure of Lobbying Activities** because the Contractor **has made, or has an agreement to make**, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

OR

☒ He or she **has not completed** the attached **Disclosure of Lobbying Activities** because the Contractor **has not made, and has no agreement to make**, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

HEALTH DIRECTOR

Signature

Title

Brunswick County Health and Human Services

Contractor [Organization's] Legal Name

Date

[This Certification must be signed by a representative of the Contractor who is authorized to sign contracts.]

I. Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

1. **The Contractor certifies** that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. **Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;**
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Street Address No. 1: 25 COURTHOUSE DRIVE, NE

City, State, Zip Code: BOLIVIA, NC 28422

Street Address No. 2: 1492 VILLAGE RD, NE

City, State, Zip Code: LELAND, NC 28451

3RD LOCATION LISTED ON CONTINUATION PAGE
3. Contractor will inform the Department of any additional sites for performance of work under this agreement.
4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

II. Certification Regarding Drug-Free Workplace Requirements

1. **The Contractor certifies** that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. **Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;**
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Street Address No. 3: 150-9 HWY 30 EAST

City, State, Zip Code: SHALLOTTE, NC 28459

Street Address No. 7: _____

City, State, Zip Code: _____
3. Contractor will inform the Department of any additional sites for performance of work under this agreement.
4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all subgrantees shall certify accordingly.

IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions

[The phrase "prospective lower tier participant" means the Contractor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification

- a. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

V. Certification Regarding Lobbying

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Disclosure of Lobbying Activities
(Approved by OMB 0348-0046)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. Bid/offer/application <input type="checkbox"/> b. Initial Award <input type="checkbox"/> c. Post-Award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, (if known) Congressional District (if known) _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (if known) _____
6. Federal Department/Agency: _____		7. Federal Program Name/Description: CFDA Number (if applicable) _____
8. Federal Action Number (if known) _____		9. Award Amount (if known) : \$ _____
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)		b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)
11. Amount of Payment (check all that apply): \$ _____ actual planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. In-kind; specify: Nature _____ Value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11(attach Continuation Sheet(s) SF-LLL-A, if necessary): _____		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection: Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 17.

From:

David Stanley

Health and Human Services - The Toner Exchange Contract
Renewal

Issue/Action Requested:

Request that the Board of Commissioners approve the renewal contract of \$25,587 per annum for three years with The Toner Exchange.

Background/Purpose of Request:

Health and Human Services departments have been using The Toner Exchange for their printing needs for many years now. As each department would like to proceed with contract renewal, we have asked The Toner Exchange to provide us with one contract for the entire agency.

This is a three-year contract worth \$76,761.00 (3 years @ \$25,587.00/yr). All of the machines currently being leased under the existing contract will be removed and replaced with newer, more efficient versions in early April. These machines will be used until the proposed contract expires in June of 2021.

Staff recommends approval of this contract with The Toner Exchange.

Fiscal Impact:

Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the renewal contract of \$25,587 per annum for three years with The Toner Exchange.

ATTACHMENTS:

Description

- The Toner Exchange Contract 2018

Toner Exchange Leasing

A Program of De Lage Landen Financial Services

Lease Agreement (With Service)

LESSEE	Full Legal Name Brunswick, County of Health and Human Services				Purchase Order Requisition Number		Phone Number (910) 253-2077
	Billing Address 60 Government Center Drive NE Bldg B		City Bolivia	State NC	Zip 28422	County Brunswick	Send Invoice to Attention of:
EQUIPMENT	Make	Model Number	Serial Number	Quantity	Description (Attach Separate Schedule A If Necessary)		
	See Schedule A						
PAYMENT INFORMATION	Number of Lease Payments	Lease Payment*	Plus Applicable Taxes		Term of Lease in Months	Payment Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other Annual	
	3	\$76,761.00 *	Plus Applicable Taxes		38	End of Lease Option: <input checked="" type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other	
		*	Plus Applicable Taxes		End of Lease Purchase Option shall be FMV unless another option is selected.		
	Payment includes service/supplies				Security Deposit	(PLUS)	First Period Payment
				\$0.00	+	\$0.00	+
						\$0.00	=
							\$0.00

* Lease payment may be adjusted for up front sales tax.

TERMS AND CONDITIONS

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, setoff or counterclaim. **You agree to pay us a fee of \$75.00 to reimburse our expenses for preparing financing statements, other documentation costs and all ongoing administration costs during the term of this Lease. We may increase the Lease Payment on an annual basis, in an amount not to exceed ten percent (10%) of the Lease Payment in effect at the end of the prior annual period.** Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. **ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.**

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statements on the Equipment.

3. Equipment Use, Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. **The Lease payments set forth above include the cost of maintenance and/or service, which is provided pursuant to the agreement you entered into with the maintenance and/or service provider. You agree that we are not responsible for providing such maintenance and/or service for the Equipment and you will make all claims related to maintenance and/or service to such service provider. No service provider may alter the terms of this Lease or make any promises or arrangements that alter our rights or your obligations under this Lease. You agree that you are expressly assuming any risks arising from such service provider's inability to deliver such maintenance and/or service, under any circumstance, including, without limitation, such service provider's financial condition or its inability to repair or service the Equipment. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.**

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell, assign, or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, defenses, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost. You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation,

to obtain such insurance, and add an insurance fee to the amount due from you, on which we may make a profit. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination of this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverages and amounts acceptable to us.

6. Taxes: You agree to pay when due, either directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us, or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew at the same payment amount for consecutive 60-day periods.

8. Default and Remedies: You are in default on this Lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the Lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase option (the "Residual") with future Lease payments and the Residual discounted to the date of default at the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You acknowledge we have given you the name of the Equipment supplier and that you may have rights under the contract with the supplier and may contact the supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. **This Lease was made in Pennsylvania ("PA"), is to be performed in PA and shall be governed and construed in accordance with the laws of PA. You consent to jurisdiction, personal or otherwise, in any state or federal court in PA and irrevocably waive a trial by jury.** You agree to waive any and all rights and remedies granted to you under Sections 2A-508 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE	You agree that this is a non-cancelable lease. The Equipment is: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	
	Signature	Date
ACCEPTANCE	The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.	
	Signature	Date
GUARANTY	I unconditionally guaranty prompt payment of all the Lessee's obligations under the Lease. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by or for the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the laws of the Commonwealth of PA and I consent to non-exclusive jurisdiction of any state or federal court in PA and waive trial by jury.	
	Signature	Date

SCHEDULE A

Equipment	SERIAL NUMBER	INSTALL METER
Kyocera Ecosys M2540dw		0
Kyocera Ecosys M2540dw		0
Kyocera Ecosys M2540dw		0
Kyocera Ecosys M2540dw		0
Kyocera Ecosys M2540dw		0
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Kyocera Ecosys M2040dn		0
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Kyocera Ecosys M2040dn		0
Kyocera Ecosys M2040dn		0
Kyocera Ecosys P2040dw		0
Kyocera Ecosys P2040dw		0
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Kyocera Ecosys P2040dw		0
Kyocera Ecosys P2040dw		0
Kyocera Ecosys M3040idn		0
Kyocera Ecosys M3540idn		0
Kyocera TASKalfa 3252ci		0
Kyocera TASKalfa 5052ci		0
Kyocera TASKalfa 4002i		0
Kyocera TASKalfa3011i		0
Kyocera TASKalfa 5002i		

PAGE 1 OF 3 PAGES OF THIS SCHEDULE A

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

LEGAL NAME OF CORPORATION: Brunswick, County of Health and Human Services

SCHEDULE A

[illegible]

PAGE 2 OF 3 PAGES OF THIS SCHEDULE A

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

LEGAL NAME OF CORPORATION: Brunswick, County of Health and Human Services

SCHEDULE A

[illegible]

PAGE 3 OF 3 PAGES OF THIS SCHEDULE A

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

LEGAL NAME OF CORPORATION: Brunswick, County of Health and Human Services

FISCAL FUNDING ADDENDUM

LESSEE	Full Legal Name <u>Brunswick, County of Health and Human Services</u> DBA Name (If Any) _____
	Billing Address <u>60 Government Center Drive NE Bldg B</u> Phone Number <u>910.253.2077</u>
	City <u>Bolivia</u> County <u>Brunswick, County of</u> State <u>NC</u> Zip Code <u>28422</u>
	Lease Number _____ Lease Date _____

Lessee warrants that it has funds available to pay all rents (the "Lease Payments") payable under the above - identified Lease until the end of Lessee's current appropriation periods. If Lessee's legislative body or other funding authority does not appropriate funds for Lease Payments for any subsequent appropriation period and Lessee does not otherwise have funds available to lawfully pay the Lease Payments (a "Non-Appropriation Event") Lessee may, subject to the conditions herein and upon prior written notice to Lessor (the "Non-Appropriation Notice"), effective sixty (60) days after the later of Lessor's receipt of same or the end of the Lessee's current appropriation period (the "Non-Appropriation Date"), terminate the Lease and be released of its obligation to make all Lease Payments due Lessor coming due after the Non-Appropriation Date. As a condition to exercising its rights under the Addendum Lessee shall (1) provide in the Non-Appropriation Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (2) deliver to Lessor an opinion of Lessee's counsel (addressed to Lessor) verifying that the Non-Appropriation Event as set forth in the Non-Appropriation Notice has occurred, (3) return the equipment subject to the Lease (the "Equipment") on or before the Non-Appropriation Date to Lessor or a location designated by Lessor, in the condition required by, and in accordance with the return provisions of, the Lease and at Lessee's expense, and (4) pay Lessor all sums payable to Lessor under the Lease up to the Non-Appropriation Date.

In the event of any Non-Appropriation Event, Lessor shall retain all sums paid hereunder or under the Lease by Lessee, including the Security Deposit (if any) specified in the Lease.

Lessee further represents, warrants and covenants for the benefit of Lessor that:

- (a) Lessee is a municipal corporation and political subdivision duly organized and existing under the constitution and laws of the State.
- (b) Lessee is authorized under the constitution and laws of the State, and has been duly authorized to enter into this Lease and the transaction contemplated hereby and to perform all of its obligations hereunder.
- (c) This Lease constitutes the legal, valid and binding obligation of the Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.
- (d) Lessee has complied with such public bidding requirements as may be applicable to this Lease.
- (e) The Equipment described in this Lease is essential to the function of the Lessee or to the service Lessee provides to its citizens. The Lessee has an immediate need for, and expects to make immediate use of, substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future.
- (f) Lessee has never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease, lease purchase, installment sale or other similar agreement.

This Addendum is not intended to permit Lessee to terminate the Lease at will or for convenience.

YOU AGREE THAT A FACSIMILE COPY OF THIS DOCUMENT WITH FACSIMILE SIGNATURES MAY BE TREATED AS AN ORIGINAL AND WILL BE ADMISSIBLE AS EVIDENCE IN A COURT OF LAW.

LESSEE SIGNATURE	Signature X _____ (MUST BE SIGNED BY AUTHORIZED REPRESENTATIVE OR OFFICER OF GOVERNMENT ENTITY)
	Print Name _____
	Title _____ Date _____
	Name of Government Entity <u>Brunswick, County of Health and Human Services</u>

ACCEPTED BY LESSOR	Signature X _____
	Print Name _____
	Title _____ Date _____
	Name of Corporation or Partnership _____

LEASE AGREEMENT ADDENDUM

This Lease Agreement Addendum ("Addendum") is made part of and amends that certain Lease Agreement dated _____ by and between De Lage Landen Financial Services, Inc. ("Lessor") and County of Brunswick ("Lessee"). The words "you" and "your" refer to the Lessee and the words "we", "us" and "our" refer to the Lessor. Unless otherwise defined herein, capitalized terms shall have the definition set forth in the Lease Agreement ("the Agreement").

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound and pursuant to the terms and conditions of the Agreement, it is hereby agreed as follows:

1. Paragraph 9. Modify the third sentence to read, "This lease was made in North Carolina ("NC"), is to be performed in NC and shall be governed and construed in accordance with the laws of NC. You consent to jurisdiction, personal or otherwise, in any state or federal court in NC."
2. Paragraph 9. Modify the end of third sentence to delete, "and irrevocably waive a trial by jury."
3. It is expressly agreed by the parties that this Addendum is supplemental to the Agreement, which is by reference made a part hereof and all the terms and conditions and provisions thereof, unless specifically modified herein, are to apply to this Addendum and are made a part of this Addendum as though they were expressly rewritten.
4. In the event of any conflict, inconsistency or incongruity between the provisions of this Addendum and any of the provisions of the Agreement, the provisions of this Addendum shall in all respects govern and control.
5. This Addendum may be executed by one or more of the parties on any number of separate counterparts, each of which counterparts shall be an original, but all of which when together shall be deemed to constitute one and the same instrument.
6. This Addendum has been executed and delivered in, and shall be construed in accordance with the laws of NC.
7. The terms hereof may not be terminated, amended, supplemented or modified orally, but only by an instrument duly authorized by each of the parties hereto.
8. Contractor agrees that the contractor and the contractor's subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment eligibility Verification form (Form I-9) has been completed.
9. By signing this agreement vendors, contractors, and/or subcontractors affirm they are not listed and will not utilize a subcontractor listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed on the date set forth above.

LEASE AGREEMENT ADDENDUM

LESSEE

By: _____

Print name: _____

Title: _____

DE LAGE LANDEN FINANCIAL SERVICES, INC.

By: _____

Print name: _____

Title: _____



2018/2019 Budget Approval Guarantee

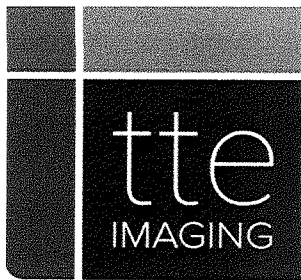
The new equipment will be installed during April 2018. The old equipment will be removed at the same time and the current leases will be terminated immediately with the County of Brunswick having no further obligations. During May 2018 and June 2018 there will be no payments due. Your first annual payment on the new lease will be due after July 1, 2018. If for any reason the 2018/2019 budget is not approved for the 2018/2019 budget year, the Fiscal Funding Addendum that was included in your document package provides the County the ability to terminate this lease.

All other year's budget approvals during the term of this lease are also covered by the same Fiscal Funding Addendum.

Sincerely,

A handwritten signature in dark ink, appearing to read 'RP' or 'Rick Puckett', enclosed within a circular scribble.

Rick Puckett
Vice President/Owner
The Toner Exchange
February 16, 2018



CUSTOMER SERVICE AGREEMENT

3305 Kitty Hawk Road
Wilmington, NC 28405
910-763-9590

the toner exchange

Bill to:			Ship to:		
Name: Brunsick, County of - Health & Human Services			Name: same as bill to		
Address: 60 Government Center Drive			Address: Noted in system per ID#		
City: Bolivia	State: NC	Zip: 28422	City:	State:	Zip:
Phone: 910.253.2077	Fax:		Phone:	Fax:	
Contact:			Contact:		

Effective Date: From install To 38 months

Billing Frequency: Overages Annually

MODEL	SERIAL # / ID#	BEGINNING METER	AGREEMENT PRICE / CPC	COPIES INCLUDED	OVERAGE RATE	B & W TONER INCLUDED	COLOR TONER INCLUDED	TOTAL
See	Schedule A	Blk and white = 0*		2,508,000/yr	\$0.0065	yes		
		Taskalfa = 0		49,800/yr	\$0.0507		yes	
		Ecosys = 0		in above	\$0.120		yes	
Comments: Annual Base allowance of 2,508,000 and 49,800 color pages included in annual lease payment - overages reconciled annually. Excludes paper & staples						Net Price		\$0.00
						% Tax		
						Other		
						Total Price		

LIABILITY:

We understand that tte IMAGING'S liability with respect to any property damage or injury (including death) to persons arising out of or connected with service performed under this agreement is limited to that imposed by law and that there is no contract imposing any greater degree of liability on tte IMAGING. This instrument must have the final approval of a tte IMAGING Officer and contains the entire agreement between both parties and there are no promises, representations and/or warranties, express or implied, other than set forth herein.

tte IMAGING agrees with the undersigned customer to provide service and supplies (if included) for the unit(s) listed above subject to the terms, descriptions and conditions set forth on the reverse side hereof.

CUSTOMER ACCEPTANCE:

Authorized Signature _____ Title _____

Print Name _____ Date _____

tte IMAGING

Tammy Hinke
Sales Representative

Rick Puckett
tte IMAGING Officer

3.2.2018
Date



EQUIPMENT DESCRIPTION

All equipment is new and not refurbished or reconditioned equipment.

PERFORMANCE GUARANTEE for Term of Contract

The Toner Exchange guarantees that if any printer acquired from us by The County of Brunswick fails to perform within the manufacturer's specifications and cannot be repaired, we will replace it without charge with a brand new identical model or if that model is discontinued, the new model in the Kyocera product line that replaced it.

The Toner Exchange guarantees that if any copier acquired from us by The County of Brunswick fails to perform within the manufacturer's specifications and cannot be repaired, we will replace it without charge with an identical model or at our discretion, with a copier of comparable features and capabilities.

REPETITIVE OR PERSISTENT ISSUE GUARANTEE for Term of Contract

The Toner Exchange guarantees that if any printer acquired from us by The County of Brunswick fails three times during any consecutive thirty day period and we cannot repair the product to your satisfaction within the following thirty day period, we will replace it without charge with a brand new identical model or if that model is discontinued, the new model in the Kyocera product line that replaced it.

The Toner Exchange guarantees that if any copier acquired from us by The County of Brunswick fails three times during any consecutive thirty day period and we cannot repair the product to your satisfaction within the following thirty day period, we will replace it without charge with an identical model or at our discretion, with a copier of comparable features and capabilities.

LOANER GUARANTEE

The Toner Exchange guarantees that if any equipment acquired from us by The County of Brunswick is down for more than an 8 hour period (one business day), we will at your request deliver and install a loaner the next business day with comparable features and capabilities until such time as your product is fixed to your satisfaction.

E-VERIFY

Contractor agrees that the contractor and the contractor's subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment eligibility Verification form (Form I-9) has been completed.

The Toner Exchange



Signature

Rick Plakett V.P.

Name

Title

3/5/18

Date

County of Brunswick

Signature

Name

Title

Date



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Stephanie Lewis, Operation Services
Director

Action Item # V. - 18.

Operation Services - Increase in Construction & Demolition
Waste Disposal Transfer

Issue/Action Requested:

Request that the Board of Commissioners approve the increase of Construction & Demolition waste transferred to the Sampson County Landfill to 75% of tonnage from the current 50%.

Background/Purpose of Request:

Brunswick County currently transfers approximately 50% of C&D received at the Brunswick County Landfill to the Sampson County Landfill. To save remaining landfill space we are requesting to begin transferring 75% of C&D received. A budget amendment is requested for FY18 in the amount of \$115,000 to transfer the additional 25% of C&D.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Budget amendment is to appropriated solid waste fees in the amount of \$115,000 for the 25% increase in C&D transfer.

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the increase of Construction & Demolition waste transferred to the Sampson County Landfill to 75% of tonnage from the current 50%.

ATTACHMENTS:

Description

- 20180319 Budget Amendment C and D Transfer

Request Info	
Type	Budget Amendment
Description	C and D transfer
Justification	Board Meeting 3/19/2018-Appropriate \$115,000 of solid waste fee revenue for transfer of an additional 25% of C and D received at the Brunswick County Landfill to the Sampson County Landfill.
Originator	Tiffany Rogers

Items						
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
104720	334600	Solid Waste	Solid Waste Fee	115000	Increase	Credit
104720	439907	Solid Waste	Contract Svc-C and D Tran/Disp	115000	Increase	Debit

Total	
Grand Total:	230000



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 19.

From:
Kirstie Dixon, Director

Planning - Fee Deferral Agreement: Coastal Commons Senior
Living Community Affordable Housing Development

Issue/Action Requested:

Request that the Board of Commissioners adopt a resolution approving a fee deferral agreement related to the payment of County water and sewer fees to support the tax credit application for Coastal Commons Senior Living Community Affordable Housing Development.

Background/Purpose of Request:

Ms. Holly Smith, representative for Coastal Commons Senior Living Community Affordable Housing Development, submitted the attached request for a fee deferral agreement in support of her tax credit application for the Coastal Commons Senior Living Community Affordable Housing Development.

The proposed Coastal Commons Senior Living Community is located off Beach Road SW (NC 179), identified as Tax Parcel 24400010 and adjacent to the proposed Duck Pond Estates. The proposed project is an affordable housing development consisting of sixty 1 and 2 bedroom apartments. Attached is additional information, including water and sewer fees calculation worksheets, site diagram and vicinity map.

Ms. Smith proposes the following terms for the requested agreement:

1. Agreement Amount: \$150,000 to pay the estimated Water and Sewer Impact Fees.
2. Interest & Term: 2.0% over 20 years.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners adopt a resolution approving a fee deferral agreement related to the payment of County water and sewer fees to support the tax credit application for Coastal Commons Senior Living Community Affordable Housing Development.

ATTACHMENTS:

Description

- ☐ Coastal Commons Request
- ☐ Resolution



Memorandum

Date: February 12, 2018

To: The Brunswick County Commissioners: Frank Williams, District 5 & Chairman; Randy Thompson, District 1 & Vice-Chairman; J. Marty Cooke, District 2; Pat Sykes, District 3; Mike Forte, District 4; and, Ann B. Hardy, Brunswick County Manager

From: Holly Smith, for "Coastal Commons," a Senior Living Community, an Affordable Housing Development Proposed for Ocean Isle Beach ETJ

Subject: Request for Fee Deferral Agreement for Sewer and Water Impact Fees

Attached please find the Water and Sewer Impact Fee Cost calculations for the proposed affordable housing development for Seniors. Combined, they total \$205,999.20. In addition, Coastal Commons will have the extra cost of constructing and maintaining an on-site lift station to connect to the County's existing force main on Beach Road. Because of the project's affordable rents limiting financing sources, combined with rising costs of construction, we respectfully request that the County defer \$150,000.00 of these Impact Fees to be paid over time, as evidenced by a 20-year, 2% Note and Deferral Agreement, to help offset the costs of bringing affordable housing to needy Seniors in Brunswick County.

History: In 2014, the Board of Commissioners approved a Fee Deferral Agreement for Water and Sewer Impact fees of \$150,000.00 for Sunset Creek Commons, an affordable Senior Rental housing development in Sunset Beach. This support from Brunswick County was instrumental in Sunset Creek Commons ("SCC") receiving an allocation of 2014 Federal Housing Tax Credits used to develop the single building with seventy-two (72) one and two-bedroom apartments and community spaces, also targeted to those over 55 years of age. SCC was completed in May of 2016, quickly leased up, and remains 100% occupied with a permanent waiting list for 45+ apartments. Based on our experience with SCC, and local population growth and demographics, it is apparent that more affordable housing for Seniors is needed here, in Brunswick County.

Proposed Development & Demand for Affordable Housing: To meet this demand, an application for Coastal Commons, on Beach Road in Ocean Isle Beach, has been submitted for an allocation of 2018 federal and state housing tax credits. The proposed apartments will be situated in a three-story building with elevator, with approximately 8,000 square

265 Creek View Drive,
Sunset Beach, North Carolina 28468



feet of community space for our Residents to use in various recreational, wellness, and social activities. A full-size kitchen with dining room will be provided for our residents and

their guests to hold parties and get-togethers, in addition to exercise rooms, computer and printer access, craft and card rooms. Outdoor amenities include an ADA-accessible walking trail, covered picnic area with grills, large screened porch, and benches throughout, bocci ball field, horseshoes, and other activities, depending on our residents' preferences. Coastal Commons will be built according to energy star requirements, resulting in lower electricity costs for our residents, and a Site Manager and Maintenance Staff will be available, on-site, full time. We will coordinate supportive services and other opportunities with Brunswick Senior Resources, Inc, which will co-Manage the property as well as participate in its ownership. In order to keep rents affordable, but assure safe and clean housing and provide on-site activities for our residents, deferring a portion of the water and sewer impact fees will significantly help the project's financial feasibility.

The proposed location in Ocean Beach Isle is particularly well-suited, based on OIB's Median Age of 64.6 years (NC = 38.7 years), cost of living, and concentration, and growth, of the Senior population. However, the cost of housing for this zipcode—a median home cost of \$266,900 and median rent of \$1,165/month—emphasizes a more crucial need for affordable housing for low to moderate-income Seniors, many of whom live in energy-inefficient, older homes needing continual maintenance, and for those Seniors who are dependent on family members for shelter, despite wanting an independent lifestyle. With Coastal Commons offering a more affordable housing option, Seniors can live independently without worrying about old-home maintenance and high energy costs.

Coastal Commons will not have project-based rental subsidies—residents will pay the stated rents and their own electricity, phone, and cable. In order to qualify for federal housing tax credits, Coastal Commons cannot rent to folks earning more than 60% of the Area Median Income, with initial housing costs not to exceed \$555 for a one bedroom- and \$675 for a two bedroom apartment.

Thank you for your support in approving the Deferral of Impact Fees, in our effort to provide safe, clean and affordable rental housing for Seniors in South Brunswick County!

265 Creek View Drive,
Sunset Beach, North Carolina 28468

COUNTY OF BRUNSWICK
FINANCE DEPARTMENT
UTILITY BILLING DIVISION

FEE CALCULATION WORKSHEET

WATER

BCMS#:

Service taps greater than 2-inch must be installed by the Developer. Meters greater than 2-inch must be provided by the Developer and must meet County specifications. Prior to initiation of water service, all service taps shall be provided with proper backflow protection on the Owner's side of the meter and at the Owner's expense.

Name of Project or Development:

Coastal Commons

Requester's Name:

Holly Smith

Date of Request:

1/31/18

Mailing Address:

Completed By:

Wm. L. Pinnix, P.E.

Home Phone:

Work Phone:

810.253 2458

Physical Address for Service Connection:
(If different from mailing address above)

PID # 24400010 - 13.48 AC tract on Beach Drive SW

Is Requester's property within another jurisdiction (i.e., sanitary district, water & sewer authority, municipality, or Special Assessment District)?

☒ No

☐ Yes

If "Yes", inform the Requester to contact appropriate entity for other service and requirements.

Is this a new or existing structure?

Is County sewer available?

☒ New

☐ Existing

☐ No

☒ Yes

If applicable, provide permit # (water system extension):

Location on property where meter should be set, if known.

Dom. Meter Size:

Irr. Meter Size:

	Capital Recovery Unit Cost		Capital Recovery Sub- Total Cost	Transmission Capital Recovery Unit Cost		Transmission Capital Recovery Sub- Total Cost
Number of res. units with 1 or 2 bedrooms	60	\$573.33 per res.	\$34,400	\$193.33 per res.		\$11,600
Number of residential units with 3 bedrooms		\$860.00 per res.	\$0	\$290.00 per res.		\$0
Number of res. units with 4 or more bedrooms		\$1,146.64 per res.	\$0	\$386.64 per res.		\$0
Irrigation Area (square feet):		\$860 per REU	\$0.00	\$290 per REU		\$0
Total REU:	60		Total: \$34,399.80		Total:	\$11,599.80

1 REU = 360 gallons per day

	Meter & Tap Installation
	Meter Upgrade
	Irrigation Meter Only
	Split Service Irrigation Meter (At Time of Domestic Service Install)
	Split Service Irrigation Meter (On Existing Domestic Service)
	Meter Installation Only
	Meter for Well
	Premise Visit
	Surcharge - Dry Bore Excessive Length
	Surcharge - Wet Bore
	Surcharge - Wet Bore of Excessive Length
	Fireline Fee
	Account Deposit
\$ 34,399.80	Capital Recovery
\$ 11,599.80	Transmission CR
\$ 45,999.60	Total

COUNTY OF BRUNSWICK
PUBLIC UTILITIES DEPARTMENT
CUSTOMER SERVICE AND UTILITY BILLING DIVISION

SEWER

FEE CALCULATION WORKSHEET

BCMS#:

Name of Project or Development: Coastal Commons

Requester's Name: Holly Smith Date of Request: 1/31/18

Mailing Address: _____ Completed By: Wm. L. Pi

Home Phone: _____ Work Phone: 910.253.2

Physical Address for Service Connection: PID # 24400010 - 13.48 AC tract on Beach Drive SW
(If different from mailing address above)

Is Requester's property within another jurisdiction (i.e., sanitary district, water & sewer authority, municipality, or Special Assessment District)?

☒ No ☐ Yes

If "Yes", inform the Requester to contact appropriate entity for other service and requirements.

Is this a new or existing structure?

☒ New ☐ Existing

Type of sewer available: ☐ Gravity
☐ Pressure
☐ Vacuum

Is a Duplex Grinder Pump Station required?
Is Pump Station to be Owned and Maintained by County?
If Yes Above, the Monthly Maintenance Fee is:

☐ YES ☒ NO
☐ YES ☒ NO
FALSE Residential Units x \$6 per REU =

If applicable, provide permit # (pressure to pressure connection, private gravity system):

Location on property where service should be installed, if known.

Tap size: inch Tap

A sewer pump station must be designed and connect to 12 inch sewer force main on Beach Drive

	Capital Recovery Unit Cost		Capital Recovery Sub Total Cost	Transmission Capital Recovery Unit Cost	
Number of res. units with 1 or 2 bedrooms	60	\$2,000 per res.	\$120,000	\$666.66 per res.	
Number of residential units with 3 bedrooms		\$3,000 per res.	\$0	\$1,000 per res.	
Number of res. units with 4 or more bedrooms		\$4,000 per res.	\$0	\$1,333.33 per res.	
Total REU:	60		Total: \$120,000.00	Total:	

1 REU = 360 gallons per day

	Tap Fee
	County Duplex Pump Station (Multifamily)
	Premise Visit
	Surcharge - Dry Bore Excessive Length
	Surcharge - Dry Bore Excessive Size (Residential Only)
	Surcharge - Wet Bore
	Surcharge - Wet Bore of Excessive Length
\$ 120,000.00	Capital Recovery
\$ 39,999.60	Transmission CR
\$ 159,999.60	Total

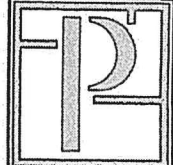
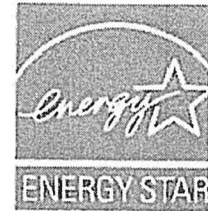
WWTP Designation:

WR - West Regional WWTP (210 gpd)
ST - Sea Trail WWTP (210)
NR - Northeast Brunswick Regional WWTP (360 gpd)

SH - Shallotte WWTP
CS - Carolina Shores WWTP (210)
OIB - Ocean Isle Beach WWTP (360)

COASTAL COMMONS

A SENIOR LIVING COMMUNITY



Planworx
ARCHITECTURE, P.A.
1711 6th Street, Suite 100
Raleigh, NC 27601
(919) 888-8100
www.planworx.com

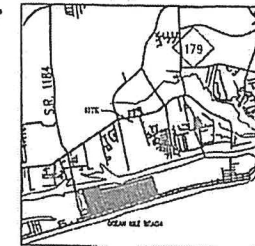
Office
Address

Coastal Commons, A Senior Living Community
Holly L. Smith
Ocean Isle, NC
2018 Tax Credit Submittal

DATE	DESCRIPTION
01/17/18	DISCUSSION
02/01/18	DESIGN
02/15/18	DESIGN
03/01/18	DESIGN
03/15/18	DESIGN
04/01/18	DESIGN
04/15/18	DESIGN
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11/15/18	DESIGN
12/01/18	DESIGN
12/15/18	DESIGN

PROJECT NO. 001018
DRAWN BY
CHECKED BY
DATE
Site Diagram

SD-1



VACINITY MAP
NTS

ADJACENT PROPERTY
VACANT

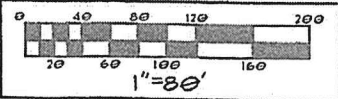


ENTRANCE SIGN
NTS

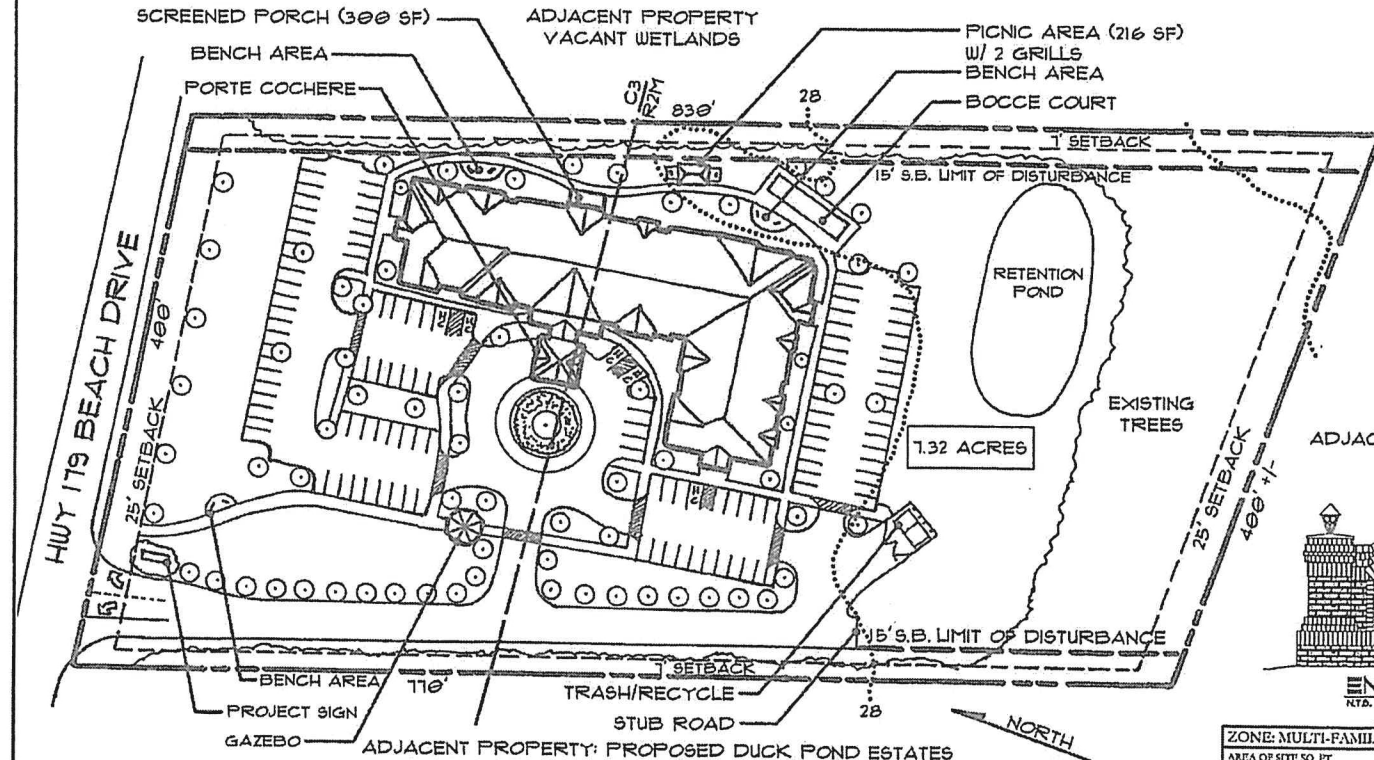
Data Panel

ZONE: MULTI-FAMILY		ACREAGE -7.32 ±		
AREA OF SITE SQ. FT.		GROSS	NET (JTD)	
BUILDINGS SQ. FT. (TOTAL):		81,253	76,973	
UNIT MIX BREAK-DOWN				
UNIT TYPE DESCRIPTION	PLACEMENT (S/L/T/B)	PLACEMENT (S/L/T/B)	TOTAL	PARKING REQUIRED PARKING PROVIDED HANDICAP PARKING *
1 - ONE BEDROOM	1	1	2	
2 - TWO BEDROOMS	1	1	2	
3 - TWO BEDROOMS WITH BATH	1	1	2	
4 - TWO BEDROOMS WITH BATH	1	1	2	
6 - TOTAL UNITS	3	3	6	

SITE DIAGRAM



THIS PROJECT WILL COMPLY WITH ALL DESIGN
QUALITY STANDARDS AND REGULATIONS AS
PROVIDED BY NCHPA PER 2018 QAP APPENDIX B.
IN ADDITION THIS PROJECT WILL BE ENERGY STAR
COMPLIANT.



1. All drawings are to be constructed with all work shown by owner and contractor, and any applicable codes.
2. Contractor is to verify and certify compliance of construction to these drawings and any applicable codes.
3. Contractor is to verify and certify compliance of construction to these drawings and any applicable codes.
4. Planworx Architecture, P.A., and its owner, may be held responsible for any errors and omissions in these drawings and any applicable codes.
5. Planworx Architecture, P.A., is not responsible for any errors and omissions in these drawings and any applicable codes.
6. Planworx Architecture, P.A., is not responsible for any errors and omissions in these drawings and any applicable codes.
7. Planworx Architecture, P.A., is not responsible for any errors and omissions in these drawings and any applicable codes.
8. Planworx Architecture, P.A., is not responsible for any errors and omissions in these drawings and any applicable codes.



2018 This drawing shall not be reproduced in whole or in part without



ECES PROJECT NO: 1475

County of Brunswick
Office of the County Commissioners



**RESOLUTION APPROVING AN AGREEMENT DEFERRING UP TO \$150,000 IN
COUNTY FEES RELATED TO WATER AND SEWER SERVICE FOR THE PROPOSED
'COASTAL COMMONS' PROJECT**

In consideration of the proposed 'Coastal Commons' senior living housing development located on Beach Drive (NC 179) on the mainland portion of the Ocean Isle Beach and within the Ocean Isle Beach Extraterritorial Jurisdiction (ETJ).

WHEREAS, the proposed 'Coastal Commons' senior living housing development project is submitting a full application under the 2018 Housing Tax Credit competition cycle; and

WHEREAS, Brunswick County is the fastest growing county in North Carolina (2016) and the southern portion of the county, especially senior aged population, is a major driver of the growth; and

WHEREAS, the need for affordable senior housing in Brunswick County, especially in the southern portion of the County, have historically been greatly under supplied; and

WHEREAS, the NC Office of Budget & Management population projections indicates significant population growth to continue, adding over 65,000 people by 2037; and

WHEREAS, the location of the proposed project is very suitable, with convenient access to shopping and other services. The Sunset Beach Town Council approved rezoning of the site to accommodate the project; and

WHEREAS, the project as proposed will assist in meeting the County's affordable housing goal; and

WHEREAS, on March 19, 2018 the Board of Commissioners approved a letter expressing unqualified support for the tax credit application for the project.

RESOLVED, the Commissioners of Brunswick County do hereby approve an agreement deferring County fees related to water and sewer service up to \$150,000 to be repaid over a twenty-year period with an interest rate of two (2) percent.

Approved this 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Kirstie Dixon, Planning Director

Action Item # V. - 20.

Planning - Resolutions of Support for the NCDOT High Impact /
Low Cost Projects

Issue/Action Requested:

Request that the Board of Commissioners adopt resolutions in support of the NCDOT High Impact / Low Cost Program funding three road improvement projects to improve public safety and mobility (Projects WBS #47783, WBS #47879, and WBS #80084).

Background/Purpose of Request:

NCDOT selected 3 transportation improvement projects in Brunswick County to receive funding from the NCDOT High Impact / Low Cost Program. The estimated cost of all three projects total \$1,490,000. This unexpected funding is a result of Senate Bill 257 that provided funding to each Division for projects that will have a high impact on safety and mobility. The projects are located within the Cape Fear RPO area and needed to improve public safety and mobility.

Brunswick County received the most number of projects and the largest share of the funding within Division 3.

The project as are follows:

Project WBS 47783 - Install a traffic signal at US 17 and the southbound leftover onto the southern intersection of NC 87. The estimated cost of these improvements totals \$145,000.

Project WBS 47879 - Install traffic signals at the intersections on US 17 at the southbound leftover onto SR 1184 (Ocean Isle Beach Road) and at the northbound to southbound U-turn approximately 875 feet northeast of the referenced intersection. The estimated cost of these improvements totals \$345,000.

Project WBS 80084 - Repair flooding issues on NC 133 near the intersection of SR 1521 (Funston Road SE), approximately 1-mile in each direction of intersection. The estimated cost of these improvements totals \$1,000,000.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners adopt resolutions in support of the NCDOT High Impact / Low Cost Program funding three road improvement projects to improve public safety and mobility (Projects WBS #47783, WBS #47879, and WBS #80084).

ATTACHMENTS:

Description

- Resolution Project 47783

- ▣ Resolution Project 47879
- ▣ Resolution Project 80084
- ▣ List of Division 3 Projects Awarded
- ▣ Project Maps

County of Brunswick
Office of the County Commissioners



**RESOLUTION SUPPORTING PROJECT WBS #47783 TO INSTALL A TRAFFIC SIGNAL AT
US 17 AND THE SOUTHBOUND LEFTOVER LANE ONTO THE SOUTHERN
INTERSECTION OF NC 87**

WHEREAS, the Brunswick County Board of Commissioners considers public safety one of its most important responsibilities; and

WHEREAS, the safe and efficient movement of traffic is a key element to public safety for residents and visitors; and

WHEREAS, the NC Department of Transportation has determined that Project WBS #47783 will have a high impact on residents and visitors; and

WHEREAS, Project WBS #47783 proposes to install a traffic signal at US 17 and the southbound leftover lane onto the southern intersection of NC 87 to improve traffic safety; and

WHEREAS, the cost of the improvements, estimated at \$145,000, will be funded by the State of North Carolina.

NOW THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Commissioners hereby supports NCDOT High Impact / Low Cost Project WBS #47783 to install a traffic signal at the intersection of US 17 and NC 87, at an estimated cost of \$145,000, to be funded by the State of North Carolina.

Approved this 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, Clerk to the Board

County of Brunswick
Office of the County Commissioners



RESOLUTION SUPPORTING PROJECT WBS #47879 TO INSTALL TRAFFIC SIGNALS AT THE INTERSECTIONS ON US 17 AT THE SOUTHBOUND LEFTOVER ONTO SR 1184 (OCEAN ISLE BEACH ROAD) AND AT THE NORTHBOUND TO SOUTHBOUND U-TURN APPROXIMATELY 875 FEET NORTHEAST OF THE REFERENCED INTERSECTION

WHEREAS, the Brunswick County Board of Commissioners considers public safety one of its most important responsibilities; and

WHEREAS, the safe and efficient movement of traffic is a key element to public safety for residents and visitors; and

WHEREAS, the NC Department of Transportation has determined that Project WBS #47879 will have a high impact on residents and visitors; and

WHEREAS, Project WBS #47879 proposes to install traffic signals at the intersections on US 17 at the southbound leftover onto SR 1184 (Ocean Isle Beach Road) and at the northbound to southbound U-turn approximately 875 feet northeast of the referenced intersection to improve traffic safety; and

WHEREAS, the cost of the improvements, estimated at \$345,000, will be funded by the State of North Carolina.

NOW THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Commissioners hereby supports NCDOT High Impact / Low Cost Project WBS #47879 to install traffic signals at the intersections on US 17 at the southbound leftover onto SR 1184 (Ocean Isle Beach Road) and at the northbound to southbound U-turn approximately 875 feet northeast of the referenced intersection, at an estimated cost of \$345,000, to be funded by the State of North Carolina.

Approved this 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, Clerk to the Board

County of Brunswick
Office of the County Commissioners



**RESOLUTION SUPPORTING PROJECT WBS #80084 TO REPAIR FLOODING ISSUES ON
NC 133 (RIVER RD) NEAR THE INTERSECTION OF SR 1521 (FUNSTON ROAD SE),
APPROXIMATELY 1-MILE IN EACH DIRECTION OF INTERSECTION**

WHEREAS, the Brunswick County Board of Commissioners considers public safety one of its most important responsibilities; and

WHEREAS, the safe and efficient movement of traffic is a key element to public safety for residents and visitors; and

WHEREAS, NC 133 is considered an evacuation route for the Brunswick Nuclear Plant; and

WHEREAS, the NC Department of Transportation has determined that Project WBS #80084 will have a high impact on residents and visitors; and

WHEREAS, Project WBS #80084 proposes to repair flooding issues on NC 133 (River Rd) near the intersection of SR 1521 (Funston Road SE), approximately 1-mile in each direction of intersection to improve traffic safety and traffic flow along NC 133; and

WHEREAS, the cost of the improvements, estimated at \$1,000,000, will be funded by the State of North Carolina.

NOW THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Commissioners hereby supports NCDOT High Impact / Low Cost Project WBS #80084 to repair flooding issues on NC 133 (River Rd) near the intersection of SR 1521 (Funston Road SE), approximately 1-mile in each direction of intersection, at an estimated cost of \$1,000,000, to be funded by the State of North Carolina.

Approved this 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, Clerk to the Board

Proposed project submittals		Location	County	Comments	Estimated cost	Estimate time to construct	Score	YR 1 or YR 2
1	NC 133 (flooding)	Intersection of SR 1521 (Funston Road SE and NC 133. Approximately a mile in each direction of the interesection.	Brunswick	Waiting on itemized cost estimate from designer. 1/2/18. Final cost TBD. - 2/6/18-Released WBS per February 1, 2018 Agenda. Funds of \$1,000,000.00 to be added to WBS when FY2019 funds are available per Patrick Norman, Director of Highway Operations.	\$1,000,000.00	1 Year	13.75 points	Year 2
2	Hoover Road widening from proposed Interchange to US 17 with 2' paved shoulders	Hoover Road widening from proposed Interchange to US 17.	Pender	Submitted by Division 3. 2/6/2018 - Released WBS & added initial funds of \$775,285.72 per February 1, 2018 BOT Agenda. Total amount approved by Board \$875,000.00. Remaining amount (\$99,714.28) to be added when FY 2019 funds are available per Patrick Norman, Director of Highway Operations-EAS	\$875,000.00	6 months	10 points	Year 1
3	Winnabow	US 17 & NC 87 (southern)	Brunswick	Signal warranted. Install signal. Funds approved at February 1, 2018 BOT Meeting Agenda	\$145,000.00	12 months	13.75 points	Year 1
4	Add traffic signal at the intersection of US 117 & SR 1911 (Brooks Quinn Road)	Intersection of US 117 & SR 1911	Duplin	Recommended by MSTA due to increase student population at Rosehill-Magnolia Elementary. Funds approved at January BOT Meeting agenda.	\$367,000.00	6 months	13 points	Year 1
5	Connection re-alignment at the intersection of SR 1341 & SR 1340	Intersection of SR 1341 & SR 1340	Duplin	Requested by local industry due to difficult turn for tractor trailers. -2/6/18-Released WBS per February 1, 2018 Agenda. Funds of \$260,000.00 to be added to WBS when FY2019 funds are available per Patrick Norman, Director of Highway Operations.	\$260,000.00	10 months	13 points	Year 2
6	Installation of approximately 1900-feet of center turn lane on NC 24 east of Clinton beginning 200-feet past the City Limits.	NC 24 east of Clinton beginning 200-feet past the City Limits	Sampson	(Business affected include: S & W Concrete, Hog Slat, and future Chemtex Facility). Funds approved at January BOT Meeting agenda.	\$427,000.00	11 months	13 points	Year 1
7	Installation of traffic signals at the intersection of US 17 and Ocean Isle Blvd Road, and the U-turn just northeast off the referenced intersection.	US 17 at Ocean Isle Beach Rd, and the NB to SB U-turn location approximately 875 feet northeast of the referenced intersection.	Brunswick	Safety and mobility concerns at this intersection; signal warranted. -2/6/18-Released WBS per February 1, 2018 Agenda. Funds of \$345,000.00 to be added to WBS when FY2019 funds are available per Patrick Norman, Director of Highway Operations. Set User Status to R70.-EAS	\$345,000.00	12 months	13 points	Year 2
High Impact/Low Cost Funding Program: 2 years equates to \$3.428M or \$1.714M per year. Max. \$1.5M per project				1st year total:	\$1,814,000.00			
				2nd year total:	\$1,605,000.00			
				Grand total:	\$3,819,000.00			
				Max. \$2M per project (waiver)				

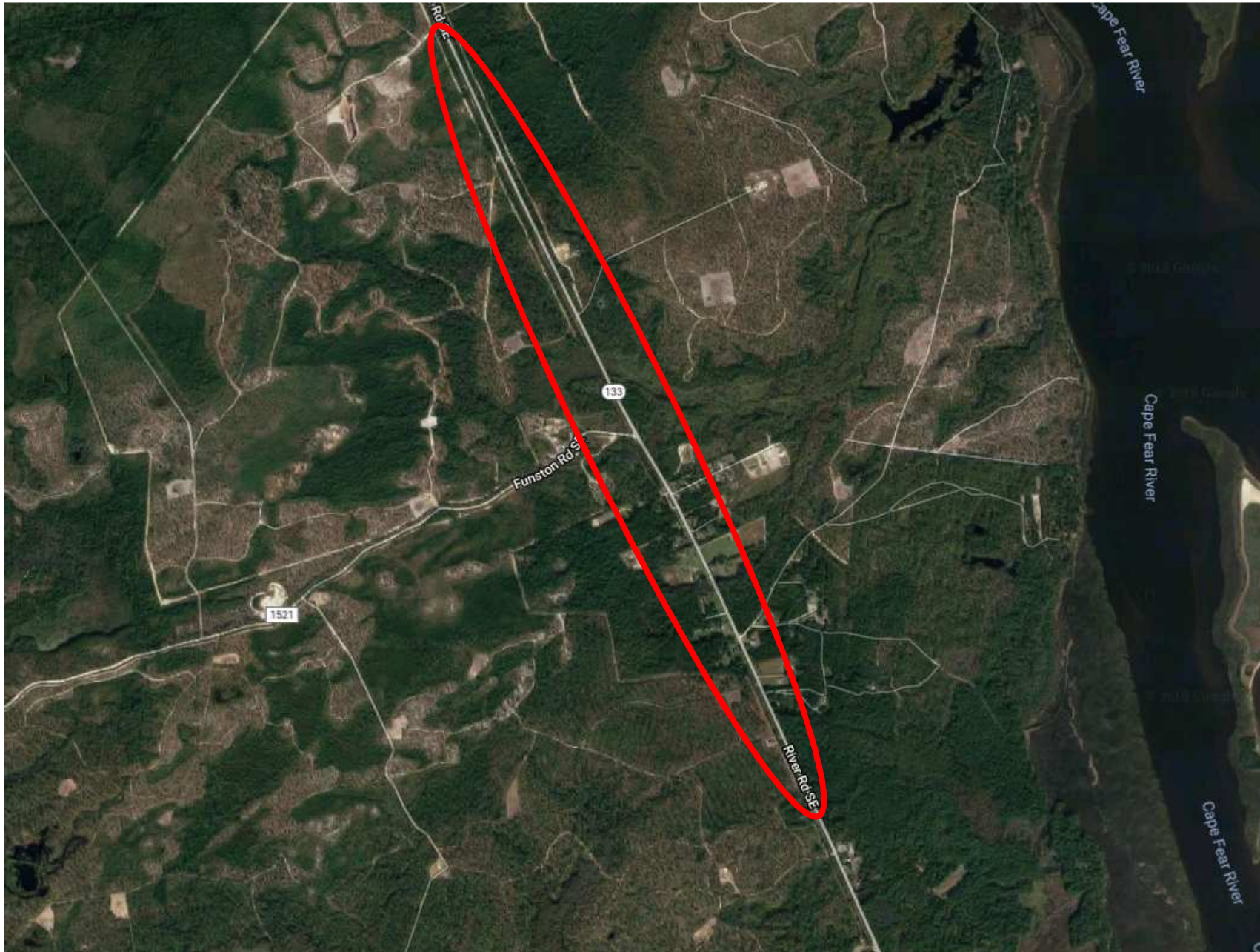
Project WBS 47783: Install a traffic signal at US 17 and the southbound leftover onto the southern intersection of NC 87.



Project WBS 47879: Install traffic signals at the intersections on US 17 at the southbound leftover onto SR 1184 (Ocean Isle Beach Road) and at the northbound to southbound u-turn approximately 875 feet northeast of the referenced intersection.



Project WBS 80084: Repair flooding issues on NC 133 near the intersection of SR 1521 (Funston Road SE), approximately 1-mile in each direction of intersection.





Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 21.

From: Register of Deeds - Preservation of Record Books
Brenda M. Clemmons, Register of Deeds

Issue/Action Requested:

Request that the Board of Commissioners concur and authorize removal of records from the Register of Deed's office to the Kofile Technologies facility for a period of no more than 90 days from the approval of said Board.

Background/Purpose of Request:

In accordance with the provisions of G.S. 132-7, record books should be copied or repaired, renovated or rebound if worn, mutilated, damaged, or difficult to read; further when such has been determined by the agency of government that by law retains them, that such are in need of repairs and such repairs require the record be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them. The Board of Commissioners in this case may authorize the Register of Deeds to allow the removal of said records for the time needed to make repairs.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners concur and authorize removal of records from the Register of Deed's office to the Kofile Technologies facility for a period of no more than 90 days from the approval of said Board.

ATTACHMENTS:

Description

- Kofile Technologies Quote 2017-2018



December 1, 2017

Brunswick County
Brenda M. Clemmons, Register of Deeds
75 Courthouse Drive
Bolivia, NC 28422

Dear Ms. Clemmons,

Please find enclosed the results of my recent survey of your records with reference to deacidification and conservation treatment.

Our recommendations for the conservation of your records include deacidification, adhesive removal and reinforcement of paper as necessary (with repair or replacement of index tabs where indicated) resewing, rebinding or archival grade polyester encapsulation, as appropriate. The deacidification process, which halts the inevitable self-destruction of acidic paper, should be considered whenever conservation or even long term storage of unique records is evaluated.

Kofile Preservation has specialized in the deacidification (chemical treatment) and repair of public records since 1974. During this time we have performed conservation services for over 3000 municipal and county records management facilities.

Deacidification will be performed after careful testing of paper and inks. Aqueous or non-aqueous deacidification methods will be determined by the conservation lab professionals. All pressure sensitive adhesive materials are removed. Mending is done using Japanese tissue and reversible adhesives. Books are resewn with linen thread and bound in leather or other cover material of choice using acid-free materials and easily reversible adhesives. Where appropriate, archival grade polyester envelope encapsulation with placement of materials into custom post binders replaces rebinding.

Please contact us at 804-564-1231 with any questions or comments or to arrange transportation of your documents.

Sincerely;

A handwritten signature in black ink that reads "Greg Brooks". The signature is written in a cursive, flowing style.

Greg Brooks



Conservation Proposal

December 1, 2017

Brunswick	Death- Volume 31	\$ 900.00
Brunswick	Death- Volume 32	\$ 738.00
Brunswick	Death- Volume 33	\$ 678.00
Brunswick	Death- Volume 34	\$ 650.00
Brunswick	Death- Volume 35	\$ 768.00
Brunswick	Death- Volume 36	\$ 930.00
Brunswick	Death- Volume 37	\$ 996.00
Brunswick	Death- Volume 38	\$ 1,020.00
Brunswick	Death- Volume 39	\$ 1,062.00
Brunswick	Death- Volume 40	\$ 1,098.00
Brunswick	Death- Volume 41	\$ 1,212.00
Brunswick	Death- Volume 42	\$ 876.00
Brunswick	Death- Volume 43	\$ 1,140.00
Brunswick	Death- Volume 44	\$ 1,062.00
Brunswick	Death- Volume 45	\$ 1,590.00
Brunswick	Death- Volume 46	\$ 1,104.00
Brunswick	Death- Volume 47	\$ 1,398.00
Brunswick	Death- Volume 48	\$ 1,176.00
Brunswick	Death- Volume 49	\$ 966.00
Brunswick	Death- Volume 50	\$ 870.00
Brunswick	Death- Volume 51	\$ 906.00
Brunswick	Death- Volum 52	\$ 756.00
Brunswick	Death- Volume 53	\$ 906.00
Brunswick	Death- Volume 54	\$ 894.00
Brunswick	Death- Volume 55	\$ 798.00
Brunswick	Death- Volume 56	\$ 816.00
Brunswick	Death- Volume 57	\$ 828.00
Brunswick	Death- Volume 58	\$ 918.00
Brunswick	Death- Volume 59	\$ 896.00
Brunswick	Death- Volume 60	\$ 972.00
Brunswick	Death- Volume 61	\$ 804.00
Brunswick	Death- Volume 62	\$ 876.00
Brunswick	Death- Volume 63	\$ 930.00
Brunswick	Death- Volume 64	\$ 834.00
Brunswick	Death- Volume 65	\$ 1,050.00
Brunswick	Death- Volume 66	\$ 996.00
<u>Brunswick</u>	<u>Death- Volume 67</u>	<u>\$ 1,260.00</u>

Total **\$35,674.00**

Condition: Previously bound documents in poor condition with chipping and cracking noted. Paper tested acidic and exhibits considerable embrittlement. Paper is very weak and will require stabilization



and mending. Repairs with pressure sensitive tape noted throughout the volumes.

Treatment: Documents to be cataloged and assessed for condition upon receipt. Pressure sensitive tape and previous mends to be removed to the extent possible without causing damage to paper and inks. Paper deacidified. All major chips and tears to be mended with Japanese tissue. Certificates to be placed into envelopes of 2 mil archival grade polyester with infrared welded seams, (three sided seal). Envelopes to be placed into new Ajax binders.





Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # V. - 22.

Tax - March 2018 Releases

From:

Jeffery P Niebauer

Issue/Action Requested:

Request that the Board of Commissioners approve the March 2018 tax releases.

Background/Purpose of Request:

Approval of the tax releases for March 2018. A summary of the releases is listed below.

County real property release value \$2,468,320 (63 releases)

Shallotte real property release value \$1,932,600 (54 releases)

County personal property release value \$106,450 (8 releases)

Smithville personal property release value \$20,350 (1 release)

County VTS February 2018 release value \$140,745 (20 releases)

Smithville VTS February 2018 release value \$17,837 (4 releases)

Boiling Spring Lakes VTS February 2018 release value \$3,890 (1 release)

Bolivia VTS February 2018 release value \$7,525 (1 release)

Leland VTS February 2018 release value \$14,025 (2 releases)

Navassa VTS February 2018 release value \$6,093 (1 release)

Oak Island VTS February 2018 \$12,766 (2 releases)

Shallotte VTS February 2018 \$9,510 (1 release)

St James VTS February 2018 release value \$17,813 (3 releases)

Sunset Beach VTS February 2018 \$17,720 (2 releases)

For information purposes only

Sunset Beach fire district \$2,900 (14 releases)

Tri-Beach fire district \$525 (5 releases)

Waccamaw fire district \$112.50 (1 release)

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the March 2018 tax releases.

ATTACHMENTS:

Description

- ▣ Tax Releases for March 2018
- ▣ Motor Vehicle Release VTS March 2018 Processed February 2018 (NCDMV Tax & Tag)
- ▣ Fire Fee Releases for March 2018 (For information purposes only)

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046743	2/9/2018	REMUDA RUN INVESTMENTS LLC	115945 (2017)	60605440	Brunswick County	2270002303		\$293.91-C	\$60,600.00	PTC settlement
046744	2/9/2018	REMUDA RUN INVESTMENTS LLC	113044 (2016)	60605440	Brunswick County	2270002303		\$293.91-C	\$60,600.00	PTC settlement
046745	2/9/2018	REMUDA RUN INVESTMENTS LLC	111689 (2015)	60605440	Brunswick County	2270002303		\$293.91-C	\$60,600.00	PTC settlement
046746	2/26/2018	SEASIDE LANDING PARTNERS LLC	125274 (2017)	60638990	Brunswick County	256DB00406			\$0.00	Clerical error/DE error
046748	2/26/2018	SEASIDE LANDING PARTNERS LLC	122449 (2016)	60638990	Brunswick County	256DB00406			\$0.00	Clerical error/DE error
046750	2/26/2018	SEASIDE LANDING PARTNERS LLC	120867 (2015)	60638990	Brunswick County	256DB00406			\$0.00	Clerical error/DE error
046752	2/26/2018	SEASIDE LANDING PARTNERS LLC	119582 (2014)	60638990	Brunswick County	256DB00406			\$0.00	Clerical error/DE error
046754	2/26/2018	SEASIDE LANDING PARTNERS LLC	119887 (2013)	60638990	Brunswick County	256DB00406			\$0.00	Clerical error/DE error
046756	2/26/2018	SEASIDE LANDING PARTNERS LLC	125273 (2017)	60638990	Brunswick County	256DB00405			\$0.00	Clerical error/DE error
046758	2/26/2018	SEASIDE LANDING PARTNERS LLC	122448 (2016)	60638990	Brunswick County	256DB00405			\$0.00	Clerical error/DE error
046760	2/26/2018	SEASIDE LANDING PARTNERS LLC	120866 (2015)	60638990	Brunswick County	256DB00405			\$0.00	Clerical error/DE error
046762	2/26/2018	SEASIDE LANDING PARTNERS LLC	119581 (2014)	60638990	Brunswick County	256DB00405			\$0.00	Clerical error/DE error
046764	2/26/2018	SEASIDE LANDING PARTNERS LLC	119886 (2013)	60638990	Brunswick County	256DB00405			\$0.00	Clerical error/DE error
046766	2/26/2018	BLACKWELL TRAVIS JR	12378 (2017)	70201280	Brunswick County	11600004		\$270.53-C	\$55,780.00	Improvement removed from property
046780	3/6/2018	HELMS PAUL W	62622 (2017)	80068420	Brunswick County	231AA059		\$279.85-C	\$57,700.00	Improvement removed from property

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046782	3/6/2018	HELMS PAUL W	61381 (2016)	80068420	Brunswick County	231AA059		\$279.85-C	\$57,700.00	Improvement removed from property
046784	3/6/2018	HELMS PAUL W	60867 (2015)	80068420	Brunswick County	231AA059		\$279.85-C	\$57,700.00	Improvement removed from property
046786	3/6/2018	HELMS PAUL W	60146 (2014)	80068420	Brunswick County	231AA059		\$276.65-C	\$62,520.00	Improvement removed from property
046788	3/6/2018	HELMS PAUL W	59766 (2013)	80068420	Brunswick County	231AA059		\$276.65-C	\$62,520.00	Improvement removed from property
046790	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118167 (2017)	60613070	Shallotte	214ID035		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046791	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115506 (2016)	60613070	Shallotte	214ID035		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046792	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114098 (2015)	60613070	Shallotte	214ID035		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046793	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118166 (2017)	60613070	Shallotte	214ID034		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046794	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115505 (2016)	60613070	Shallotte	214ID034		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046795	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114097 (2015)	60613070	Shallotte	214ID034		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046796	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118162 (2017)	60613070	Shallotte	214ID025		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046797	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115501 (2016)	60613070	Shallotte	214ID025		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046798	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114093 (2015)	60613070	Shallotte	214ID025		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046799	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118165 (2017)	60613070	Shallotte	214ID030		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046800	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115504 (2016)	60613070	Shallotte	214ID030		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046801	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114096 (2015)	60613070	Shallotte	214ID030		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046802	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION	118159 (2017)	60613070	Shallotte	214ID021		\$97.00-C \$70.00-SHA	\$20,000.00	PTC settlement
046803	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION	115498 (2016)	60613070	Shallotte	214ID021		\$97.00-C \$70.00-SHA	\$20,000.00	PTC settlement
046804	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION	114090 (2015)	60613070	Shallotte	214ID021		\$97.00-C \$70.00-SHA	\$20,000.00	PTC settlement
046805	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118163 (2017)	60613070	Shallotte	214ID027		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046806	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115502 (2016)	60613070	Shallotte	214ID027		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046807	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114094 (2015)	60613070	Shallotte	214ID027		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046808	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118160 (2017)	60613070	Shallotte	214ID023		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement
046809	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115499 (2016)	60613070	Shallotte	214ID023		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046810	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114091 (2015)	60613070	Shallotte	214ID023		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement
046811	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118164 (2017)	60613070	Shallotte	214ID028		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046812	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115503 (2016)	60613070	Shallotte	214ID028		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046813	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114095 (2015)	60613070	Shallotte	214ID028		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046814	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118151 (2017)	60613070	Shallotte	214GB003		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046815	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115484 (2016)	60613070	Shallotte	214GB003		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046816	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114068 (2015)	60613070	Shallotte	214GB003		\$169.75-C \$122.50-SHA	\$35,000.00	PTC settlement
046817	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	152925 (2017)	80004585	Shallotte	2141D008		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046818	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	149754 (2016)	80004585	Shallotte	2141D008		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046819	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	147646 (2015)	80004585	Shallotte	2141D008		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046820	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	152929 (2017)	80004585	Shallotte	214HB001		\$65.48-C \$47.25-SHA	\$13,500.00	PTC settlement
046821	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	149758 (2016)	80004585	Shallotte	214HB001		\$65.48-C \$47.25-SHA	\$13,500.00	PTC settlement

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046822	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	147652 (2015)	80004585	Shallotte	214HB001		\$65.48-C \$47.25-SHA	\$13,500.00	PTC settlement
046823	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	152926 (2017)	80004585	Shallotte	2141D009		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046824	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	149755 (2016)	80004585	Shallotte	2141D009		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046825	3/6/2018	WHITE ROBERT H & RIVERS EDGE GOLF & PLANTATION INC	147647 (2015)	80004585	Shallotte	2141D009		\$80.03-C \$57.75-SHA	\$16,500.00	PTC settlement
046826	3/6/2018	RIVERS EDGE INVESTMENTS INC	118200 (2017)	60613080	Shallotte	2140011501		\$13.10-C \$9.45-SHA	\$2,700.00	PTC settlement
046827	3/6/2018	RIVERS EDGE INVESTMENTS INC	115540 (2016)	60613080	Shallotte	2140011501		\$13.10-C \$9.45-SHA	\$2,700.00	PTC settlement
046828	3/6/2018	RIVERS EDGE INVESTMENTS INC	114133 (2015)	60613080	Shallotte	2140011501		\$13.10-C \$9.45-SHA	\$2,700.00	PTC settlement
046829	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118147 (2017)	60613070	Shallotte	21400132		\$145.50-C \$105.00-SHA	\$30,000.00	PTC settlement
046830	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115480 (2016)	60613070	Shallotte	21400132		\$145.50-C \$105.00-SHA	\$30,000.00	PTC settlement
046831	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114064 (2015)	60613070	Shallotte	21400132		\$145.50-C \$105.00-SHA	\$30,000.00	PTC settlement
046832	3/6/2018	RIVERS EDGE GOLF CLUB & PLANT INC	118118 (2017)	60614090	Shallotte	1980000188		\$897.25-C \$647.50-SHA	\$185,000.00	PTC settlement
046833	3/6/2018	RIVERS EDGE GOLF CLUB & PLANT INC	115450 (2016)	60614090	Shallotte	1980000188		\$897.25-C \$647.50-SHA	\$185,000.00	PTC settlement
046834	3/6/2018	RIVERS EDGE GOLF CLUB & PLANT INC	114034 (2015)	60614090	Shallotte	1980000188		\$897.25-C \$647.50-SHA	\$185,000.00	PTC settlement

Tax Releases for March 2018

Appraisal RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046835	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118140 (2017)	60613070	Shallotte	2140012705		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046836	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115472 (2016)	60613070	Shallotte	2140012705		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046837	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114056 (2015)	60613070	Shallotte	2140012705		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046838	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118141 (2017)	60613070	Shallotte	2140012706		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046839	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115473 (2016)	60613070	Shallotte	2140012706		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046840	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114057 (2015)	60613070	Shallotte	2140012706		\$121.25-C \$87.50-SHA	\$25,000.00	PTC settlement
046841	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	118161 (2017)	60613070	Shallotte	214ID024		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement
046842	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	115500 (2016)	60613070	Shallotte	214ID024		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement
046843	3/6/2018	RIVERS EDGE GOLF CLUB & PLANTATION INC	114092 (2015)	60613070	Shallotte	214ID024		\$157.63-C \$113.75-SHA	\$32,500.00	PTC settlement

Tax Releases for March 2018

BUSINESS PERSONAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046772	3/2/2018	VERTICAL BRIDGE TOWERS II LLC	300787 (2017)	80063969		NULL	LOCKWOOD FOLLY	\$125.20-C	\$25,814.00	Listed with Business Personal Property

Tax Releases for March 2018

PERSONAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046773	3/2/2018	PIGOTTE SHEVONN M	110586 (2017)	54027490		2160003506	LOCKWOOD FOLLY	\$41.41-C	\$8,538.00	Duplicate Listing
046774	3/2/2018	PIGOTTE SHEVONN M	300952 (2016)	54027490		2160003506	LOCKWOOD FOLLY	\$43.59-C \$4.36-LL	\$8,987.00	Duplicate Listing
046775	3/2/2018	PIGOTTE SHEVONN M	304198 (2015)	54027490		2160003506	LOCKWOOD FOLLY	\$45.88-C \$4.59-LL	\$9,460.00	Duplicate Listing
046776	3/2/2018	PIGOTTE SHEVONN M	304082 (2014)	54027490		2160003506	LOCKWOOD FOLLY	\$44.52-C \$4.45-LL	\$10,061.00	Duplicate Listing
046777	3/2/2018	PIGOTTE SHEVONN M	105092 (2013)	54027490		2160003506	LOCKWOOD FOLLY	\$46.86-C	\$10,590.00	Duplicate Listing
046778	3/2/2018	PIGOTTE SHEVONN M	098101 (2011)	54027490		2160003506	LOCKWOOD FOLLY	\$55.98-C \$5.60-LL	\$12,650.00	Duplicate Listing
046779	3/2/2018	MENDIS RENUKE HARSHADEVA	095536 (2017)	80017626	OAK ISLAND	NULL	SMITHVILLE	\$98.70-C \$8.14-SM	\$20,350.00	Did Not Own January 1

Release Category Codes

Release Code Release Type

BHI	BALD HEAD ISLAND
BEL	BELVILLE
BSL	BOILING SPRING LAKES
BOL	BOLIVIA
CAL	CALABASH
CS	CAROLINA SHORES
CAS	CASWELL BEACH
C	COUNTY
HB	HOLDEN BEACH
INT	INTEREST
LSM	LATE LIST SMITHVILLE
LELLL	LELAND LATE LIST
LBLL	LONG BEACH LATE LIST
NAVLL	NAVASSA LATE LIST
NWLL	NORTHWEST LATE LIST
OILL	OAK ISLAND LATE LIST
OIBLL	OCEAN ISLE BEACH LATE LIST
SAD25	SAD 25

Release Code Release Type

BHILL	BALH HEAD ISLAND LATE LIST
BELLL	BELVILLE LATE LIST
BSLLL	BOILING SPRING LAKES LATE LIST
BOLLL	BOLIVIA LATE LIST
CALLL	CALABASH LATE LIST
CSLL	CAROLINA SHORES LATE LIST
CASLL	CASWELL BEACH LATE LIST
FF	FIRE FEE
HBLL	HOLDEN BEACH LATE LIST
LL	LATE LIST PENALTY
LEL	LELAND
LB	LONG BEACH
NAV	NAVASSA
NW	NORTHWEST
OI	OAK ISLAND
OIB	OCEAN ISLE BEACH
SAD24	SAD 24
SAD27	SAD 27

Release Category Codes

Release Code	Release Type
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SAD28	SAD 28
SCLL	SANDY CREEK LATE LIST
SHA	SHALLOTTE
SM	SMITHVILLE HOSPITAL
SPLL	SOUTHPORT LATE LIST
SJ	ST JAMES
SB	SUNSET BEACH
T	TOTAL TAX
VARLL	VARNAMTOWN LATE LIST
YPLLL	YAUPON BEACH LAST LIST

Release Code	Release Type
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SC	SANDY CREEK
SBSD	SE BRUNSWICK SAN DIST
SHALL	SHALLOTTE LATE LIST
SP	SOUTHPORT
SAD	SPECIAL ASSESSMENT DISTRICT
SJLL	ST JAMES LATE LIST
SBLL	SUNSET BEACH LATE LIST
VAR	VARNAMTOWN
YP	YAUPON BEACH

VTS RELEASES PROCESSED FEBRUARY 2018

<u>Adjustment #</u>	<u>Abstract #</u>	<u>Name-Last, First, Middle</u>	<u>Tag #</u>	<u>Year</u>	<u>Make</u>	<u>B- Val</u>	<u>New Value</u>	<u>Diff.</u>	<u>City</u>	<u>Twp.</u>	<u>Override %</u>	<u>Override Value</u>	<u>Override Status</u>	<u>Acquisition Cost</u>	<u>Acquisition Year</u>	<u>Dep. Sch</u>	<u>Exempt Type</u>	<u>Notes</u>	<u>Date</u>	<u>Code</u>	<u>Code Description</u>
659610	39677239	TURNER JACKIE CARROL	EJK2266	2008	CHEV	14,880	-	14,880	11								12 MONTH	TRANSFER TO RANDOLPH COUNTY	02/16/18	9	Situs in another county
659604	39298509	TURNER JACKIE CARROL	CFJ6912	2001	CHEV	2,840	-	2,840	11								12 MONTH	TRANSFER TO RANDOLPH COUNTY	02/16/18	9	Situs in another county
664724	25021394	WOJTOWICZ GREGORY	DEL6101	2008	SUBA	9,750	7,995	1,755		3								STATE INSPECTION MILEAGE 181,082	02/28/18	12	High Mileage/Condition
657942	24362027	LOPEZ MARTIN LEE	DCW5616	2013	HOND	15,280	10,085	5,195	31									STATE INSPECTION MILEAGE 146,167	02/09/18	12	High Mileage/Condition
657846	40457129	ZAWISTOWSKI MARGARET MARY	OHAPEDAE	2018	CHRY	43,290	32,657	10,633	29			32,657						RMV SALES 2017=\$32,657	02/09/18	15	TEC Value Issue
655210	40648308	VEIT JOHN E	FCR4018	2018	HOND	24,949	-	24,949									MILITARY	HOR-OH	02/01/18	4	Military Exempt
659774	40939934	OSBORNE JACOB TYLER	CK34367	2015	CHAG	9,330	500	8,830	31		100%	500	PERM					HARBOR FREIGHT FOLDING TRAILER ADJ TO \$500 RES. VALUE	02/16/18	15	TEC Value Issue
656353	36096323	REED WAYNE ELLIOT	EHH1987	2007	MAZDA	4,570	-	4,570									MILITARY	HOR-PA	02/16/18	4	Military Exempt
656355	36096353	REED WAYNE ELLIOT	EHH1988	2004	CHEV	5,310	-	5,310									MILITARY	HOR-PA	02/16/18	4	Military Exempt
658771	25014982	TRAINOR CYNTHIA ANN	DCX1212	2013	KIA	16,580	13,264	3,316	29	3								STATE INSPECTION MILEAGE 110,783	02/16/18	12	High Mileage/Condition
659039	40513089	BEVEL MORRIS RAYMOND	CK15577	2009	COTM	4,460	570	3,890	20					600	2017	B-20		BOS 2017=\$600	02/16/18	15	TEC Value Issue
658144	40977180	HALL WILLIE JAMES JR	CH59829	2014	ARII	8,170	2,077	6,093	24			2,077						6X12 ENCLOSED TL ADJ TO \$200FT AND \$150 PER AXLE DEP @5%	02/16/18	15	TEC Value Issue
658100	40974546	WICKS NEKKI KOREN	TPP7780	2008	ACUR	9,510	-	9,510	22								MILITARY	HOR- AK ETS 2/28/19	02/16/18	4	Military Exempt
659630	40618123	BODANI JACK ULYSSES	TPV3036	2002	STRN	1,440	-	1,440									MILITARY	HOR- MD ETS 2/18/20	02/16/18	4	Military Exempt
659640	40883928	HARLESS DANIEL CLAYTON	CK15167	2013	COTC	7,310	564	6,746	14	3		564						ADJ 5X8 TL USING LOWES CURRENT PRICE AND DEP @ 5%	02/16/18	15	TEC Value Issue
659699	41025578	HATHAWAY JAMES EDWARD	CK34555	2017	HOME	12,460	903	11,557				903						4X8 TL ADJ TO \$100 PER FT AND \$150 PER AXLE DEP @ 5%	02/16/18	15	TEC Value Issue
659728	41020959	COOK DANIEL THOMAS	CK34606	2017	PACE	12,460	4,935	7,525	23					5,195	2017	B-20		ADJ TO BOS 2017=\$5,195	02/16/18	15	TEC Value Issue
659771	40943707	PROVENCHER RICHARD LEONARD	CK34445	2012	CHAN	6,520	500	6,020	14	3	100%	500	PERM					HARBOR FREIGHT FOLDING TRAILER ADJ TO \$500 RES. VALUE	02/16/18	15	TEC Value Issue
660605	39704368	MILLER KENNETH L	EHN8561	2017	GENS	42,314	38,450	3,864	29			38,450						ADJ TO NADA USING CURRENT MILEAGE 19,385	02/19/18	20	Appealed value
663328	32179950	BANJAK ANDREW JAMES JR	55611	1960	VOLK	2,322	500	1,822			100%	500	PERM						02/26/18	19	Antique Value Approved

March 2018 Fire Fee RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046747	2/26/2018	SEASIDE LANDING PARTNERS LLC	125274 (2017)	60638990	Brunswick County	256DB00406	SHALLOTTE	\$250.00-SBF	\$0.00	Clerical error/DE error
046749	2/26/2018	SEASIDE LANDING PARTNERS LLC	122449 (2016)	60638990	Brunswick County	256DB00406	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046751	2/26/2018	SEASIDE LANDING PARTNERS LLC	120867 (2015)	60638990	Brunswick County	256DB00406	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046753	2/26/2018	SEASIDE LANDING PARTNERS LLC	119582 (2014)	60638990	Brunswick County	256DB00406	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046755	2/26/2018	SEASIDE LANDING PARTNERS LLC	119887 (2013)	60638990	Brunswick County	256DB00406	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046757	2/26/2018	SEASIDE LANDING PARTNERS LLC	125273 (2017)	60638990	Brunswick County	256DB00405	SHALLOTTE	\$250.00-SBF	\$0.00	Clerical error/DE error
046759	2/26/2018	SEASIDE LANDING PARTNERS LLC	122448 (2016)	60638990	Brunswick County	256DB00405	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046761	2/26/2018	SEASIDE LANDING PARTNERS LLC	120866 (2015)	60638990	Brunswick County	256DB00405	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046763	2/26/2018	SEASIDE LANDING PARTNERS LLC	119581 (2014)	60638990	Brunswick County	256DB00405	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046765	2/26/2018	SEASIDE LANDING PARTNERS LLC	119886 (2013)	60638990	Brunswick County	256DB00405	SHALLOTTE	\$200.00-SBF	\$0.00	Clerical error/DE error
046767	2/26/2018	BLACKWELL TRAVIS JR	12378 (2017)	70201280	Brunswick County	11600004	WACCAMAW	\$112.50-WACF	\$0.00	Improvement removed from property
046768	3/2/2018	SEASIDE LANDING PARTNERS LLC	112123 (2012)	60638990		256DB00405	SHALLOTTE	\$200.00-SBF		Clerical Error/DE Error
046769	3/2/2018	SEASIDE LANDING PARTNERS LLC	112224 (2011)	60638990		256DB00405	SHALLOTTE	\$200.00-SBF		Clerical Error/DE Error
046770	3/2/2018	SEASIDE LANDING PARTNERS LLC	112124 (2012)	60638990		256DB00406	SHALLOTTE	\$200.00-SBF		Clerical Error/DE Error
046771	3/2/2018	SEASIDE LANDING PARTNERS LLC	112225 (2011)	60638990		256DB00406	SHALLOTTE	\$200.00-SBF		Clerical Error/DE Error

March 2018 Fire Fee RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
046781	3/6/2018	HELMS PAUL W	62622 (2017)	80068420	Brunswick County	231AA059	LOCKWOOD FOLLY	\$125.00-TRIF	\$0.00	Improvement removed from property
046783	3/6/2018	HELMS PAUL W	61381 (2016)	80068420	Brunswick County	231AA059	LOCKWOOD FOLLY	\$100.00-TRIF	\$0.00	Improvement removed from property
046785	3/6/2018	HELMS PAUL W	60867 (2015)	80068420	Brunswick County	231AA059	LOCKWOOD FOLLY	\$100.00-TRIF	\$0.00	Improvement removed from property
046787	3/6/2018	HELMS PAUL W	60146 (2014)	80068420	Brunswick County	231AA059	LOCKWOOD FOLLY	\$100.00-TRIF	\$0.00	Improvement removed from property
046789	3/6/2018	HELMS PAUL W	59766 (2013)	80068420	Brunswick County	231AA059	LOCKWOOD FOLLY	\$100.00-TRIF	\$0.00	Improvement removed from property

Release Category Codes

Release Code Release Type

BHI	BALD HEAD ISLAND
BEL	BELVILLE
BSL	BOILING SPRING LAKES
BOL	BOLIVIA
CAL	CALABASH
CS	CAROLINA SHORES
CAS	CASWELL BEACH
C	COUNTY
HB	HOLDEN BEACH
INT	INTEREST
LSM	LATE LIST SMITHVILLE
LELL	LELAND LATE LIST
LBLL	LONG BEACH LATE LIST
NAVLL	NAVASSA LATE LIST
NWLL	NORTHWEST LATE LIST
OILL	OAK ISLAND LATE LIST
OIBLL	OCEAN ISLE BEACH LATE LIST
SAD25	SAD 25

Release Code Release Type

BHILL	BALH HEAD ISLAND LATE LIST
BELL	BELVILLE LATE LIST
BSLL	BOILING SPRING LAKES LATE LIST
BOLL	BOLIVIA LATE LIST
CALL	CALABASH LATE LIST
CSLL	CAROLINA SHORES LATE LIST
CASLL	CASWELL BEACH LATE LIST
FF	FIRE FEE
HBLL	HOLDEN BEACH LATE LIST
LL	LATE LIST PENALTY
LEL	LELAND
LB	LONG BEACH
NAV	NAVASSA
NW	NORTHWEST
OI	OAK ISLAND
OIB	OCEAN ISLE BEACH
SAD24	SAD 24
SAD27	SAD 27

Release Category Codes

Release Code	Release Type
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SAD28	SAD 28
SCLL	SANDY CREEK LATE LIST
SHA	SHALLOTTE
SM	SMITHVILLE HOSPITAL
SPLL	SOUTHPORT LATE LIST
SJ	ST JAMES
SB	SUNSET BEACH
T	TOTAL TAX
VARLL	VARNAMTOWN LATE LIST
YPLLL	YAUPON BEACH LAST LIST

Release Code	Release Type
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SC	SANDY CREEK
SBSD	SE BRUNSWICK SAN DIST
SHALL	SHALLOTTE LATE LIST
SP	SOUTHPORT
SAD	SPECIAL ASSESSMENT DISTRICT
SJLL	ST JAMES LATE LIST
SBLL	SUNSET BEACH LATE LIST
VAR	VARNAMTOWN
YP	YAUPON BEACH



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VI. - 1.

From:

Andrea White

Governing Body - Proposed Revisions to the Animal Control Ordinance (Commissioner Sykes)

Issue/Action Requested:

Request that the Board of Commissioners consider proposed revisions to the Animal Control Ordinance.

Background/Purpose of Request:

The proposed revisions to the Animal Control Ordinance are being presented to the Board of Commissioners for consideration:

1-3-103 . . .

(13) Tethering. Tethering is defined as a means of tying or fastening a dog outdoors on a rope, cable, or other line for the purpose of restraint. Tethering does not include restraint of a dog on an attended leash. Tethering is prohibited except as set out hereafter. Dogs over 6 months of age may be tethered to a restraint system outdoors. A restraint system can be an overhead pulley system, a retractable cable system or a swiveled cable anchored into the ground. All of these systems must allow the dog a minimum of 10 feet of travel perpendicular to the anchor point. For a pulley system, the stationary cable that the pulley runs on must be at least 10 feet in length and anchored on each end to a stationary object. The line attached to the pulley must allow the dog to move perpendicularly at least 10 feet from the stationary cable. The restraint line must be attached to the dog with a buckled type collar or body harness. The restraint attached to the dog can weigh no more than 10 percent of the animal's body weight. A swivel to prevent entanglement must be on at least one end of the restraint line attached to the dog. No person shall attach a tether to a dog with a choke-type collar or pronged collar. Any device used to tether a dog must be attached in a manner that prevents injury to the dog or entanglement. Dogs that are used for hunting, sporting or as working dogs are exempt from these specific restraint requirements. Nothing contained in these rules are intended to be in conflict with the laws of the state of North Carolina regarding dogs while being used in legal hunting activities, nor are these rules intended to interfere with legal sporting events or exhibitions involving dogs or other animals.

Fiscal Impact:

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend that the Board of Commissioners consider proposed revisions to the Animal Control Ordinance.

ATTACHMENTS:

Description

- ▣ Proposed Amendment
- ▣ Draft Ordinance Amending the Animal Control Ordinance

Sec. 1-3-103. - General care and prohibited acts.

All animals shall be kept and treated under sanitary and humane conditions and failure of the owner or possessor of the animal to abide by the provisions listed below shall subject the owner or possessor to the sanctions described in section 1-3-105.

- (1) *Food, water and shelter.* All animals in the possession of any persons shall be provided proper and adequate food and water. All animals, unless otherwise indicated in this chapter, shall be given at suitable intervals not to exceed twenty-four (24) hours, a quantity of wholesome foodstuff suitable for the species and age, sufficient to maintain a healthful level of nutrition. All animals shall have access to a constant supply of clean, fresh water. All animals shall be provided proper and adequate shelter from the weather at all times.
- (2) *Clean shelter.* All shelter for animals and the area surrounding said shelter shall be kept clean at all times.
- (3) *Medical treatment.* All owners or possessors of animals shall provide proper medical attention for sick, diseased or injured animals. A sick animal shall go no longer than twenty-four (24) hours without veterinary care.
- (4) *Cruelty and cruel treatment.* No person shall beat, torment, overload, overwork, tease, molest or bait an animal or otherwise cruelly treat an animal as defined in section 1-3-101. No person shall shoot a dog or any other animal, either on or off the owner's property, unless the animal is in the act of attacking a human being, sheep, cattle, hog, goat, or poultry or any domestic animal or as otherwise allowed by the state wildlife resources commission. This shall not apply to animal protective services officers when in the performance of their duties. No person shall trap a dog or cat without the permission of animal services.
- (5) *Illegal contest or combat.* No person shall cause, permit or instigate any dogfight, cockfight, bullfight or other illegal contest or combat between animals or animals and humans.
- (6) *Poisoning of animals.* No person shall expose any known poisonous substance or mix a poisonous substance with food, so that it will likely be eaten by any animal. This does not include acts or attempts of persons to rid their own property of rats or any other acts permitted by the state wildlife resources commission.
- (7) *Confining animals to motor vehicles or transporting animals.* No person shall leave an animal in a closed car, truck or other vehicle for such duration or at temperatures as an animal protective services officer, in his sole discretion, deems harmful or potentially harmful to the animal. No person shall carry or cause to be carried in or upon any vehicle or other conveyance, any animal in a cruel or inhumane manner.
- (8) *Abandonment.* No person shall turn loose or discard any domesticated animal or pet with the intent of abandoning such animal or pet.
- (9) *Disposing of dead animals.* All possessors or owners of animals that die, from any cause, shall bury the dead animal to a depth of at least three (3) feet beneath the surface of the ground on his or her leased or owned property. No animal shall be buried within three hundred (300) feet of any flowing stream or public body of water. In the alternative, said animal shall be completely burned or otherwise disposed of in a manner approved by the state veterinarian. In any event, all dead animals shall be disposed of within twenty-four (24) hours after knowledge of the death. No possessor or owner of a dead animal shall remove the carcass of a dead animal from his premises to the premises of another person without written permission of the person having charge of such premises and without burying said carcass as provided above.
- (10) *Reporting injured or killed domestic animals.* All persons who injure or kill a domesticated animal by running over, into, or otherwise coming in contact with such an animal with an automobile, motorcycle, bicycle or other vehicle shall notify the owner of the animal immediately. If the owner is not known, the person who injured or killed the animal shall immediately notify the sheriff. The person who injured or killed the animal shall give his or her name and address to

the appropriate authority. An owner or lessee of real property who finds an injured or suffering domesticated animal on his property shall report the same to the sheriff as soon as the animal is discovered on the real property.

- (11) *Animals given away as prizes.* No live animal shall be given away, raffled or offered as a prize, premium or advertising device for, or as an inducement to enter, any contest, game or other competition involving skill or chance.
- (12) *Public exhibits of animals.* The sheriff shall have the authority to inspect public exhibits of animals which are a part of fairs, carnivals, festivals, fund raising events, petting zoos and any other activity or function carried on in the county. The sheriff shall have the authority to close down any exhibit, function or activity if it is determined that animals are being cruelly treated or animals run the risk of causing injury or harm to the public or run the risk of being injured or harmed themselves. This provision creates no special relationships, and neither the sheriff nor the county accept any liability for any injury, damage to property or loss as a result of visiting or monitoring public exhibits of animals.
- (13) *Tethering.* Tethering is defined as a means of tying or fastening a dog outdoors on a rope, cable, or other line for the purpose of restraint. Tethering does not include restraint of a dog on an attended leash. Tethering is prohibited except as set out hereafter. Dogs over 6 months of age may be tethered to a restraint system outdoors. A restraint system can be an overhead pulley system, a retractable cable system or a swiveled cable anchored into the ground. All of these systems must allow the dog a minimum of 10 feet of travel perpendicular to the anchor point. For a pulley system, the stationary cable that the pulley runs on must be at least 10 feet in length and anchored on each end to a stationary object. The line attached to the pulley must allow the dog to move perpendicularly at least 10 feet from the stationary cable. The restraint line must be attached to the dog with a buckled type collar or body harness. The restraint attached to the dog can weigh no more than 10 percent of the animal's body weight. A swivel to prevent entanglement must be on at least one end of the restraint line attached to the dog. No person shall attach a tether to a dog with a choke-type collar or pronged collar. Any device used to tether a dog must be attached in a manner that prevents injury to the dog or entanglement.

Dogs that are used for hunting, sporting or as working dogs are exempt from these specific restraint requirements.

Nothing contained in these rules are intended to be in conflict with the laws of the state of North Carolina regarding dogs while being used in legal hunting activities, nor are these rules intended to interfere with legal sporting events or exhibitions involving dogs or other animals.

County of Brunswick
Office of the County Commissioners



**AN ORDINANCE AMENDING THE BRUNSWICK COUNTY CODE OF ORDINANCES
CHAPTER 1-3 – ANIMAL CONTROL**

BE IT ORDAINED BY THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS:

Section 1. That Chapter 1-3, Article III, Section 1-3-103, of the Brunswick County Code of Ordinances is hereby amended by adding item (13) *Tethering* as follows:

(13) *Tethering*. Tethering is defined as a means of tying or fastening a dog outdoors on a rope, cable, or other line for the purpose of restraint. Tethering does not include restraint of a dog on an attended leash. Tethering is prohibited except as set out hereafter. Dogs over 6 months of age may be tethered to a restraint system outdoors. A restraint system can be an overhead pulley system, a retractable cable system or a swiveled cable anchored into the ground. All of these systems must allow the dog a minimum of 10 feet of travel perpendicular to the anchor point. For a pulley system, the stationary cable that the pulley runs on must be at least 10 feet in length and anchored on each end to a stationary object. The line attached to the pulley must allow the dog to move perpendicularly at least 10 feet from the stationary cable. The restraint line must be attached to the dog with a buckled type collar or body harness. The restraint attached to the dog can weigh no more than 10 percent of the animal's body weight. A swivel to prevent entanglement must be on at least one end of the restraint line attached to the dog. No person shall attach a tether to a dog with a choke-type collar or pronged collar. Any device used to tether a dog must be attached in a manner that prevents injury to the dog or entanglement.

Dogs that are used for hunting, sporting or as working dogs are exempt from these specific restraint requirements.

Nothing contained in these rules are intended to be in conflict with the laws of the state of North Carolina regarding dogs while being used in legal hunting activities, nor are these rules intended to interfere with legal sporting events or exhibitions involving dogs or other animals.

Section 2. That this ordinance shall become effective upon its adoption.

First Reading_____

Second Reading_____

Adoption_____

Frank Williams, Chairman
Brunswick County Board of Commissioners

ATTEST:

Andrea White, Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # VI. - 2.

Governing Body - Resolution in Opposition of Seismic Surveying and Oil and Gas Offshore Exploration and Drilling on the Continental Shelf off the Coast of North Carolina (Vice-Chairman Thompson)

Issue/Action Requested:

Request that the Board of Commissioners consider a Resolution in Opposition of Seismic Surveying and Oil and Gas Offshore Exploration and Drilling on the Continental Shelf off the Coast of North Carolina.

Background/Purpose of Request:

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners consider a Resolution in Opposition of Seismic Surveying and Oil and Gas Offshore Exploration and Drilling on the Continental Shelf off the Coast of North Carolina.

ATTACHMENTS:

Description

- Resolution - Offshore Drilling

County of Brunswick
Office of the County Commissioners



**RESOLUTION IN OPPOSITION OF SEISMIC SURVEYING AND OIL AND GAS OFFSHORE
EXPLORATION AND DRILLING ON THE CONTINENTAL SHELF OFF THE COAST OF
NORTH CAROLINA**

WHEREAS, on January 29, 2015, the U.S. Department of the Interior released the draft lease sale schedule for 2017-2022 for the national oil and gas leasing program proposed for planning areas of the U.S. Outer Continental Shelf (OCS). After the mandatory consulting process, the final schedule was approved on January 17, 2017, and lease sales were prohibited in the Atlantic; and

WHEREAS, on January 4, 2018, the Department of the Interior released a new draft plan for 2019-2024 that dramatically expands oil and gas exploration and drilling into nearly all U.S. waters, including the Atlantic; and,

WHEREAS, a controversial aspect of the oil and gas exploration process is the use of seismic surveying to determine potential sites for drilling. The full impacts of seismic blasting are not fully understood by scientists, the oil and gas industry and the federal government; and,

WHEREAS, on March 5, 2015, a letter was sent to President Obama signed by 75 leading marine scientists expressing concern over the significant threat to marine life posed by the introduction of seismic oil and gas exploration along the U.S. mid-Atlantic and south Atlantic coasts. The letter further stated, "Opening the U.S. east coast to seismic airgun exploration poses an unacceptable risk of serious harm to marine life at the species and population levels, the full extent of which will not be understood until long after the harm occurs"; and,

WHEREAS, on June 23, 2017, the University of Tasmania – Institute for Marine and Arctic Study released new research showing that marine seismic surveys used in petroleum exploration could cause a two- to three-fold increase in mortality of adult and larval zooplankton, tiny animals that are eaten by fish and are a building block of most marine life; and,

WHEREAS, exploratory and commercial drilling, extraction, and transportation of offshore oil and gas resources pose a significant risk of spill; and

WHEREAS, offshore drilling requires substantial onshore infrastructure, such as pipelines and/or refineries, which will further risk the health and safety the environment, character and natural beauty of North Carolina's coast; and

WHEREAS, opposition to oil and gas exploration and drilling off the Outer Continental Shelf is a bipartisan effort among individuals, municipalities and other governing bodies. Indeed, every coastal governor from the Atlantic and Pacific oceans except one opposes oil and gas exploration and drilling off their coasts and are seeking waivers to become exempt; and,

WHEREAS, 33 North Carolina cities, towns and counties, and more than 140 municipalities on the East Coast have passed formal resolutions in opposition to seismic blasting and offshore drilling; and,

WHEREAS, on July 20, 2017, North Carolina Governor Roy Cooper announced his opposition to exploration and drilling stating, “It’s clear that opening North Carolina’s coast to oil and gas exploration and drilling would bring unacceptable risks to our economy, our environment, and our coastal communities—and for little potential gain”; and,

WHEREAS, the Commissioners of Brunswick County recognize that our region’s economic survival solely depends on the sustainability of the existing environment; and

WHEREAS, Brunswick County is committed to being a sound steward of the unique coastal environment, including the rare maritime forest, estuaries, marshes and pristine beaches on and around our regional coastal communities; and

WHEREAS, it is known that the 20 counties that comprise North Carolina’s coastal region generate more commercial and personal income, public revenues and employment opportunities than the petroleum and natural gas industry is estimated to generate for the State, specifically:

1. In 2016, a record \$22.9 billion in domestic visitor/tourism spending was realized in North Carolina, an increase of 4.3% over the previous record of \$21.9.
2. In 2016, North Carolina was the sixth most visited state in the nation. Eighty-nine percent of all domestic visitors that year came to North Carolina for pleasure purposes.
3. Out of the 100 counties in the State of North Carolina, in terms of travel expenditures, three of the top 10 counties were coastal counties in 2016.
4. In 2016, direct tourism employment in North Carolina was approximately 218,340 persons, an increase of 3.2% over 211,490 – with a direct tourism payroll of \$5.5 billion.
5. Visitors to North Carolina generated more than \$5.1 billion **PER DAY** in federal, state and local taxes in 2016.
6. The NC Division of Marine Fisheries (NCDENR) reported 2016 commercial fish landings in North Carolina to be worth \$94,049,803.
7. Brunswick County is ranked ninth among the one hundred counties in terms of expenditures. Tourists spent \$105 million in 2016, an increase of 6.8% over 2015.
8. Because of North Carolina’s tourism industry, each North Carolina household in 2016 saved \$497 in state and local taxes as a direct result of visitor spending in the state.

WHEREAS, visitors from all over the world come to enjoy the natural beauty of our clean beaches, salt and freshwater marshes, inlets, estuaries and tributaries; and

WHEREAS, Brunswick County and her surrounding coastal communities are rich in natural areas that provide sanctuary, nesting and breeding grounds for diverse groups of migratory birds, turtles, dolphin, whales, fish and other wildlife, some of which are on the endangered species list; and

WHEREAS, North Carolina’s coastal waters and natural habitats provide the world with some of the best wild-caught seafood, renowned for its freshness and exceptional quality; and

WHEREAS, the inherent risks to North Carolina’s 320 miles of valued coastline from seismic

surveying, offshore oil and natural gas exploration and drilling have the potential to irrevocably harm our natural environment, our economic well-being and our overall quality of life.

NOW, THEREFORE, BE IT RESOLVED, that the Brunswick County Commissioners supersede the July 6, 2015, RESOLUTION TO ADDRESS SEISMIC SURVEYS AND OFFSHORE DRILLING AND DEVELOPMENT ACTIVITIES with the RESOLUTION IN OPPOSITION OF SEISMIC SURVEYING AND OIL AND GAS OFFSHORE EXPLORATION AND DRILLING ON THE CONTINENTAL SHELF OFF THE COAST OF NORTH CAROLINA; and

BE IT FURTHER RESOLVED, that the Brunswick County Commissioners stand in solidarity with North Carolina coastal communities and communities who may be affected by the onshore infrastructure supporting offshore exploration and drilling and who may suffer long-term social, economic and environmental impacts from offshore exploration and production of petroleum resources on the continental shelf off the coast of North Carolina.

BE IT FURTHER RESOLVED, that the Brunswick County Commissioners urge the Governor and the North Carolina General Assembly to oppose offshore petroleum production policies that risk the health, safety and sound environmental stewardship of North Carolina's coastline whose natural beauty attracts a proven tourism-driven economy.

This the 19th day of March, 2018.

Frank Williams, Chair
Brunswick County Commissioners

Attest:

Andrea White
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
Andrea White

Action Item # VI. - 3.

Governing Body - Resolution to Request NCDEQ to Require Tenants of Fayetteville Works to Cease Operations that Result in the Production of Fluorochemical Compounds (Vice-Chairman Thompson)

Issue/Action Requested:

Request that the Board of Commissioners approve a Resolution requesting NCDEQ to require tenants of the Fayetteville Works site to cease operations that result in the production of fluorochemical compounds.

Background/Purpose of Request:

On February 14, 2018, the Cape Fear Public Utility Authority Board (CFPUA) unanimously passed a Resolution calling on the North Carolina Department of Environmental Quality (NCDEQ) to require all tenants of the Fayetteville Works site cease operations resulting in the production of fluorochemical compounds. New Hanover County and the City of Wilmington have also adopted similar resolutions.

Brunswick County Public Utility's water source is also the Cape Fear River and standard treatment plants are not able to treat raw water for these chemical compounds.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve a Resolution requesting NCDEQ to require tenants of the Fayetteville Works site to cease operations that result in the production of fluorochemical compounds.

ATTACHMENTS:

Description

- ▣ Resolution NCDEQ

County of Brunswick
Office of the County Commissioners



RESOLUTION REQUESTING NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY TO REQUIRE TENANTS OF THE FAYETTEVILLE WORKS SITE TO CEASE OPERATIONS THAT RESULT IN THE PRODUCTION OF FLUOROchemical COMPOUNDS

WHEREAS, Brunswick County Public Utilities furnishes water to the citizens of Brunswick County and municipalities; and

WHEREAS, tenants of the Fayetteville Works site have released, and continue to release, GenX and other fluorochemical compounds into the Cape Fear River from the manufacturing facility located in Fayetteville, North Carolina; and

WHEREAS, the Chemours company claims it trucks wastewater containing fluorochemicals off-site, but fluorochemical compounds continue to be detected at varying levels in the Cape Fear River and in Brunswick County's treated drinking water; and

WHEREAS, tenants of the Fayetteville Works site have repeatedly demonstrated that they are not capable of continuing operations at the facility in a manner that does not cause the release of GenX and other fluorochemical compounds into the Cape Fear River; and

WHEREAS, Brunswick County Public Utilities uses the Cape Fear River as source water for the majority of over 80,000 customers supplied through retail and wholesale service; and

WHEREAS, the Northwest Water Treatment Plant, owned and operated by Brunswick County Public Utilities is unable to filter certain unregulated contaminants out of the drinking water; and

WHEREAS, the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources is tasked with ensuring safe drinking water in accordance with federal requirements, issuing pollution control permits, monitoring permit compliance, evaluating environmental water quality and carrying out enforcement actions for violations of environmental regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Commissioners requests that NCDEQ immediately require all tenants of the Fayetteville Works

site cease operations that result in the production of fluorochemical compounds due to their inability to operate without discharging fluorochemical compounds into the Cape Fear River.

This 19th day of March, 2018.

Frank Williams, Chairman
Brunswick County Commissioners

Attest:

Andrea White, Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

From:
John Nichols, P.E.

Action Item # VI. - 4.

Utilities - Draft of CDM Smith Engineering Report of Water Treatment Options for the Northwest Water Treatment Plant (John Nichols, Director of Public Utilities and Ann Hardy, County Manager)

Issue/Action Requested:

Request that the Board of Commissioners receive information from CDM Smith regarding preliminary water treatment options for the Northwest Water Treatment Plant (NWWTP), budgetary cost information for the NWWTP upgrades, initial reverse osmosis pilot testing data, and information regarding treatment goals.

Background/Purpose of Request:

A contract was approved in January with CDM Smith for evaluation of treatment methods that could be implemented at the Northwest Water Treatment Plant to remove the unregulated perfluoroalkyl (PFA) chemical known as GENX. As part of the work, CDM Smith was tasked with installing a reverse osmosis pilot plant at the NWWTP that would supplement pilot test data being collected by Cape Fear Public Utility Authority (CFPUA) for ion exchange and Granular Activated Carbon per House Bill 56. The work also includes budgetary cost estimates for capital cost associated with construction of the additional treatment methods as well as for expansion components to bring the treated water capacity from 24 MGD to 36 MGD at the facility. Operation and Maintenance costs are also very significant and will also be provided. This information is tailored to the needs of Brunswick County's Northwest Water Treatment Plant; cost data cannot be directly translated for use at other facilities due to each facility's unique existing treatment methods, expansion potential, and operational requirements.

Since GENX is currently not regulated by the Environmental Protection Agency (EPA), there is no established Maximum Contaminant Level (MCL) required by the EPA. CDM Smith was also tasked with evaluating potential treatment targets for unregulated contaminants of concern and how these affect the overall costs of treatment.

Over the last two months, CDM Smith has been working diligently to review engineering assessments and pilot studies being performed by CFPUA and others, evaluating treatment methods and associated costs, reviewing treatment goals for contaminants of concern, and performing sampling on the reverse osmosis pilot plant. This information will be presented in its preliminary state. The reverse osmosis pilot testing is ongoing and its results as well as cost estimates will be further refined and presented at the April 16 meeting. It is the goal of the study to provide sufficient information at the April 16 meeting so that staff can then proceed with designing the selected treatment improvements for implementation at the NWWTP.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

Not Applicable

County Manager's Recommendation:

Recommend that the Board of Commissioners receive information from CDM Smith regarding preliminary water treatment options for the Northwest Water Treatment Plant (NWWTP), budgetary cost information for the NWWTP upgrades, initial reverse osmosis pilot testing data, and information regarding treatment goals.

ATTACHMENTS:

Description

- ▣ CDM Presentation
- ▣ CDM Report
- ▣ Analysis of Water Rates

Brunswick County, NC

Northwest Water Treatment Plant
Treatment Evaluation Draft Report

March 19, 2018



**CDM
Smith**

Project Objectives

- Develop a list of target contaminants
- Develop best treatment options for the NWTP
- Evaluate performance of the treatment options
- Prepare budget level cost opinions for each option
- Make a recommendation

County Goal - Best value approach considering target contaminant removal and cost of implementation at the NWTP

Agenda

- Project Status Update
- Source Water
- Target Contaminants
- Technology Evaluation and Treatment Goals
- Advanced Treatment Recommendations
- Proposed Project Schedule

LPRO Pilot Testing Update

- NWTP staff operating pilot since February 19
- Preliminary lab results from February 26 sampling
 - Gen X = ND
 - Nafion Byproduct 1 = ND
 - Nafion Byproduct 2 = ND
 - All other PFAS = ND

ND = below lab detection and reporting limit

Stromberg County Northwest (NWTP) LPRO Membrane Pilot Plant Test
Daily Data Logging Sheet

Name: Teri
Time: 0900
Date: 2/28/18

Parameters	Location	Unit	Value
PERM FLOW (from MOP)	PERF-01	gpm	23.9
PERM FLOW TOTAL	PERF-01	gpm	23.9
CONC FLOW (from MOP)	PERF-01	gpm	24.553
CONC FLOW TOTAL	PERF-01	gpm	24.5
PERM FLOW (from MOP)	PERF-02	gpm	15.1410
PERM FLOW TOTAL	PERF-02	gpm	20.6
18-2 PERM	PL-001	gpm	64.449
18-1 PERM	PL-002	gpm	7.0
18-1 PERM	PL-003	gpm	7.0
18-2 PERM	PL-004	gpm	4.0
18-2 PERM	PL-005	gpm	3.0
18-2 PERM	PL-006	gpm	3.5
PERM PRESSURE	PANEL	psi	125
CONCENTRATE PRESSURE	PANEL	psi	125
PERMEATE PRESSURE	PANEL	psi	12
Flow Cartridge Filter	PL-001	psi	40
Flow Cartridge Filter	PL-002	psi	36
Flow Cartridge Filter	PL-003	psi	125
Flow Cartridge Filter	PL-004	psi	110
Flow Cartridge Filter	PL-005	psi	110
Flow Cartridge Filter	PL-006	psi	105
Flow Cartridge Filter	PL-007	psi	40
Flow Cartridge Filter	PL-008	psi	110
Flow Cartridge Filter	PL-009	psi	100
Flow Cartridge Filter	PL-010	psi	95
Flow Cartridge Filter	PL-011	psi	16
Flow Cartridge Filter	PL-012	psi	16

Parameters	Location	Unit	Value
Water Quality Product	PANEL	°C	15.4
Feed pH	PANEL	unit	5.7
Feed ORP	PANEL	mV	517-684
Feed Conductivity	PANEL	µS	52
Permeate Conductivity	PANEL	µS	1.06

Conductivity Samples	SP-001	µS
Feed Water	SP-001	1683
18-1 PERM	SP-002	1683
18-2 PERM	SP-003	42.7
18-2 PERM	SP-004	3.45
18-2 PERM	SP-005	4.89
18-2 PERM	SP-006	5.78
18-2 PERM	SP-007	6.57
18-2 PERM	SP-008	229.6
18-2 PERM	SP-009	330.9
18-2 PERM	SP-010	350.9
18-2 PERM	SP-011	350.9
18-2 PERM	SP-012	350.9
18-2 PERM	SP-013	350.9
18-2 PERM	SP-014	350.9
18-2 PERM	SP-015	350.9
18-2 PERM	SP-016	350.9
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18-2 PERM	SP-097	350.9
18-2 PERM	SP-098	350.9
18-2 PERM	SP-099	350.9
18-2 PERM	SP-100	350.9

Molar Water Quality Analysis	SP-001	µS
Feed Water pH	SP-001	6.24
Feed Water Temperature	SP-002	15.4
Feed Water pH	SP-003	5.7
Feed Water ORP	SP-004	517-684
Feed Water Conductivity	SP-005	52
Feed Water Permeate Conductivity	SP-006	1.06
Feed Water Permeate pH	SP-007	5.7
Feed Water Permeate ORP	SP-008	517-684
Feed Water Permeate Conductivity	SP-009	52
Feed Water Permeate Permeate Conductivity	SP-010	1.06

Antiscalant Level	SP-001	µS
Antiscalant Level	SP-001	14





Source Water

Source Water

- Cape Fear River is an abundant supply
- NCDEQ and CDM Smith confirmed groundwater is inadequate for the County water demand needed (45+ mgd)
- Groundwater supply limitations in this area of North Carolina have already forced others to switch to surface water (e.g. Bladen Bluffs WTP, NRWASA WTP)



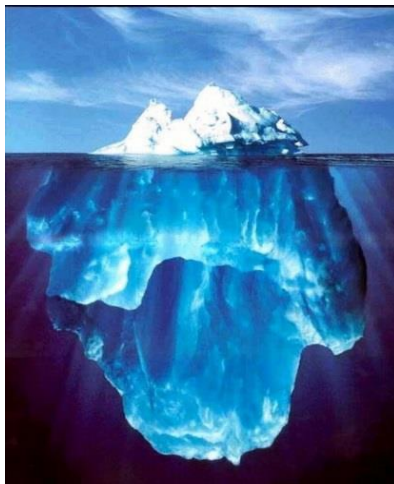
Target Contaminants

Target Contaminants

Primary Target Contaminants

Per- and Poly-fluoroalkyl Substances (PFAS)

- GenX and other PFAS revealed by Dr. Knappe's and others research:
 - PFMOAA, PFMOPrA, PFMOBA, PFPrOPrA (GenX), PFO2HxA, PFO3OA, and PFO4DA
- Nafion by-products
- Other identified PFAS compounds
- Additional PFAS Compounds Not Yet Identified



Secondary Target Contaminants

- 1,4-Dioxane
- Pharmaceuticals and Personal Care Products (PPCPs)
- Endocrine Disrupting Compounds (EDCs)
- Pesticides and Herbicides
- Others – NDMA, Brominated DBPs, Cr6
- Additional Compounds Not Yet Identified



Technology Evaluation and Treatment Goals

Approach to Developing Treatment Goals

- County Goal - Best value approach considering target contaminant removal and cost of implementation at the NWTP.
- Most target contaminants do not have established federal limits:
 - Some regulated at state level
 - Some have health advisories or goals
 - Health effects of most are still uncertain
- Options compared are based primarily on treating for GenX and other PFAS contaminants.
 - Secondary contaminants also considered

Technologies Evaluated



Ion Exchange (IX)



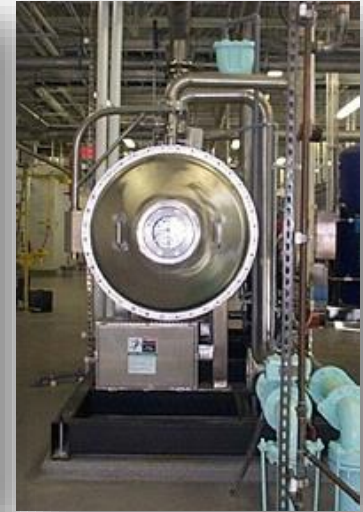
***Low Pressure
Reverse
Osmosis
(LPRO)***



***Granular
Activated
Carbon (GAC)***

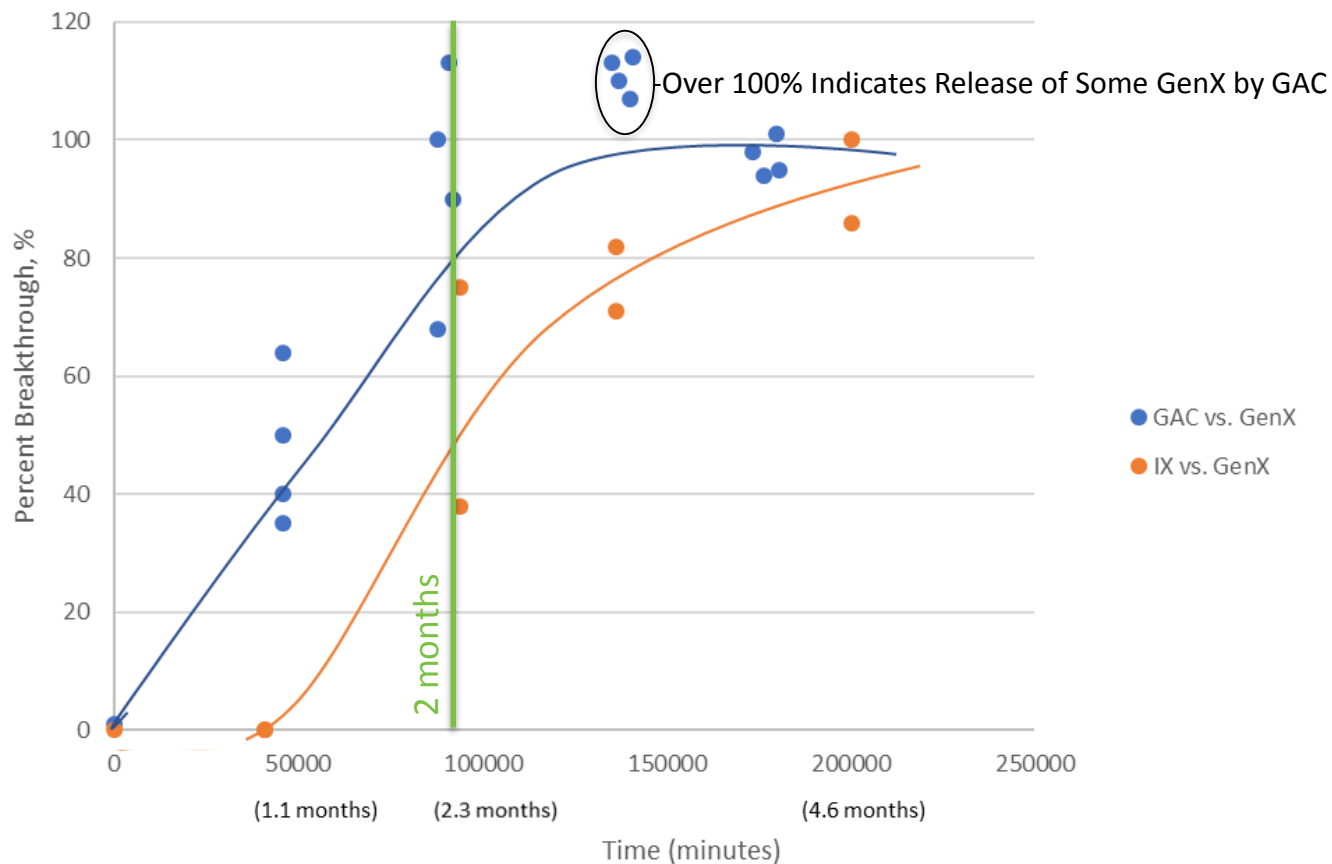


***UV-Advanced
Oxidation Process
(UV-AOP)***



***Ozone-
Biofiltration***

GenX Breakthrough Curves: From HB 56 Data



Summary of Technologies

- **Low Pressure Reverse Osmosis (LPRO)**
 - Best technology for removal of PFAS such as GenX and Nafion Byproducts, PPCPs & DBP precursors - over 90% removal
 - Expect 90% removal for 1,4 Dioxane (pilot results pending)
 - Requires new NPDES discharge permit
 - Physical barrier so not as affected by spills
 - Greatest protection from future unidentified PFAS and emerging contaminants
- **Granular Activated Carbon (GAC)**
 - Effective for most PFAS.
 - Good for long-chain PFAS, shorter life for others (e.g. GenX, PFMOAA, PFO2HxA)
 - Good for PPCPs & DBP precursors
 - Not effective for 1,4-dioxane; requires advanced oxidation process (AOP)
- **Ion Exchange (IX)**
 - Effective for most PFAS. Shorter life for some (e.g. PFMOAA, PFO2HxA)
 - Good for DBP precursors
 - Not effective for 1,4-dioxane; requires AOP
 - Not effective for PPCPs; requires GAC

Summary of Technologies (continued)

■ Ozone-Biofiltration

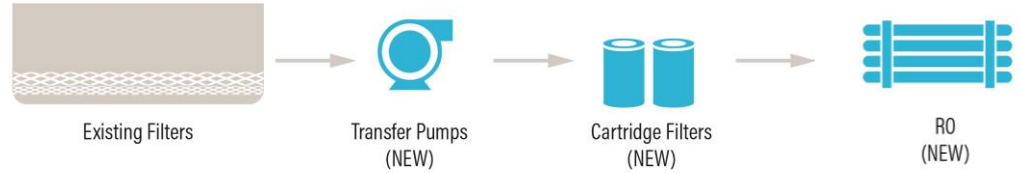
- Partial removal of 1,4 Dioxane
- Good removal of DBP precursors and PPCPs
- Not effective for most PFAS

■ Ultraviolet-Advanced Oxidation Process (UV-AOP)

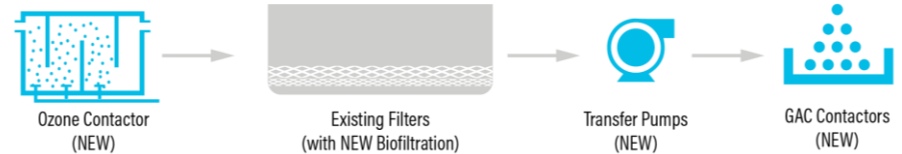
- Can oxidize 1,4 Dioxane
- Good removal for DBP precursors and PPCPs
- Not effective for most PFAS

Combinations of Technologies

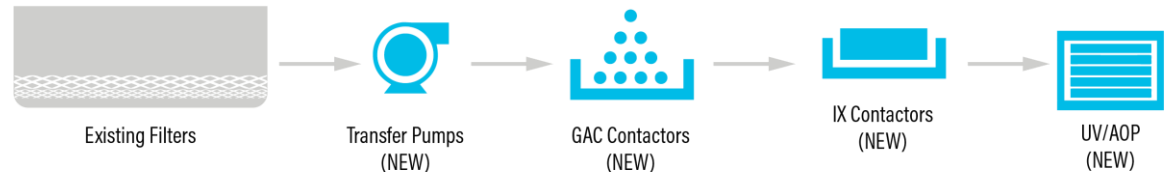
- Low Pressure Reverse Osmosis



- Ozone/Biofiltration/GAC



- GAC/IX/UV-AOP



Typical Percent Removals of Target Contaminants by Potential Treatment Options

Alternative	Lower Cape Fear PFAS Compounds			1,4 Dioxane	PPCPs
	Gen X	PFMOAA, PFO2HxA	Other PFAS		
LPRO	>95%	>90%	>95%	90% ±	>90%
O3/BAF/GAC	90% ±	<90%	>90% for most PFAS	60-70%	>90%
GAC/IX/UV-AOP	>90%	<90%	>90% for most PFAS	>90%	>90%



Advanced Treatment Recommendations

LPRO is recommended for the following reasons

- LPRO is the Best Technology for Removal of PFAS. Some PFAS, such as GenX, Nafion Byproducts 1 and 2, PFMOAA and PFO2HxA would require frequent replacement of GAC and IX media
- GAC and IX would likely result in higher finished water concentrations of GenX, PFMOAA, and PFO2HxA than RO (technologies are not equal)
- LPRO has the lowest net present worth costs for removing 90% or more of the Target Contaminants
- LPRO is the most robust technology for protecting against unidentified contaminants
- LPRO treated water concentrations will not vary as much with influent concentrations as with GAC and IX. LPRO treated water quality does not rely on frequent media change-out to protect from the spills and contaminants in the Cape Fear River
- LPRO does not release elevated concentrations after bed life is spent as can happen with GAC and IX if feed concentration drops

Costs of 3 Advanced Treatment Options

	Low Pressure Reverse Osmosis (LPRO)	Ozone/BAF - GAC	GAC/IX/UV-AOP
Total Capital Costs	\$ 99 M	\$ 99 M	\$ 84 M
Annual O&M Cost (Advanced Treatment Only)			
Initial Annual O&M Cost	\$ 2.9 M	\$ 4.7 M	\$ 4.7 M
25-yr Present Worth of Annual Costs	\$ 59 M	\$ 94 M	\$ 94 M
25-yr Net Present Worth (Capital + Operating Costs)			
Total 25-yr NPW (Capital + Annual O&M)	\$ 158 M	\$ 193 M	\$ 178 M
Opinion of Capital Cost (Advanced Treatment + Capacity Expansion)			
Total Advanced Treatment Cost	\$ 99 M	\$ 99 M	\$ 84 M
Capacity Expansion Project Cost	\$ 35 M	\$ 35 M	\$ 35 M
Opinion of Total Capital Cost	\$134 M	\$134 M	\$119 M



Project Schedule

Implementation Schedule

- April 2018 – Final Report
- April 2018 – Submit Applications for Funding
- May 2018 – Start Preliminary Design
- August 2018 – Start Final Design
- July 2019 – Start Construction



Questions?



NORTHWEST WATER TREATMENT PLANT

BRUNSWICK COUNTY

DRAFT REPORT



Advanced Treatment Options for the Northwest Water Treatment Plant

Prepared for:

Brunswick County Public Utilities
Brunswick County, NC

March 2018

**CDM
Smith**

Table of Contents

Executive Summary

Section 1 – Background and Scope of Work

1.1	Project Background.....	1-1
1.1.1	Existing Water Supply and Treatment	1-1
1.1.2	North Carolina State University Study of Emerging PFAS in Cape Fear Watershed.....	1-2
1.1.3	North Carolina House Bill 56 Study of GenX.....	1-3
1.1.4	North Carolina Department of Environmental Quality Division of Water Resources Studies on 1,4-Dioxane	1-4
1.2	Scope of Work.....	1-4

Section 2 – Target Contaminants and Preliminary Treatment Goals

2.1	Target Contaminants.....	2-1
2.1.1	Per- and Polyfluoroalkyl Substances (PFAS).....	2-1
2.1.2	GenX.....	2-2
2.1.3	Nafion By-Products.....	2-2
2.1.4	1,4-Dioxane	2-2
2.1.5	N-Nitrosodimethylamine	2-2
2.1.6	Pharmaceuticals and Personal Care Products and Endocrine Disrupting Compounds.....	2-3
2.1.7	Hexavalent Chromium.....	2-3
2.1.8	Brominated Compounds.....	2-3
2.2	Target Contaminant Identification	2-4
2.3	Preliminary Treatment Goals.....	2-5

Section 3 – Granular Activated Carbon

3.1	Process Description.....	3-1
3.2	Application Experience.....	3-4
3.3	Summary.....	3-7

Section 4 – Ion Exchange

4.1	Process Description.....	4-1
4.2	Application Experience.....	4-3
4.3	Summary.....	4-5

Section 5 – Reverse Osmosis

5.1	Process Description.....	5-1
5.2	Application Experience.....	5-5
5.3	Summary.....	5-7

Section 6 – Ozone with Biofiltration

6.1	Process Description	6-1
6.1.1	Ozone System.....	6-2
6.1.2	Biological Filtration.....	6-6
6.2	Application Experience.....	6-6
6.3	Summary.....	6-6

Section 7 – UV/AOP

7.1	Process Description	7-1
7.1.1	AOP.....	7-1
7.1.2	Ultraviolet Disinfection	7-1
7.2	Application Experience.....	7-3
7.3	Summary.....	7-4

Section 8 – Existing Facilities Expansion

8.1	Parallel Raw Water Transmission Main	8-1
8.2	New Rapid Mix and Raw Water Flow Meters.....	8-1
8.3	Conversion of Existing Pulsator® Clarifiers to Superpulsators®.....	8-3
8.4	Addition of Two Greenleaf Filters with Pumped Backwash and Air Scour	8-3
8.5	Chemical Storage and Feed Facilities.....	8-3
8.6	Upgrades to Chlorine Facility	8-4
8.7	Residuals Improvements.....	8-5
8.8	Electrical Improvements	8-7
8.9	Miscellaneous Yard Piping and Site Work.....	8-8
8.10	Summary.....	8-8

Section 9 – Cost Estimates and Recommendations

9.1	Summary.....	9-1
9.2	Planning-Level Opinion of Probable Project and O&M Costs	9-2
9.2.1	RO Treatment	9-3
9.2.1.1	Construction Costs.....	9-3
9.2.1.2	O&M Costs	9-4
9.2.2	Ozone/BAF-GAC	9-5
9.2.2.1	Construction Costs.....	9-5
9.2.2.2	O&M Costs	9-5
9.2.3	GAC/IX/UV-AOP	9-6
9.2.3.1	Construction Costs.....	9-6
9.2.3.2	O&M Costs	9-6
9.2.4	Existing Facilities Expansion.....	9-6
9.3	Recommendation.....	9-6

References

List of Figures

Figure 1-1	Lock and Dam No. 1 on the Cape Fear River	1-1
Figure 1-2	Aerial View of Northwest WTP.....	1-2
Figure 3-1	Granular Activated Carbon (courtesy of Calgon Corporation).....	3-1
Figure 3-2	GAC Gravity Filter	3-2
Figure 3-3	GAC Pressure Contactors.....	3-2
Figure 3-4	Post-Filter GAC Process Flow Schematic.....	3-3
Figure 3-5	HB 56 GenX Breakthrough Versus time Pilot Test Results	3-5
Figure 3-6	GenX Breakthrough Curves	3-6
Figure 4-1	Ion Exchange Resin	4-1
Figure 4-2	Post-Filter Ion Exchange Process Flow Schematic.....	4-2
Figure 4-3	Ion Exchange Pressure Vessel.....	4-3
Figure 4-4	Cape Fear PUA Pilot Test Results for GenX Percent Removal with GAC and AIX.....	4-5
Figure 5-1	Post-Filter RO Process Flow Schematic.....	5-1
Figure 5-2	RO Process Schematic Example.....	5-2
Figure 5-3	Horizontal Cartridge Filter	5-3
Figure 5-4	Horizontal Split Case RO Feed Pumps.....	5-3
Figure 5-5	Two-Stage RO Membrane Skids Using Standard 8-Inch Diameter Pressure Vessels..	5-4
Figure 5-6	Typical 36-mgd RO Equipment Building.....	5-6
Figure 6-1	Example of TOC Removal Impact of Biofiltration	6-1
Figure 6-2	Process Flow Schematic with Ozone/Biofiltration	6-1
Figure 6-3	Example of Horizontal Ozone Flash Reactor and Contacting System	6-2
Figure 6-4	Vertical LOX Tanks and Ambient Air Vaporizers at Corbalis WTP.....	6-3
Figure 6-5	Ozone Generators at Corbalis WTP.....	6-4
Figure 6-6	Typical Flash Reactor and Sidestream Injection Pump Skids (Mazzel Injector Corporation)	6-5
Figure 6-7	Ozone Offgas Blower and Destruct Unit Skid at Fairfax Water Corbalis WTP.....	6-5
Figure 7-1	Post-Filter UV/AOP Process Flow Schematic	7-1
Figure 7-2	Application Experience	7-3
Figure 8-1	Northwest WTP Site Plan with Expansion.....	8-2
Figure 8-2	Residuals Equalization Basin	8-6
Figure 8-3	Modifications to Add Sludge Collectors to the Equalization Basin per 2014 Northwest Water Treatment Plant Phase II Improvements Study	8-7
Figure 9-1	Ozone with Post-Filter BAF/GAC Process Flow Schematic	9-5
Figure 9-2	Post-Filter GAC/IX/UV-AOP Process Flow Schematic	9-6

List of Tables

Table 3-1	HB 56 GAC Pilot Test Scenarios – Phase 1.....	3-4
Table 3-2	HB 56 GAC Pilot Test Scenarios – Phase 2.....	3-5
Table 3-3	Advantages and Disadvantages of GAC Treatment.....	3-7
Table 4-1	HB 56 Ion Exchange Pilot Test Scenarios – Phase 1.....	4-4
Table 4-2	Major Advantages and Disadvantages of Ion Exchange Treatment.....	4-5
Table 5-1	Advantages and Disadvantages of RO Treatment.....	5-7
Table 6-1	Major Advantages and Disadvantages of Ozone and Biofiltration Treatment.....	6-5
Table 7-1	Major UV System Suppliers and UV Reactor Design Features.....	7-3
Table 7-2	Major Advantages and Disadvantages of UV/AOP Treatment.....	7-4
Table 8-1	Chemicals Used at the Northwest WTP.....	8-4
Table 8-2	Projected Chemical Needs and Bulk Storage Facilities.....	8-5
Table 8-3	Summary of Planning-Level Opinion of Probably Construction Costs for Expansion	8-8
Table 9-1	Effectiveness of Potential Treatment Schemes in Meeting Treatment Goals.....	9-2
Table 9-2	Summary of Project Cost, O&M Costs, and Net Present Worth for Three Advanced Treatment Alternatives	9-3

List of Abbreviations

ACT	Accelerated Column Test
AIX	Anionic Ion Exchange
ASTDR	Agency for Toxic Substances and Disease Registry
BAF	Biological Aerated Filtration
BV	Bed Volume
CAS	Chemical Abstracts Service
cm	Centimeter
DBP	Disinfection Byproducts
DEET	N,N-Diethyl-meta-toluamide
DWR	Division of Water Resources
EBCT	Empty Bed Contact Time
EDC	Endocrine Disruptive Compound
EPA	United States Environmental Protection Agency
ft ²	Square Feet
ft ³	Cubic Feet
GAC	Granular Activated Carbon
gfd	gallons per ft ² per day = gpd/ft ²
gpm	Gallon per Minute
g/mol	grams per mole/mol
hp	horsepower
IRIS	EPA Integrated Risk Information System
IX	Ion Exchange
lbs	pounds
lbs/day	pounds per day

List of Abbreviations (continued)

LOX	Liquid Oxygen
LPRO	Low Pressure Reverse Osmosis
LR	Loading Rate
MCL	Maximum Contaminant Level
MIEX	Magnetic Ion Exchange Resin
mg/L	Milligrams per Liter
mgd	Million Gallons per Day
NCDEQ	North Carolina Department of Environmental Quality
NCSU	North Carolina State University
NDMA	N-Nitrosodimethylamine
NF	Nanofiltration
NPDES	National Pollutant Discharge Elimination System
ng/L	NanogramS per Liter
NTU	Nephelometric Turbidity Unit
PAC	Powdered Activated Carbon
PACL	polyaluminum chloride
PFAS	Per- and polyfluoroalkyl substances
PFBA	Perfluorobutanoic Acid
PFBS	Perfluorobutane Sulfonate
PFECA	Perfluoroalkyl Ether Carboxylic Acid
PFHxA	Perfluorohexanoic Acid
PFOA	Perflurooctanoic Acid
PFOS	Perfluorooctane Sulfonate
PFPeA	Perfluoropentanoic Acid
PFPrOPrA	Perfluoro-2-Propoxypropanoic Acid

List of Abbreviations (continued)

PPCP	Pharmaceuticals and Personal Care Products
psi	Pounds per Square Inch
RO	Reverse Osmosis
RSSCT	Rapid Small-Scale Column Test
SDWA	Safe Drinking Water Act
TC	Target Contaminants
TCCP	tris (1-chloro-2-propyl) phosphate
TCEC	Target Contaminants of Emerging Concern
TCEP	tris(2-chloroethyl) phosphate
TDCPP	tris(1,3-dichloroisopropyl)phosphate
TFE	Tetrafluoroethylene
TDH	Total Dynamic Head
TOC	Total Organic Carbon
UCMR	Unregulated Contaminant Monitoring Rule
UV	Ultraviolet
VFD	Variable Frequency Drive
WTP	Water Treatment Plant

Executive Summary

As a result of what is believed to be decades of the release of high levels of manufacturing chemicals and by-products, organic chemicals including per- and polyfluoroalkyl substances (PFAS) have been detected in the Cape Fear River, which supplies the Northwest Water Treatment Plant (WTP). Research completed by Dr. Detlef Knappe and Dr. Mei Sun at North Carolina State University (NCSU) in 2016 and 2017 determined that conventional treatment is inadequate for the removal of newly identified emerging contaminants including the PFAS compounds GenX and Nafion by-products. Advanced water treatment methods will be required to remove the PFAS compounds.

Neither the Environmental Protection Agency (EPA) nor the North Carolina Department of Environmental Quality (NC DEQ) have set enforceable maximum contaminant levels (MCLs) for GenX or other PFAS. Due to the concern over potential health effects associated with these compounds in drinking water, Brunswick County is proactively considering the feasibility and effectiveness of advanced water treatment methods to address these emerging contaminants of concern.

To meet the projected water demands, Brunswick County is planning to expand the Northwest WTP capacity from 24 to 36 mgd. In response to the increased concern over water quality in the Cape Fear River, the County contracted CDM Smith to create a plan to improve treatment and removal of contaminants of concern during the planned capacity expansion.

This report presents a conceptual design of the major facilities and components required for the plant expansion, identification of several target contaminants associated with water from the lower Cape Fear River, establishment of preliminary treatment goals, and evaluation of water treatment technologies that have been proposed for the removal of these target contaminants. The evaluation of treatment alternatives is based on a desktop analysis. The analysis is based on experience at similar facilities plus assumptions and extrapolations that could be confirmed by bench-scale and/or pilot-scale testing before full-scale implementation. The desktop analysis results indicate:

- Implementation of Ultraviolet-Advanced Oxidation Process (UV-AOP), ozone (O₃), and biologically active filtration (BAF or biofiltration), alternatives as single methods for advanced treatment at the Northwest WTP are ineffective as a treatment barrier for removing PFAS including GenX and Nafion by-products.
- Granular activated carbon adsorption (GAC), ion exchange (IX), and reverse osmosis are the primary advanced water treatment technologies that remove PFAS. GAC and IX are not very effective for certain other target compounds, particularly 1,4-dioxane, which has had high concentrations in the Cape Fear River. Advanced oxidation process (AOP) can remove 1,4-dioxane; therefore AOP has been included in the evaluation of GAC and IX options. AOP can be achieved using UV-AOP or using ozone with peroxide.
- The evaluation has highlighted three alternatives for advanced treatment at the Northwest WTP for the County's consideration, including:

- Option 1 - Reverse Osmosis (RO)
- Option 2 – Ozone with Biofiltration and Post-Filter GAC (Ozone/BAF-GAC)
- Option 3 – Post-Filter GAC with IX and UV-AOP (GAC/IX/UV-AOP)

A summary of the planning-level opinion of capital cost and annual operation and maintenance costs for these Advanced Treatment alternatives is presented in Table E-1. Table E-1 also includes the calculated Net Present Worth (NPW) cost for the three major treatment options. The planning-level construction cost for the capacity expansion is assumed to be the same for all three alternatives as shown in Table E-2, which presents the total project capital cost for the combination of adding advanced treatment for PFAS and for expanding the Northwest WTP to 36 mgd capacity. Costs are preliminary, budgetary estimates and include 30% contingencies.

Table E-1. Planning-Level Opinion of Capital Cost, Annual O&M Cost and Net Present Worth (NPW) for Advanced Treatment Options

Planning-Level Cost Description	Reverse Osmosis	Ozone/BAF-GAC	GAC/IX/UV-AOP
Capital Cost	\$ 99 Million	\$ 99 Million	\$ 84 Million
Annual O&M Cost	\$ 2.9 Million/Year	\$ 4.7 Million/Year	\$ 4.7 Million/Year
25-yr NPW of Capital and Annual Costs	\$ 158 Million	\$ 193 Million	\$ 178 Million

Table E-2. Total Project Capital Cost (Advanced Treatment + Capacity Expansion)

Opinion of Capital Cost (Advanced Treatment + Capacity Expansion)			
	Reverse Osmosis	Ozone/BAF – GAC	IX/GAC/UV-AOP
Total Advanced Treatment Cost	\$ 99 M	\$ 99 M	\$ 84 M
Capacity Expansion Project Cost	\$ 35 M	\$ 35 M	\$ 35 M
Opinion of Total Capital Cost	\$ 134 M	\$ 134 M	\$ 119 M

Based on the evaluation of the alternatives, RO treatment provides the removal of the highest number of target contaminants and is recommended for the Northwest WTP expansion. To demonstrate the effectiveness of RO treatment, a pilot test at the Northwest WTP has been initiated. The RO pilot testing is expected to be completed in approximately 3-4 months.

RO is recommended over the other options for the following reasons:

- RO is the Best Technology for Removal of PFAS. Some PFAS, such as GenX, PFMOAA and PFO2HxA would require very frequent change-out of GAC and IX for removal.

- GAC and IX would likely result in higher finished water concentrations of GenX, PFMOAA, and PFO2HxA than RO (technologies are not equal).
- RO has the lowest net present worth costs for removing 90% or more of the Target Contaminants.
- RO is the most robust technology for protecting against unidentified contaminants.
- RO treated water concentrations will not vary as much with influent concentrations as with GAC and IX. RO treated water quality does not rely on frequent media change-out to protect from the spills and contaminants in the Cape Fear River.
- RO does not release elevated concentrations after bed life is spent as can happen with GAC and IX if feed concentration drops.

The overall project includes expansion of the existing facilities to 36 mgd and the addition of RO advanced treatment.

Section 1

Background and Scope of Work

1.1 Project Background

1.1.1 Existing Water Supply and Treatment

Brunswick County Public Utilities provides drinking water to a population of nearly 100,000 people annually and 200,000 seasonally. The County obtains its supply from two main water sources:

- 211 Water Treatment Plant (WTP) which is a groundwater plant located near the Town of Southport in the southeastern portion of Brunswick County
- Northwest WTP which is a surface water plant located near the Towns of Northwest and Leland

The Cape Fear River is the water source for the Northwest WTP and which serves the majority of the Brunswick County's customers. Raw water is pumped from the Cape Fear River using the Kings Bluff Pump Station, located north of Lock and Dam No. 1 to the Northwest WTP in the Town of Northwest. The Kings Bluff Pump Station also provides raw water to the Cape Fear Public Utility Authority's (CFPUA) Sweeney WTP in Wilmington, the Pender County WTP, and the Lower Cape Fear Water and Sewer Authority's Bladen Bluffs WTP.



Figure 1-1
Lock and Dam No. 1 on the Cape Fear River

The Northwest WTP has a rated capacity of 24 million gallons per day and uses conventional treatment to provide safe drinking water to its residential, commercial, industrial, and wholesale customers. Raw water is treated with chlorine dioxide (pre-oxidant), powdered activated carbon (PAC) for taste and odor control, polyaluminum chloride (PAX) as a coagulant, and caustic. Pulsator® clarifiers and Greenleaf® filters, modified for a pumped backwash, provide solids and particulate removal from the treated water. Filtered water is treated with sodium fluorosilicate for fluoridation, orthophosphate for corrosion inhibition, caustic for pH adjustment, chlorine as primary disinfectant, and ammonia to form chloramines for distribution system residual. An aerial view of the existing plant site is shown on Figure 1-2.



Figure 1-2
Aerial View of Northwest WTP

Since 2009, the County has been implementing a phased approach for the design and construction of the WTP expansion from 24 to 36 mgd. Phases 1 and 2 have been completed. Phase 3 of the expansion involves an increase in capacity of the core water treatment processes. In addition to the capacity expansion, it was determined in 2017 that advanced treatment will be required to remove emerging contaminants that have been recently identified, including GenX, per- and polyfluoroalkyl substances (PFASs), 1,4-dioxane, Nafion byproducts, and other potentially harmful contaminants found in the Cape Fear River.

Conventional treatment as with the existing plant does not effectively remove perfluorinated compounds such as GenX. Granular activated carbon adsorption (GAC), ion exchange (IX), and reverse osmosis are the technologies that remove per- and polyfluorinated alkyl substances and are hence studied in this report. GAC and IX are not very effective for certain other target compounds, particularly 1,4-dioxane, which has had high concentrations in the Cape Fear

River. Advanced oxidation process (AOP) can remove 1,4-dioxane, so AOP is included in GAC and IX options. AOP can be achieved using UV-AOP or using ozone with peroxide.

1.1.2 North Carolina State University Study of Emerging PFAS in Cape Fear Watershed

The first detections of perfluorinated compounds (PFAS) in the Cape Fear River were part of the Environmental Protection Agency's Third Unregulated Contaminant Monitoring Rule (UCMR-3) required monitoring from 2013 to 2015 administered by the United States Environmental Protection Agency (EPA). The results raised interest from researchers including Dr. Detlef Knappe at North Carolina State University (NCSU), who worked with students to assess the variety and distribution of PFAS throughout the Cape Fear River watershed as reported in multiple publications by Mei Sun, et al in 2016. As a result of research completed by Dr. Knappe and Dr. Mei Sun, it was discovered in 2016 that target contaminants found in the Cape Fear River were being found in high concentrations in the drinking water for the communities that withdrew raw water from the lower portion of the Cape Fear River at the Kings Bluff Pump Station, despite undergoing a treatment process.

The new PFAS contaminants including GenX were noted to be downstream of a Fluorochemical manufacturer (Mei Sun et al 2016) located upstream of the County's raw water intake. The wastewater discharge includes perfluorinated compounds (PFAS) and other industrial process waste streams, containing GenX, PFASs, Nafion byproducts, and other potentially harmful contaminants. The Fayetteville Works Plant discharges this wastewater via a permitted outfall under the State's National Pollutant Discharge Elimination System (NPDES) program and it is believed that these chemicals may have been released into the river for nearly four decades.

While a Ph.D. student at NCSU, Dr. Sun published an important research paper that discussed how long-chain PFASs are being replaced by short-chain PFAS and fluorinated alternatives such as GenX. The paper indirectly spurred attention to the issue of GenX in the Cape Fear River, after being reported by multiple news outlets. Relevant technical findings by Mei Sun et al., 2016, include:

1. For 10 legacy PFAS and seven recently discovered perfluoroalkyl ether carboxylic acids (PFECAs):
 - a. Confirming the presence and concentrations of these contaminants in the Cape Fear River watershed
 - b. The effectiveness of conventional and some advanced treatment processes on removing these contaminants
 - c. The effectiveness of treating these contaminants with PAC
2. In the headwater region of the Cape Fear River basin, PFECAs were not detected in the raw water where sampled, but concentrations of legacy PFAS were high.
3. In raw water drawn by the Sweeney WTP, the mean concentration of GenX was reported to be 631 nanograms per liter (ng/L) (n = 37). Six other PFECAs were detected, with three exhibiting chromatographic peak areas up to 15 times that of GenX.

4. At the Sweeney WTP, where advanced ozone treatment is utilized, PFECA removal by coagulation, ozonation, biofiltration, and disinfection was negligible.
5. The absorbability of PFAS by PAC increased with increasing chain length.

1.1.3 North Carolina House Bill 56 Study of GenX

North Carolina House Bill 56 (HB56) issued a mandate and funding for the current study being conducted by Cape Fear Public Utility Authority (CFPUA) to evaluate water treatment technology to remove GenX at the Sweeney WTP. Per HB56, CFPUA is to perform this work in coordination with Brunswick County Public Utilities and Pender County Utilities. The data from this study has been made public and a final report on this HB 56 pilot testing study is required by April 1, 2018.

HB56 also funded the University of North Carolina at Wilmington to identify and quantify GenX, the extent to which it biodegrades or bioaccumulates, and the risk the contaminant poses to human health; this study is ongoing.

It is important to note that the HB 56 pilot testing study is limited primarily to PFAS (some data on pharmaceuticals and personal care products (PPCPs) and endocrine disruptive compounds (EDCs) is available). The study includes pilot-plant evaluations of two treatment technologies for removal of PFAS: GAC and ion exchange (IX). Interim results from the HB 56 study are presented in the GAC and IX sections of this report.

1.1.4 North Carolina Department of Environmental Quality Division of Water Resources Studies on 1,4-Dioxane

As with PFAS, it was UCMR-3 that first required utilities to test for 1,4-dioxane from 2013 to 2015. Dr. Detlef Knappe further researched the UCMR-3 findings by testing and reporting on 1,4-dioxane concentrations across the Cape Fear River watershed. This attracted much public attention and “alerted”, the North Carolina Department of Environmental Quality (NCDEQ) to the issue in March 2014. As a result, NCDEQ Division of Water Resources (DWR) performed studies of 1,4-dioxane in the Cape Fear River (Ruhlman and Hill (2016), Wrenn and Hill (2017)). In advance of regulation for either water or wastewater, the State has been helping to identify sources and adding 1,4-dioxane monitoring to NPDES permits to indirectly lower concentrations by identifying and working with source contributors, many of which have reduced their 1,4-dioxane discharges.

1.2 Scope of Work

In response to the increased concern over water quality in the Cape Fear River, Brunswick County contracted CDM Smith to study and recommend a plan to improve treatment and removal of contaminants of concern during the planned capacity expansion. The following objectives were established for the project:

- Determine a subset of the target contaminants (TC) from the lower Cape Fear River that will be the focus of the project, including but not limited to the following contaminants:
 - Primary Target Contaminants: Per- and Polyfluoroalkyl substances (PFASs)

- *GenX and other new PFAS from the Mei Sun 2016 Article on occurrence in the Cape Fear River (PFMOAA, PFMOPrA, PFMOBA, PFPrOPrA (GenX), PFO2HxA, PFO3OA, and PFO4DA)*
- *Nafion by-products*
- *Others PFAS.*
- **Secondary Target Contaminants**
 - *1,4-Dioxane*
 - *N-Nitrosodimethylamine (NDMA)*
 - *General background Pharmaceuticals and Personal Care Products (PPCPs) and Endocrine Disruptive Compounds (EDCs)*
 - *Hexavalent Chromium*
 - *Brominated compounds*
- Establish treatment goals for the TC.
- Evaluate feasible treatment alternatives for the removal of TC at the Northwest WTP.
- Recommend a plan to improve treatment and the removal of TC at the Northwest WTP, including a planning-level opinion of probable construction cost estimate for the recommendation.
- Provide the County with an updated planning-level opinion of probable construction costs to expand the Northwest WTP to 36 mgd.

To meet the project objectives, the project approach includes the following tasks:

- Desktop Treatment Alternative Analysis
- Pilot and Bench-Scale Testing
- Treatment Recommendation and Final Report
- Pre-Permit Application Services
- Concentrate Discharge Dilution Study, Toxicity Testing, and NPDES Permit

This report presents a conceptual design of the plant expansion, identification of several TC associated with water from the lower Cape Fear River, establishment of preliminary treatment goals, and evaluation of water treatment technologies that have been proposed for the removal of these TCs. The evaluation of treatment alternatives is based on a desktop analysis. The analysis is based on experience at similar facilities along with assumptions and extrapolations that could be confirmed by bench-scale and/or pilot-scale testing before full-scale implementation where not addressed by current pilot testing. To present the results, this report is divided into the following sections:

Section 2	Target Contaminants and Preliminary Treatment Goals
Section 3	Granular Activated Carbon
Section 4	Ion Exchange
Section 5	Reverse Osmosis
Section 6	Ozone with Biofiltration
Section 7	Ultraviolet Radiation/Advanced Oxidation Process
Section 8	Existing Facilities Expansion
Section 9	Cost Estimates and Recommendations

Section 2

Target Contaminants and Preliminary Treatment Goals

2.1 Target Contaminants

For presentation and evaluation, target contaminants have been identified and have been separated into primary target contaminants and secondary target contaminants:

- Primary Target Contaminants: Per- and Polyfluoroalkyl substances (PFAS)
 - GenX and other PFAS from the Mei Sun 2016 Article on occurrence in the Cape Fear River (PFMOAA, PFMOPrA, PFMOBA, PFPrOPrA (GenX), PFO2HxA, PFO3OA, and PFO4DA)
 - Nafion by-products
 - Other PFAS compounds
- Secondary Target Contaminants
 - 1,4-Dioxane
 - NDMA
 - General background Pharmaceuticals and Personal Care Products (PPCPs) and Endocrine Disruptive Compounds (EDCs)
 - Hexavalent chromium
 - Brominated Compounds

A description of these potential target contaminants follows.

2.1.1 Per- and Polyfluoroalkyl Substances (PFAS)

PFASs are a group of organic chemical compounds that are used in a wide variety of manufactured products including firefighting foams, coating for food packaging, ScotchGard™, and Teflon™, among other products (Fulmer 2016). PFAS are extremely resistant to degradation which helps these products resist stains, grease, and water. As referenced by Dickenson and Higgins (2016), PFAS can be found in source waters outside of industrial releases including street and stormwater runoff and land application of contaminated biosolids. Lists of compounds that make up PFASs, molecular weight, and chemical formula can be found in several references (including Dickenson and Higgins 2016; Sun et al. 2016; and Water Research Foundation 2016). A specific type of PFAS that is of interest is a chemical known by its trade name as GenX, which was detected by Sun et al. (2016) in the Cape Fear River at an average concentration of 631 nanograms per liter (ng/L).

2.1.2 GenX

GenX is a synthetic industrial chemical that was developed to replace PFOA, also used in products such as Teflon™. GenX is used as a processing aid for the production of fluoropolymers like Teflon™. According to Heydebreck et al. (2015), it is the ammonium salt of perfluoro-2-propoxypropanoic acid (PFPrOPrA). PFPrOPrA has the chemical formula $C_6HF_{11}O_3$, a molecular weight of 330 daltons, and Chemical Abstracts Service (CAS) Registry No. 13252-13-6 (Fulmer 2016). According to *The Intercept*, June 17, 2017 (Lerner 2017).

2.1.3 Nafion By-Products

Nafion by-products 1 and 2, a group of synthetic industrial chemicals similar to GenX, are two additional chemicals that have been detected in the Cape Fear River after GenX was first detected. Nafion itself is produced by the Chemours Company. Nafion was first developed in the 1960s by Dr. Walther Grot at DuPont by modifying Teflon™. Nafion is used in chemical processing, fuel cell technology, hydrogen production, paints, and chlorine production (Winkel 2018). Nafion was the first synthetic polymer developed with ionic properties, combining the physical and chemical properties of its Teflon™ base material with ionic characteristics giving it resistance to chemicals as it does not easily release fragments or degrade into its surroundings (Perma Pure 2014). Nafion can withstand extremely high working temperatures, up to 190 degrees Celsius, and functions well as an ion exchange polymer (Perma Pure 2014). Nafion is developed by the polymerization of a perfluorinated vinyl ether comonomer with TFE, resulting in the chemical formula $C_7HF_{13}O_5S - C_2F_4$ (Mauritz and Moore 2004).

2.1.4 1,4-Dioxane

1,4-Dioxane is a synthetic industrial chemical that is a by-product present in many goods including paint strippers, dyes, greases, antifreeze, and in some consumer products including deodorants, shampoos, and cosmetics (ATSDR 2012; Mohr 2001). Traces of 1,4-dioxane may also be present in food supplements due to food-containing residues from packaging adhesives and or food crops treated with pesticides containing 1,4-dioxane. It is completely miscible in water and is unstable at high temperatures and pressures and may be explosive in nature with long periods of exposure to light or air (EPA 2006). Dr. Knappe began testing for 1,4-dioxane in NC surface water in 2013 and approached drinking water utilities and the North Carolina Department of Environmental Quality (NCDEQ) in 2014 to present evidence that 1,4-dioxane was present in the Cape Fear River basin waterways feeding public drinking water supplies (Clabby 2016).

2.1.5 N-Nitrosodimethylamine

N-Nitrosodimethylamine (NDMA) is a semi-volatile organic chemical that forms in industrial processes and is not produced in pure form or commercially used in the United States, except for research purposes (ATSDR 1989; HSDB 2012). NDMA has the CAS Registry No. 62-75-9, and a molecular weight of 74.08 grams per mol (g/mol). It was previously used in the production of rocket fuel, antioxidants, and additives for lubricants and softeners. NDMA is an unintended byproduct of the chlorination of wastewater and drinking water treatment plants using disinfection treatment technology (Bradly et al. 2005, Mitch et al. 2003).

2.1.6 Pharmaceuticals and Personal Care Products and Endocrine Disrupting Compounds

As mentioned above with 1,4-dioxane, PPCPs as well as EDCs are present in the environment and have been detected in many water bodies around the world. The presence of these compounds in the environment was discussed and published by Stumm-Zollinger et. al 1965; they indicated that steroid hormones are not completely eliminated by wastewater treatment. As reproductive efficiency of fish atment facilities declined in the 1990s, PPCPs and EDCs in the environment came to the forefront (Snyder et al., 2010). Acetaminophen, ibuprofen, caffeine, and atrazine are all well-known PPCPs and EDCs found in source drinking water (Snyder et al., 2010).

2.1.7 Hexavalent Chromium

Hexavalent chromium (chromium-6) is usually produced in industrial processes and is added to alloy steel to increase hardenability and corrosion resistance (USDL 2018). Chromium-6 may also be used in dyes, paints, inks, and plastics and as an anticorrosive agent added to paints, primers, and coatings. According to a report by the Engineering Working Group in September 2016, the tap water supplied to over 218 million people contains levels of chromium-6 above 0.02 parts per billion (ppb); a public health goal of 0.07 ppb has been set by North Carolina and New Jersey. Chromium-6 has a health advisory level of 100 micrograms per liter ($\mu\text{g/L}$) (EPA 2012 DSWHA).

2.1.8 Brominated Compounds

Bromide-based compounds, including bromomethane and bromochloromethane, can occur both naturally in coastal environments and can be man-made as well. These chemicals are disinfection by-products originating from the group of four chemicals known as trihalomethanes.

Bromomethane, CH_3Br , also known as methyl bromide, is mostly used as a solvent in the planting and manufacturing of pesticides. Between 2010 and 2015, bromomethane was detected in the water of 345 utilities located in 32 states with a total service area population of approximately 5.2 million people (Environmental Working Group 2018).

Bromochloromethane, CH_2BrCl (Halon 1011), was developed to be a less toxic version of carbon tetrachloride to be used in fire-extinguishing but banned by the National Fire Protection Agency (NFPA) in favor of using safer halons.

Bromate, BrO_3^- , is an ion that is contained in compounds such as sodium-bromate and potassium-bromate. Bromates are formed most commonly during water treatment in the ozone process when ozone is used to treat the water source containing naturally occurring bromide. Bromate formation is dependent on many factors including ozone concentration, bromide ion concentration, water pH, and contact time. Both the World Health Organization (WHO) and EPA have set the MCL in public water systems at 10 ppb; bromate is included in the current EPA review of disinfectant by-product regulations so the current MCL level will be reconsidered in the near future.

2.2 Target Contaminant Identification

Many contaminants exist at concentrations that may represent a human health risk in rivers and lakes utilized as drinking water source; yet these contaminants are unregulated by EPA or state agencies. Creating new regulations for water contaminants has proven to be a lengthy and costly process for the EPA, with 15 years being the average time it takes to create new regulations for a drinking water contaminant. As a result, some states have created additional regulations for the removal of contaminants, in addition to the national drinking water regulations. For example, the North Carolina Department of Health and Human Services has established an advisory level of 140 ng/L for the concentration of GenX in drinking water.

The Unregulated Contaminant Monitoring Rule (UCMR) is a data collection program administered by EPA to collect data for contaminants suspected to be present in drinking water and may have impact on public health, but do not have regulations or health-based standards set under the Safe Drinking Water Act (SDWA). These contaminants are sometimes called Contaminants of Emerging Concern (CECs), but are not necessarily new contaminants to society. The UCMR monitoring provides EPA with nationally representative data on the occurrence of contaminants in drinking water, the number of people potentially being exposed, and an estimate of the levels of that exposure.

UCMR-3 took place from 2013 to 2015. UCMR-4 will begin in 2018 and continue to 2020. UCMR-3 asked participating utilities to collect data on raw and treated water for thirty contaminants.

To refine the list of Target Contaminants for this analysis, information was reviewed from the following sources:

- Historical water quality data
- UCMR data
- Related and relevant studies and academic research findings
- Data collected by NCDEQ

The list of contaminants found in the Cape Fear River were cross-referenced with the following criteria:

- Contaminants believed to have negative impacts on human health as indicated by an established limit or health advisory level at the federal or state level, including values from other states
- Contaminants at or above concentrations that are regulated (EPA, other states) for health impacts. Contaminants demonstrated by prior testing to be well below regulated levels were not included as target contaminants for testing.
- Contaminants that have approved methods for being measured in a lab
- Contaminants being evaluated for future regulations by the EPA (UCMR-3, -4)

A summary of the target contaminants and the preliminary treatment goals is presented in **Table 2-1** (omitted from draft report). Occurrence data confirm that treatment decisions are mainly affected by PFAS and 1,4-Dioxane. Concentrations of NDMA, Cr(VI), and PPCPs were found to be low in the lower Cape Fear River.

2.3 Preliminary Treatment Goals

For the target contaminants in this study, it is necessary to set treatment goals for removal. We understand the County's goal for this project is to select the best combination of PFAS removal efficiency and cost for implementation at the Northwest WTP. Accordingly, the comparison of options included herein are based on removing at least 90 percent of GenX and consequently over 90 percent of most of the PFAS contaminants. Certain technologies (GAC and IX) discussed herein are costed for 90 percent GenX removal, and will not remove 90 percent of several other PFAS (e.g. PFMOAA and PFO2HxA) though the majority of PFAS will have at least 90 percent removal. Since removing 90 percent or more of the PFAS requires a major project, it is logical to assess removals for other contaminants while comparing the technologies; hence the secondary target contaminants are also evaluated. These secondary target contaminants are compounds known to occur in the lower Cape Fear River that EPA has given some indication of potentially regulating in the future. Higher or lower percent removal targets can be selected by the County if desired. Changing the percent removal targets would affect all options capital and operations and maintenance (O&M) costs.

Section 3

Granular Activated Carbon

3.1 Process Description

Granular activated carbon (GAC) has been identified as a potential treatment technique for the removal of PFAAs and PFSAAs (Dickinson 2016). GAC removal of the target contaminants occurs through adsorption and/or biofiltration. Granular media is produced from carbonaceous material such as wood, coal, and coconut shells which is activated by heat. GAC is used in water treatment to remove a wide variety of chemicals, taste and odor precursors, color forming organics, and some disinfection by-product precursors. **Figure 3-1** provides a series of magnifications of the GAC particle.

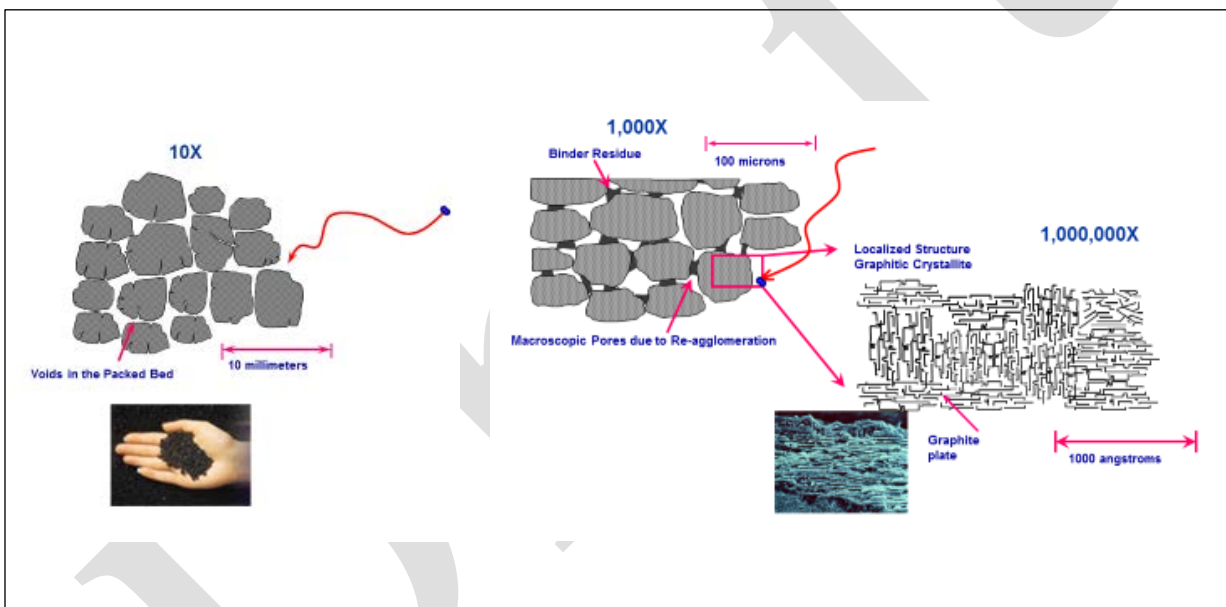


Figure 3-1
Granular Activated Carbon (courtesy of Calgon Corporation)

GAC can be added to the treatment process through two possible methods:

- Gravity filters
- Pressure contactors

Equipment included in GAC treatment are shown in **Figures 3-2 and 3-3**.



Figure 3-2
GAC Gravity Filter



Figure 3-3
GAC Pressure Contactors

Design of the GAC filters and contactors is affected by the following parameters:

- Loading rate
- Empty Bed Contact Time (EBCT) – sufficient time is needed for the contaminants to be adsorbed onto the GAC for adequate removal
- Media replacement/regeneration frequency

The evaluation of replacing the anthracite with GAC in the existing filters at the Northwest WTP indicates that insufficient EBCT would be provided and that the quantity of media would require frequent replacement; therefore, replacement of the existing media alone with GAC for target contaminant removal is not recommended.

GAC application post-filter is a feasible alternative. Filtration would continue with the existing filters and contaminant removal post-filtration will occur through GAC adsorption.

Figure 3-4 provides a flow schematic indicating how GAC can be incorporated into the existing treatment process. For the Northwest WTP, the use of pressure contactors should be more cost-effective than the construction of new concrete gravity filters. Hence, the GAC option evaluation focuses on post-filter pressure contactors.

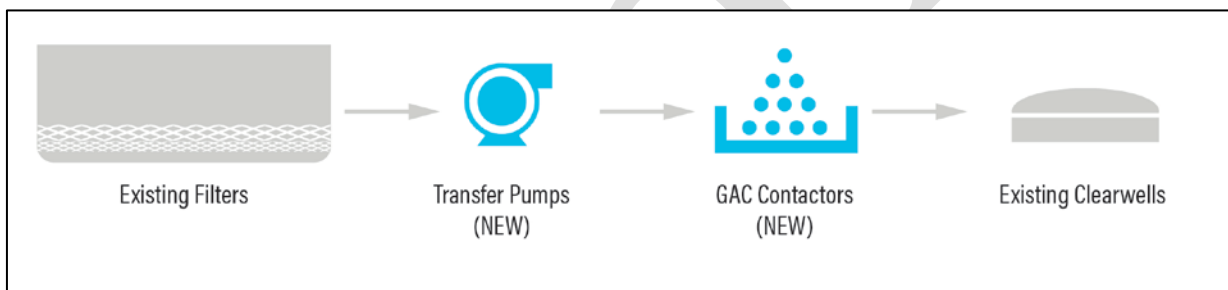


Figure 3-4
Post-Filter GAC Process Flow Schematic

Each GAC pressure contactor would include a steel tank with elliptical top and bottom heads, supported by four structural steel legs. The GAC pressure contactors would be furnished as a packaged system, with the manufacturer supplying all the controls, piping, valves, and appurtenances to minimize the connection points for the backwash system. Each vessel would include the following connections:

- Top head
 - Inlet for filtered water and backwash water discharge and vent
 - Inlet for media loading
- Bottom head
 - Backwash inlet
 - Outlet for media unloading
 - Manway

- Side wall
 - Outlet for media unloading
 - Sample taps at even increments across the GAC bed
 - Manway

The water from the existing filters would flow from the inlet header through an inlet valve and piping to the top of the GAC pressure contactors. The filtered water would be treated by flowing through GAC. The filtrate would be collected by an underdrain system located in the bottom of the tank, which also serves as the inlet distributor for the backwash system. The filtrate discharges to the filtrate header.

3.2 Application Experience

Full-scale testing conducted at two sites as part of the Water Research Foundation project (Dickinson and Higgins 2016) indicate that GAC is effective at removing longer chain PFAAs and PFSA's over PFCAs; GAC was less effective for the removal of shorter chain PFAS.

The House Bill 56 pilot study at the Sweeney WTP is evaluating the effectiveness of GAC for the removal of the PFAS and CECs. The GAC pilot test scenarios and media are listed in **Table 3-1**.

Table 3-1. House Bill 56 GAC Pilot Test Scenarios – Phase 1

Pilot Column	Pilot GAC Media	Contact Time (minutes)	Feed Water
1	Calgon F400	10	Settled water following intermediate ozonation (simulates replacing GAC in existing filters)
2	Calgon F300	10	Settled water following intermediate ozonation (simulates replacing GAC in existing filters)
4	Calgon F400	10	Effluent from biologically active filtration
5	Evoqua Aquacarb 1230CX	10	Effluent from biologically active filtration

Source: Black & Veatch. January 9, 2018. Final Progress Update No. 3 Emerging Contaminants Treatment Strategy Pilot Study, prepared for Cape Fear Public Utility Authority

Phase 1 of the tests results reported in Progress Report Update No. 3 dated January 9, 2018 indicate that PFAS were observed in the pilot GAC media effluent except for the long chain PFAS; breakthrough resulted after one month of testing. The HB 56 interim results are consistent with the Dickinson and Higgins (2016) results. The GenX breakthrough data versus time for the House Bill 56 (HB 56) pilot test results for GAC and IX are shown on **Figure 3-5**.

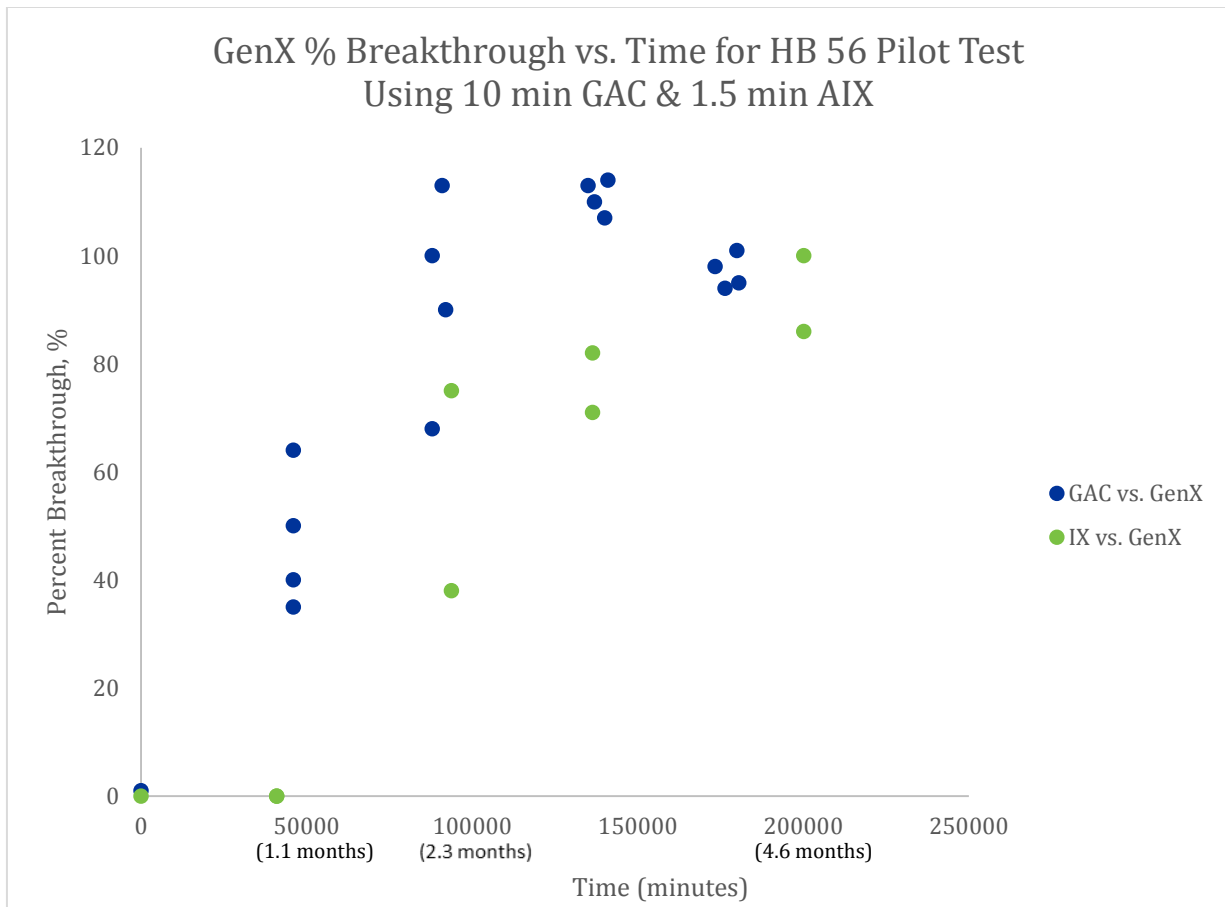


Figure 3-5
HB 56 Pilot GenX Breakthrough Versus Time Pilot Test Results

The second phase of the pilot study began on January 16, 2018 and includes the GAC media and contact time listed in **Table 3-2**. The EBCT is increased from 10 to 20 minutes by flowing through two columns (10 and 11) in series. The pilot testing is ongoing and expected to continue through the first quarter of 2018.

Table 3-2. HB 56 GAC Pilot Test Scenarios – Phase 2

Pilot Column	Pilot Media	Contact Time (minutes)	Feed Water
10*	Calgon Filtasorb 400	10	Settled water following intermediate ozonation (simulates replacing GAC in existing filters)
11*	Calgon Filtasorb 400	10	Settled water following intermediate ozonation (simulates replacing GAC in existing filters)
12	Cabot Hydrodarco 4000	10	Effluent from biologically active filtration
13	Cabot GAC 400	10	Effluent from biologically active filtration

Source: Black & Veatch. February 26, 2018. *Final Progress Update No. 4 Emerging Contaminants Treatment Strategy Pilot Study*, prepared for Cape Fear Public Utility Authority

Parsons performed pilot testing on a residential well in Fayetteville, North Carolina. The results submitted to NCDEQ on January 11, 2018 indicate that GAC was effective in removing C3 dimer (GenX) and other PFAS (Garon (2018)). A WHS-400 GAC adsorption system consisting of dual carbon contactors. Parsons also conducted bench-scale tests to evaluate the removal of C3 dimer using Calgon Carbon F600 GAC.

GenX breakthrough curves from various studies are shown on **Figure 3-6**; these curves were assembled and compared by Dr. Detlef Knappe of North Carolina State University to illustrate the HB 56 pilot test data with 10 minutes GAC EBCT and 1.5 minutes EBCT for the ion exchange along with projected curves from Calgon Carbon and full-scale results from another utility. The full-scale results and the HB 56 pilot results are in general agreement that 10 minutes EBCT of GAC starts passing GenX after 1 month and the adsorptive capacity for GenX is largely spent after two months for the GAC's tested.

The accelerated column test (ACT) is a bench-scale test with crushed GAC to expedite the test (similar to the rapid small-scale column test (RSSCT)). The ACT tests were done by Calgon Corporation. The ACT tests show longer GAC life for a 20-minute EBCT, particularly for one of the GACs tested. Separate GAC testing by Parsons reported in Chemours letter dated January 11, 2018 to NCDEQ showed their ACT tests did not agree with their pilot test findings. Given the detail of the HB 56 study and the general agreement of the Pender full-scale results, post-filter GAC application in this report assumes that two 10-minute EBCT GAC vessels in series would allow the first 10-minute vessel to run for two months before changing, so the effective life of 20 minutes of GAC is 4 months.

Therefore, for the Northwest WTP, thirty GAC pressure contactor would be needed, assuming 40,000-pound vessels and a density of 28 pounds per cubic foot (lbs/ft³). The media would be replaced in one set of vessels after two months and the lead/lag vessel would be alternated. After the next two months, the media in the second set of vessels would be replaced, and the lead/lag vessel would again be alternated.

GAC alone is not effective for the removal of all target contaminants. For example, GAC does not remove 1,4-dioxane so AOP is required in addition to GAC. Also, GAC is less effective for PFMOAA and PFO2HxA than for GenX. However, post-filter GAC in combination with other treatment alternatives, such as ozone with biofiltration, ultraviolet radiation and advanced oxidation (UV/AOP), are discussed in Section 9 and has merit in achieving 90-percent removal of most of the target contaminants.

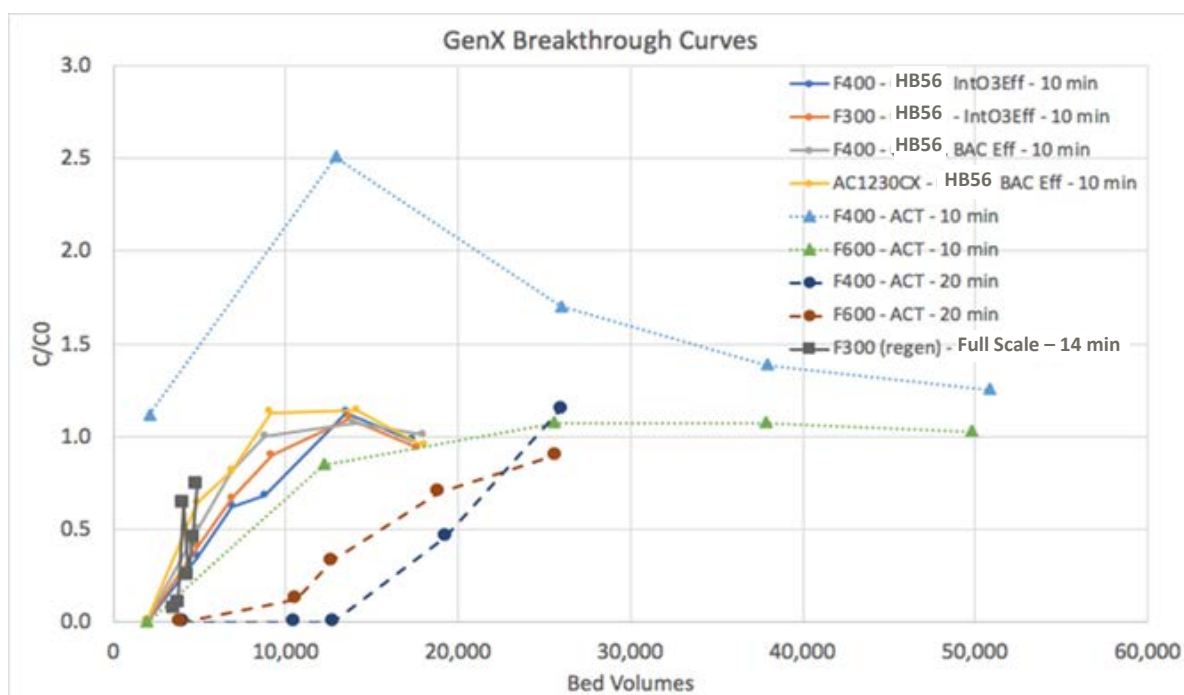


Figure 3-6
GenX Breakthrough Curves

3.3 Summary

Advantages and disadvantages associated with GAC treatment are provided in **Table 3-3**.

Table 3-3. Advantages and Disadvantages of GAC Treatment

Advantages	Disadvantages
Effective for strongly adsorbing compounds - Many SOCs/PPCPs/EDC such as pesticides, PFOA, PFOs	Much less effective (shorter life) for Gen-X (Above non-detect within a month) in the HB 56 10 min EBCT tests. Less effective for PFMOAA and PFO2HxA than for GenX.
EPA termed BAT for many SOCs	Not very effective for 1,4 dioxane and some other compounds. Consequently, UV-AOP or Ozone -AOP are required in addition to GAC to achieve target contaminant removals.
Some bio-removal continues long after adsorptive sites are filled	Amount removed decreases with time as adsorptive sites are filled
Proven Process on Cape Fear River source water	Following a sudden large drop in concentration of a compound like Gen-X in the Influent, the GAC releases some of the compound as it seeks the new equilibrium
	Spent GAC requires disposal or reactivation

Section 4

Ion Exchange

4.1 Process Description

Ion exchange has been identified as a promising treatment technique for the removal of PFAAs and PFSAAs (Dickinson and Higgins 2016). In the ion exchange process, chemicals are removed through a substitution reaction using a resin. The resins are composed of bead-shaped particles similar to those shown on **Figure 4-1**. The beads are typically 20 by 30 mesh (approximately 0.03 inch by 0.01 inch) which is similar in size to a grain of sand. Resin beds contain these beads in columns that are 4 to 5 feet deep. The resin is either negatively (anionic) or positively (cationic) charged:

- Anionic
 - Exchange for negative ions
 - Typically charged with hydroxide (OH-) or chloride (Cl-) ions
- Cationic
 - Exchange for positive ions
 - Typically charged with hydrogen (H+) or sodium (Na+) ions

The removal of the target contaminants requires an anionic exchange resin (AER).

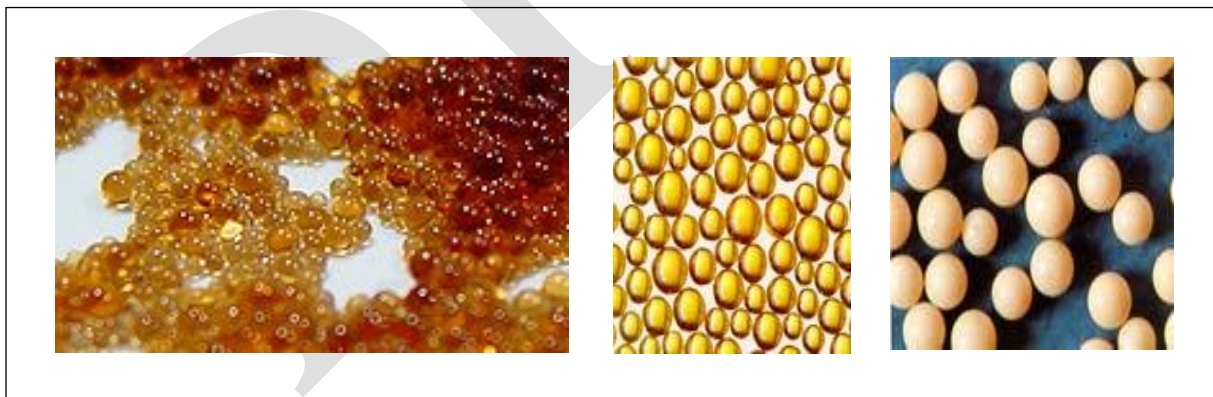


Figure 4-1
Ion Exchange Resin

Two options are being considered for implementing anionic ion exchange (IX) in the existing treatment process:

- Post-filter
- Post-filter in addition to GAC

Figure 4-2 provides a flow schematic indicating how IX can be incorporated into the existing treatment process at the Northwest WTP. The post-filter application in addition to GAC is intended to combine the benefits of both GAC and IX since IX is significantly better than GAC at removing many per- and polyfluorinated alkyl substances including GenX, and GAC offers much better removal of other secondary TC such as pharmaceuticals and personal care products (PPCPs) as well as providing the option of bio-removal for some organic compounds to reduce changeout frequency and associated costs.

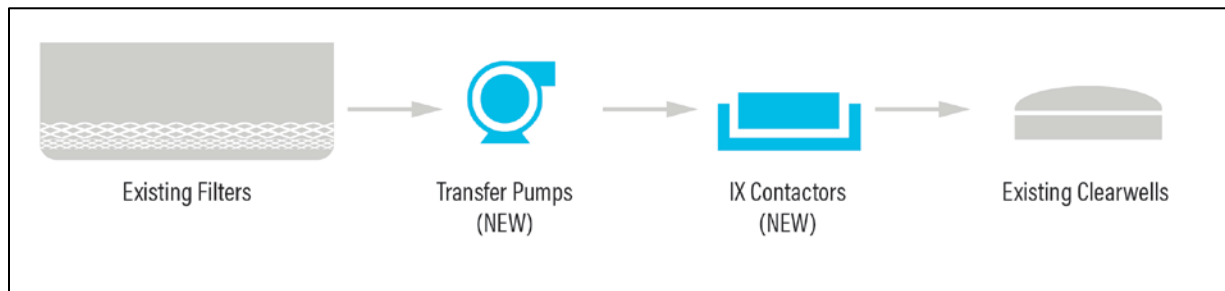


Figure 4-2
Post-Filter Ion Exchange Process Flow Schematic

Figure 4-3 provides a photograph of a typical ion exchange vessel. The ion exchange system is available as a package system manufactured by companies such as Evoqua, AdEdge Water Technologies LLC, Tonka Equipment Company, or the Purolite Company. The system would be rated for up to 1.5 mgd per vessel with 26 vessels to provide 3 minutes empty bed contact time at 36 mgd (1.5-minute vessel followed by a second 1.5-minute vessel). In the option of combining ion exchange with GAC, there would be 10 minutes of GAC followed by 1.5 minutes of anion exchange. The package system will include the following components:

- Ion exchange vessels with anion exchange resin
- Piping including face piping and common headers for influent, effluent, backwash, rinse, regenerant feed
- Process control valves, flow meters, flow control valves, and isolation valves
- Instruments to measure flow, pressure, and perform water sampling
- Master control panel and electrical components

The system will be supplied with a stainless steel hydraulic panel to monitor the system inlet and outlet for pressures and water sampling.



Figure 4-3
Ion Exchange Pressure Vessel

Each vessel will be provided with a grid consisting of a pipe header and laterals with orifices for proper flow distribution. The grid will be of a proven design, and properly supported and reinforced, located at the top of the resin bed. Cleaning provisions will also be provided, consisting of a separate feed/distribution system, properly sized and supported as required.

4.2 Application Experience

IX has been used in North Carolina as an effective water treatment technology; however, the applications have not involved the target contaminants of this project. IX is being used for removing natural organic matter to help lower concentrations of disinfection by-products in Dare County (Skyco plant), Currituck County, and the Castle Bay water system near Wilmington; the three systems use fixed bed IX for treatment of groundwater. Johnston County uses Magnetic Ion Exchange Resin (MIEX) for a surface water which is another example of IX resin applicability for removing natural organic matter.

Full-scale testing conducted at two sites as part of the Water Research Foundation project (Dickinson and Higgins 2016) indicate that IX is effective at removing longer chain PFAAs and PFSA's over PFCAs; IX was less effective for the removal of shorter chain PFAS. Dickinson and Higgins (2016) indicated that the two sites did not specifically target these contaminants; they recommended that full-scale testing be conducted to specifically target PFSA's where frequent resin changes would be required.

The HB 56 pilot testing at the Sweeney WTP is evaluating the effectiveness of IX for the removal of the PFAS and CECs. The pilot test resins that are being tested are listed in **Table 4-1**.

Table 4-1. HB 56 Ion Exchange Pilot Test Scenarios – Phase I

Testing Phase	Pilot Column	Pilot Media	Contact Time (minutes)	Feed Water
1 ¹	5	Evoqua Aquacarb PSR-2	1.5	Effluent from biologically active filtration
1 ¹	6	Evoqua Aquacarb 2304	1.5	Effluent from biologically active filtration
2 ²	7 ³	Purolite PFA694E	1.5	
2 ²	8 ³	Purolite PFA694E	1.5	
2 ²	9	Calgon CalRes 2301	1.5	

Sources:

1. Black & Veatch. November 3, 2018. *Final Progress Update No. 1 Emerging Contaminants Treatment Strategy Pilot Study*, prepared for Cape Fear Public Utility Authority
2. Black & Veatch. February 26, 2018. *Final Progress Update No. 4 Emerging Contaminants Treatment Strategy Pilot Study*, prepared for Cape Fear Public Utility Authority.
3. Operated in series to represent longer contact time.

Phase 1 results provided in Progress Update No. 4 dated February 26, 2018 indicate that PFAS were observed in the pilot IX resin effluent except for the long chain PFAS; the Phase 1 results are consistent with the Dickinson and Higgins (2016) results. The HB 56 Pilot Phase 1 results from

the first two resins tested showed that GenX had about 38 to 75% breakthrough after 2.3 months and near 100% breakthrough for both resins after 4.6 months as shown in **Figure 4-4**.

PFASs with carboxylic acid function groups have shown early breakthrough; PFASs molecules with sulfonate functional groups have not shown breakthrough.

Three new IX pilot columns have been installed for the Phase 2 pilot testing to evaluate the performance of two additional resins and the effect of increasing EBCT on PFAS removal for both GAC and IX. To increase the EBCT, the flow will go through two columns in series, each with an EBCT of 1.5 minutes for the IX, resulting in a total EBCT of 3 minutes. The HB 56 pilot testing is ongoing and expected to continue through the first quarter of 2018.

Based on the HB 56 pilot test results, IX treatment is ineffective alone in removing some target contaminants, such as PPCPs. IX also does not remove 1,4 Dioxane so AOP is required along with IX. The use of IX in combination with other treatment technologies such as GAC and UV/AOP are discussed in Section 9 and has merit in achieving 90 percent removal of the target contaminants.

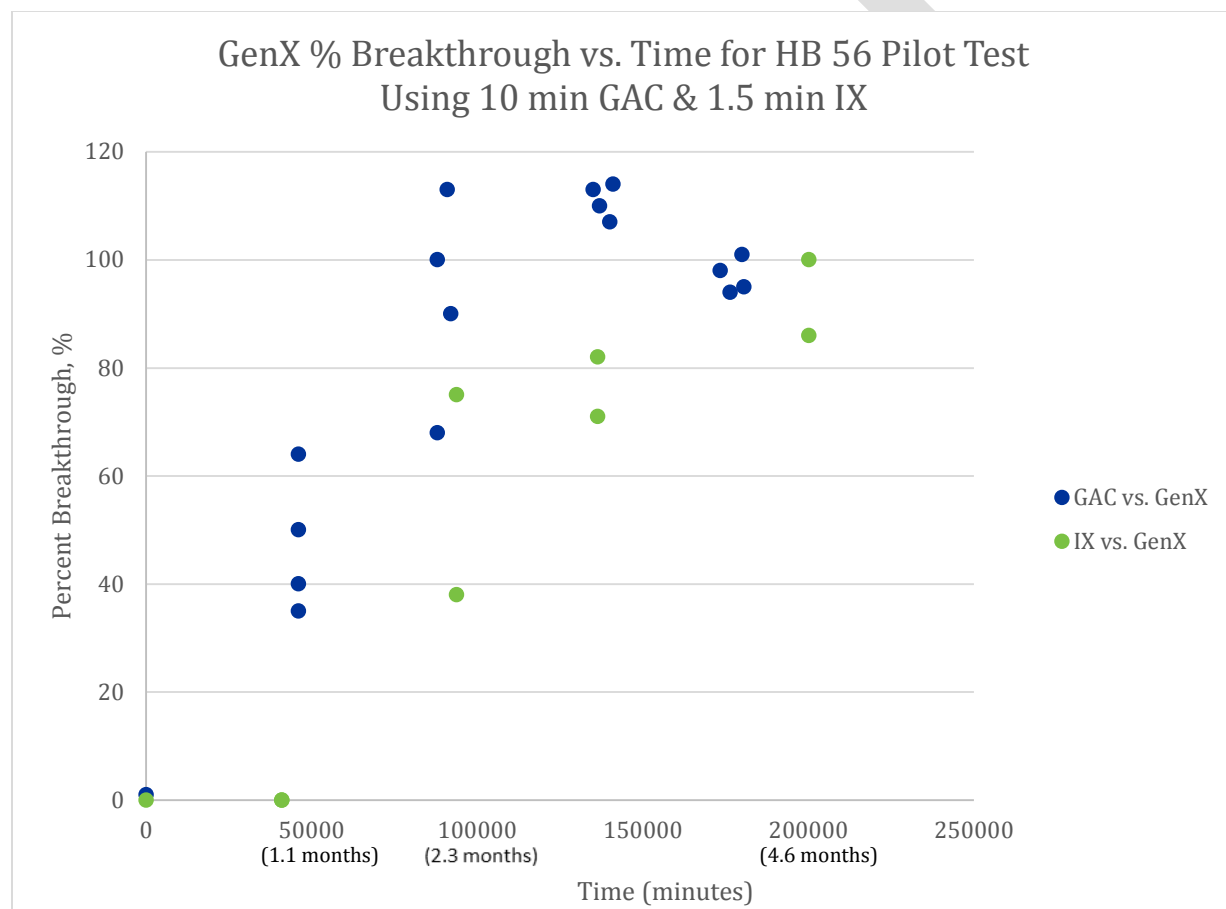


Figure 4-4
House Bill 56 Pilot Test Results for GenX Percent Removal with GAC and IX

4.3 Summary

Major advantages and disadvantages of IX treatment are listed in **Table 4-2**.

Table 4-2. Major Advantages and Disadvantages of Ion Exchange Treatment

Advantages	Disadvantages
Excellent Removal of Most PFAS – Better than GAC, especially for GenX	Not Effective for PPCPs hence GAC joint use with IX is needed if PPCP removal is desired
Extra Barrier for Anions – PFAS, organics, bromide, etc.	Spent IX resin requires disposal
Disinfection Byproduct Control (D/DBPR - Stages 1 and 2 and future 3/NDMA)	Not effective for 1,4 Dioxane hence AOP is required along with the IX

Section 5

Reverse Osmosis

5.1 Process Description

In reverse osmosis (RO), water molecules pass through a semi-permeable membrane (permeate) in the direction opposite of natural osmosis (fluid with low concentration diffusing into a fluid of higher concentration in an effort to reach equilibrium) by applying a hydrostatic pressure greater than the osmotic pressure. The rate water molecules diffuse through the membrane is higher than the rate salts, metals, and contaminants diffuse through the membranes, so the result is permeate with a lower concentration of dissolved constituents. RO can be implemented after the granular media filters at the Northwest WTP to reduce dissolved contaminants as shown in **Figure 5-1**.

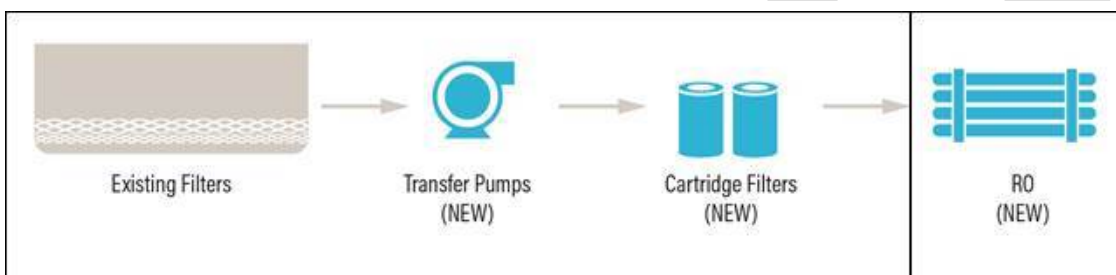


Figure 5-1
Post-Filter RO Process Flow Schematic

Figure 5-2 provides an example of a treatment process schematic for a two- or three-stage RO system treating feedwater with minimal suspended solids. Similar RO systems are used extensively throughout the United States to remove total dissolved solids, hardness, metals, color, organics and radionuclides. Hundreds of RO facilities have been constructed to treat brackish or hard water to augment scarce water supplies. RO treatment plants range in capacity from a few hundred gallons per minute (gpm) to 100 mgd.

RO systems use a semi-permeable membrane that rejects dissolved ions, organics, and metals using a combination of ionic charge and molecular size. The RO membranes being proposed for this project and being tested in the pilot study are standard commercially available brackish water RO membranes rated for 99.3 percent rejection of a standard 2000 mg/L sodium chloride salt solution; this is considered a high rejection, broad spectrum RO membrane. Computer models provided by each membrane manufacturer are used to estimate treated water quality for major ions and pressures, but the rejection characteristics of trace contaminants is determined from pilot tests and full-scale operational data.

The associated pilot test of RO at the Northwest WTP is using the same membrane material and configuration as a potential full-scale system, but the membrane elements have only 80 to 85 ft² of membrane area compared to 400 to 440 ft² of membrane area for a standard 8-inch diameter by 40-inch long RO element. The computer-based simulation and projection for the Toray TMG10D RO membrane being used in the pilot study at the Northwest WTP is attached as

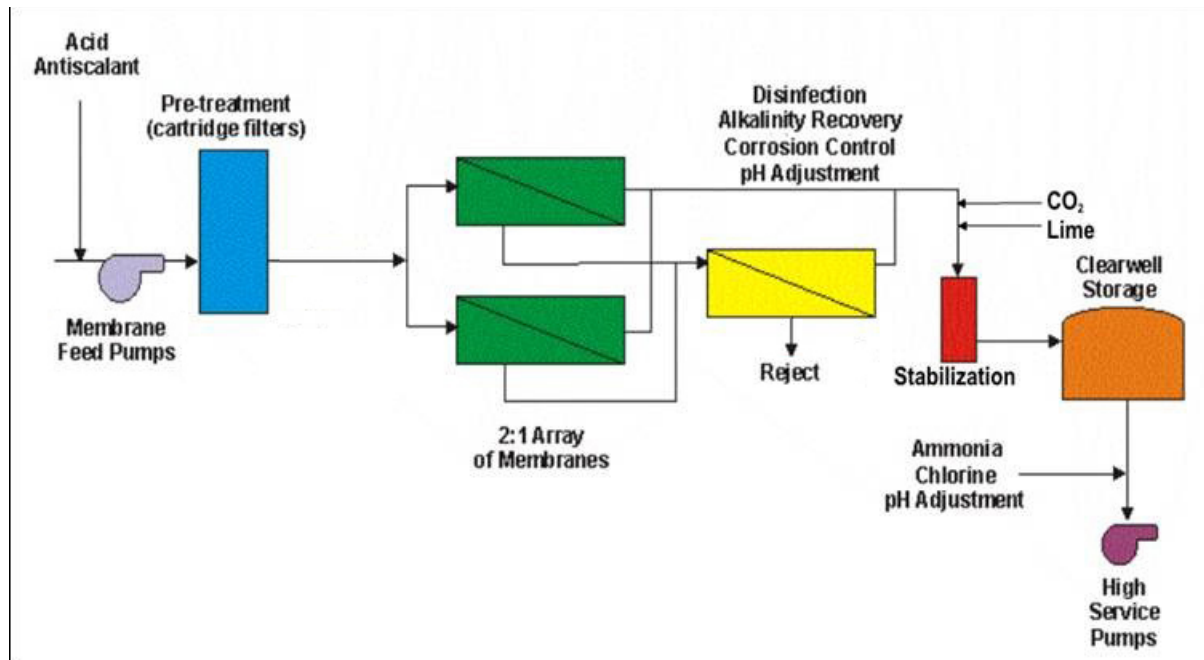


Figure 5-2
RO Process Schematic Example

RO systems require feedwater with low concentrations of suspended solids to avoid fouling the membranes. RO membranes operate in cross-flow mode; there is a constant residual stream of concentrated salts and contaminants discharged from the RO units (10 to 20 percent of feedwater). The system operates at an average flux of 15 gallons per day per square foot (gfd) so a 36-mgd facility requires approximately 2,400,000 ft² of membrane which is contained in 6000 standard 8-inch diameter by 40-inch long spiral-wound RO elements. Typically, 6 to 8 elements are contained in a pressure vessel that has a feed port, residual port and a permeate port.

Typical large municipal RO units have 2 to 5 mgd of permeate capacity with the size depending on the number of units needed for turndown capacity, desirable feedwater pump size, etc. The RO units have stacked 8-inch diameter pressure vessels and are approximately 25 feet long and the width varies from 10 feet for a 1-mgd unit to 15 to 20 feet for a 5-mgd unit. The height can also be varied from 6 to 20 feet above the floor to reduce the overall floor space needed for the RO units.

As the water permeates through the membranes, the salts become more concentrated on the feedwater side and become saturated. The salts, metals, and minerals are kept in the dissolved state using scale inhibitors and pH adjustment to prevent precipitation. Cape Fear River water has low concentrations of dissolved salts and hardness, so the precipitation potential is reduced. Since the source water is treated with alum, the main precipitation concern is colloidal aluminum fouling the membranes. The flux, feedwater dissolved solids, recovery, membrane salt rejection, and membrane age are the main factors affecting feedwater pressure; for the Northwest WTP RO system, the feedwater pressure is expected to be less than 130 pounds per square inch (psi).

The residual stream from the RO has the concentrated minerals and salts in the feedwater, but the TDS concentration for the Northwest WTP will be less than 1300 mg/L, which is significantly less than the concentration that has any effect on effluent toxicity.

Equipment included in RO treatment are shown on **Figures 5-3 through 5-5.**



Figure 5-3
Horizontal Cartridge Filter



Figure 5-4
Horizontal Split Case RO Feed Pumps



Figure 5-5
Two-Stage RO Membrane Skids Using Standard 8-Inch Diameter Pressure Vessels

In contrast to the GAC option, RO requires 10 to 20 percent more feedwater than the required permeate flow to account for the discharge of a concentrated residual flow. It is assumed that the brine concentrate would be discharged as a river outfall, which would require an NPDES permit. The RO effluent also has low pH with minimal hardness and total dissolved solids, and will require pH adjustment and addition of calcium and alkalinity to reduce its corrosivity.

For the Northwest WTP, the following major components are needed for a low-pressure RO treatment system with 36-mgd permeate capacity:

- Seven duty 5.15-mgd permeate capacity 3-stage (70:35:18 array based on 400 ft² membrane elements) RO units and one stand-by 5.15-mgd permeate capacity 3-stage RO unit
- Eight 500-horsepower (hp) RO feedwater pumps rated at 135 psi total dynamic head (TDH) @ 5.65 mgd and 75 percent pump efficiency
- Eight 5.15-mgd, 5-micron feedwater cartridge filters
- 4000-pound-per-day (lb/day) emulsified lime chemical feed system for 20 mg/L of alkalinity
- 5500-lb/day carbon dioxide feed system for final pH of 7.4
- 700- lb/day scale inhibitor (antiscalant) feed system
- Permeate Storage for RO System Flushing

- RO Membrane Clean-in-Place (CIP) system
- Brine discharge force main using residual RO pressure
- 15,000-ft² Building for RO equipment and ancillary facilities

Initial start-up conditions indicate that the RO feedwater pressure is approximately 100 psi. It was assumed that the ultimate pressure may reach 150 psi for 7-year-old fouled membranes treating colder water. This condition requires a 500-hp pump which is reasonable for 480-VAC variable frequency drives (VFDs). A typical layout of an RO equipment building is shown on **Figure 5-6**.

Each RO unit has a narrow operating range (4.5 to 5.2 mgd). Flow variation is obtained by starting and stopping the units. The potential for biological fouling is minimized when the RO units are operating. When the RO units are offline due to reduced demand, the units have to be flushed periodically with permeate to inhibit biological activity.

The operational manhours for control of RO systems is relatively low due to modern control and automation systems. Operators set the recovery within an approved design range (80 to 90 percent for a 3-stage system) and set the desired flow rate (4.5 to 5.2 mgd per skid). The system modulates the concentrate valve to maintain the target recovery ratio (permeate flow/feedwater flow). The feedwater pump VFD will adjust the pump speed to provide the required feedwater flow and pressure to achieve the required permeate flow.

Computer models are used to estimate treated water quality of major ions and pressures, but the rejection characteristics of trace contaminants are determined from pilot tests and full-scale operational data. Pilot tests use the same membrane material and configuration as the full-scale system, but the membrane elements have only 80 to 85 ft² of membrane area compared to 400 to 440 ft² of membrane area for a standard 8-inch diameter by 40-inch long RO element.

5.2 Application Experience

Dickinson and Higgins (2016) indicate that RO is effective at removing both long and short chain PFAAs and PFSAAs, but would likely represent a higher initial capital cost. Their evaluation was based on two California potable water reuse sites that use the following membranes:

- Polyamide Hydranautics ESPA2 membranes in a three-stage array with 12 gfd flux rate and 85 percent recovery
- Toray and Hydranautics RO membranes with a flux rate of 11.6 to 11.9 gfd and 80 percent recovery

All PFASs were below the method reporting limits in the RO permeate.

Pilot testing of RO, prior to chlorine disinfection is being conducted at the Northwest WTP. RO is expected to remove the majority of CECs present to acceptable levels. There is typically some passage of N-Nitrosodimethylamine (NDMA), 1,4-dioxane, and the following PPCPs: tris(2-chloroethyl) phosphate (TCEP), tris (1-chloro-2-propyl) phosphate (TCPP), tris(1,3-dichloroisopropyl)phosphate (TDCPP), triclosan, and N,N-Diethyl-meta-toluamide (DEET).

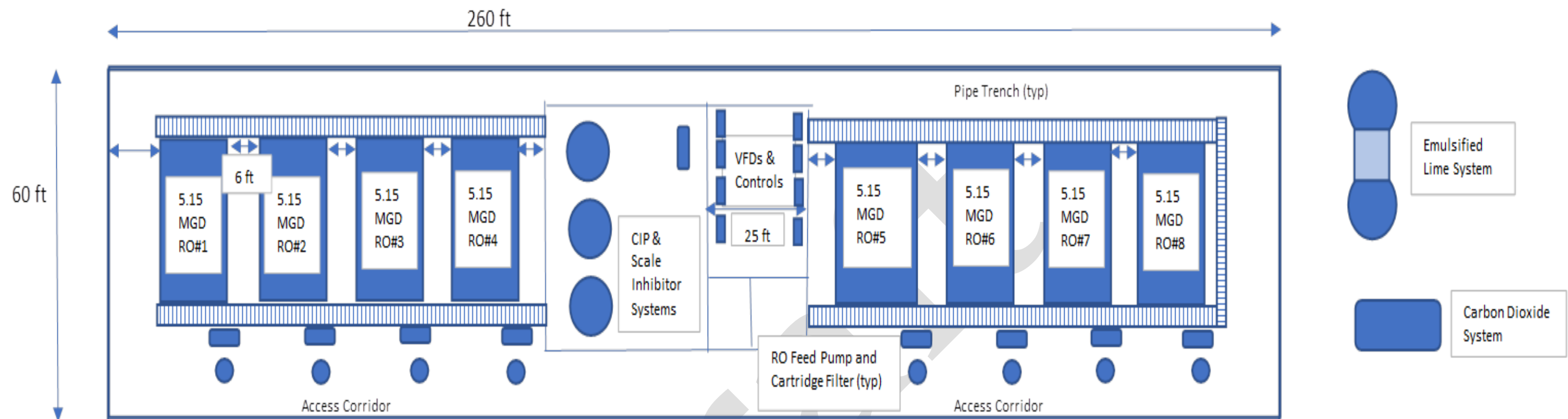


Figure 5-6
Typical 36-mgd RO Equipment Building

It should be noted that the HB 56 study did not evaluate membrane treatment technology such as nanofiltration (NF) or RO. Low pressure RO/nanofiltration (LPRO/NF) was eliminated from the study during the desktop alternative analysis because of the perceived challenges for permitting the waste discharge, the higher cost and the additional property that the Sweeney WTP would need to purchase. It would also be unusual to pair LPRO/NF with ozone biofiltration, an advanced oxidation treatment technique utilized at the Sweeney WTP. Therefore, the early conclusion to eliminate LPRO/NF from consideration was specific to the Sweeney WTP and should not be applied to the Northwest WTP.

5.3 Summary

Advantages and disadvantages associated with RO treatment are listed in **Table 5-1**.

Table 5-1. Advantages and Disadvantages of RO Treatment

Advantages	Disadvantages
Best Technology for removing PFAS - will give non-detect for the largest number of parameters	Higher capital cost than GAC or IX
Barrier Approach – effluent contaminant concentrations will not rise as significantly with time of use or have breakthrough potential as much as is possible with GAC and IX	<ul style="list-style-type: none"> ■ O&M Needs for RO membrane systems include annual or semi-annual chemical cleaning of the membrane elements while in the pressure vessels. ■ Periodic flushing of the membranes with permeate when RO Units are off-line for more than 1 day ■ Fouling potential
Barrier to pathogens although need to add tracers to feedwater to verify integrity	Permeate requires stabilization with calcium, alkalinity and orthophosphate to minimize the corrosion potential
Reduces TOC so the Disinfection Byproduct formation potential is minimal. (D/DBPR - Stages 1 and 2 and future 3/NDMA)	RO concentrate with the dissolved solids in the feedwater requires disposal and a NPDES Permit
Greatest protection from future unidentified PFAS	
Lower O&M costs than GAC	

Section 6

Ozone with Biofiltration

6.1 Process Description

Ozonation of the settled water is intended to provide primary disinfection for *Giardia* and virus inactivation, taste and odor control, and enhance the downstream biological filtration process for both particle removal and disinfection by-product precursor reduction. With biofiltration, GAC migrates from adsorption to biofiltration after several months of operation. Ozonation makes more of the natural organic material biodegradable. **Figure 6-1** illustrates the impact of GAC in removing TOC over time. The ozonation process reduces the demand on the GAC media. A process schematic for implementing ozone with biofiltration at the Northwest WTP is shown on **Figure 6-2**.

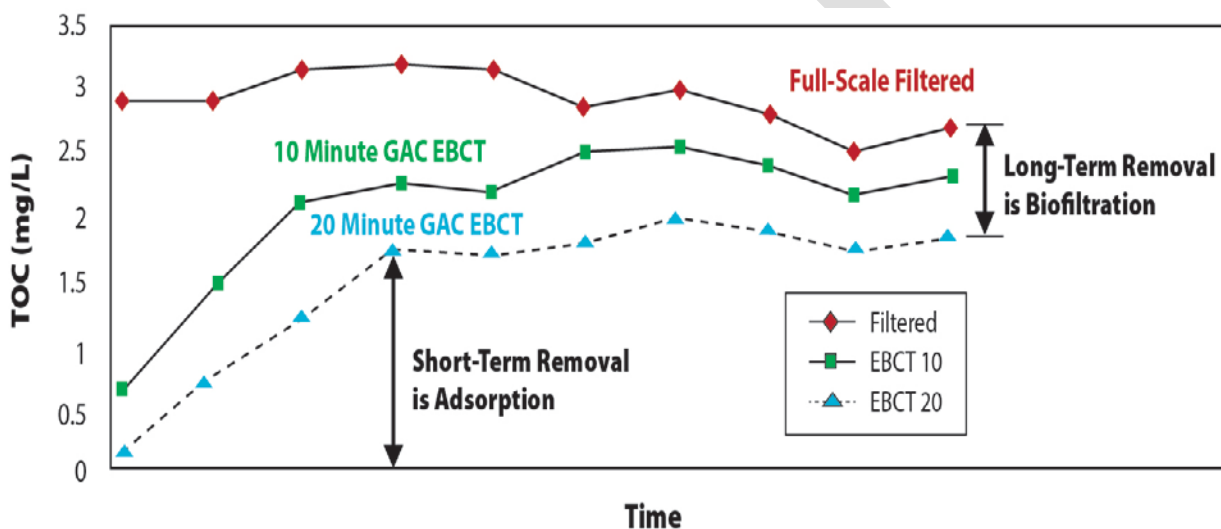


Figure 6-1
Example of TOC Removal Impact of Biofiltration

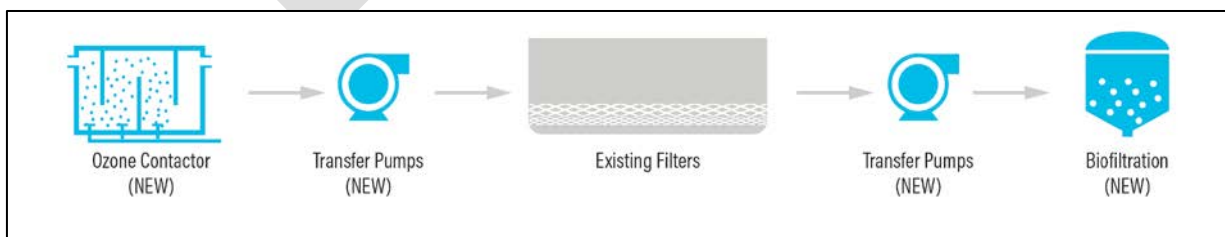
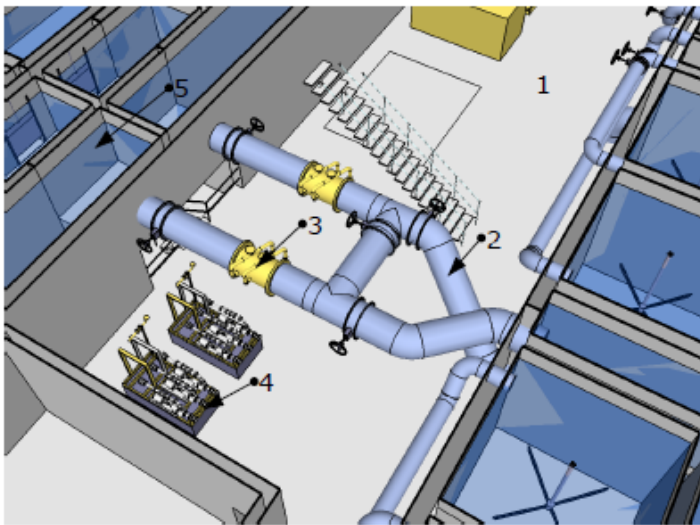


Figure 6-2
Process Flow Schematic with Ozone/Biofiltration

6.1.1 Ozone System

The possible ozone system for the Northwest WTP would include a high concentration ozone generation system using liquid oxygen (LOX) as the feed gas. The recommended contacting system would be a horizontal flash mixer followed by a serpentine contactor. The ozone dissolution and contacting system would use sidestream injection, in lieu of traditional fine-bubble diffusers, to enhance treatment performance and minimize the need for confined-space entry to the contactor for diffuser maintenance. A key advantage of the flash reactor sidestream injection technology, used either in a horizontal or vertical configuration, is that it does not require hydrostatic pressure (typically 18-20 feet) to achieve reasonable ozone mass transfer rates, as do fine-bubble diffusion systems, and hence, can be used in combination with shallow-depth ozone contactors.

Figure 6-3 provides an example of a plan and section view of a horizontal pipe flash reactor dissolution system. The flash reactors are installed on the two settled water pipes. Each pipe discharges into an ozone contactor train. Internal baffles are positioned upstream and downstream of the flash reactor to prevent migration of accumulated ozone gas in the horizontal pipe during low plant flow conditions. A bypass is provided between the pipes to transfer settled water flow from one contactor train to another.



- 1 OZONE GENERATOR ROOM
- 2 36" SETTLED WATER PIPE (2)
- 3 36" OZONE FLASH REACTOR (2)
- 4 SIDESTREAM INJECTION PUMP SKID (2)
- 5 INTERMEDIATE OZONE CONTACTOR (2)

Figure 6-3
Example of Horizontal Ozone Flash Reactor and Contacting System

The ozone system consists of the following major components:

- LOX storage and feed gas system
- Ambient-air vaporizers
- Ozone generation and cooling water system
- Mazzei flash reactors (one per contactor train)
- Injection skids (with redundant pumps and injectors)

- Ozone dissolution and contacting system
- Ozone offgas system

Figure 6-4 provides a photograph of the vertical LOX tanks and ambient air vaporizers at the Corbalis WTP in Virginia. Vertical tanks are often used when limited space is a constraint. The tanks are filled from both the top and bottom to control internal pressure build-up. The vaporizers are simple tube-and-fin heat exchangers that use atmospheric heat collected at the fins to vaporize the LOX as it passes through the tubes. The process slowly builds ice on the vaporizers as moisture in the air freezes to the cold fins. Consequently, the vaporizers must be alternated at timed intervals (typically every 4 to 8 hours) to allow for a defrost cycle.



Figure 6-4
Vertical LOX Tanks and Ambient Air Vaporizers at Corbalis WTP

Qualified manufacturers for providing ozone generation equipment include: Ozonia, ITT-WEDECO, and Fuji Electric. **Figure 6-5** provides a photograph of the Ozonia generators and power supply units at the Corbalis WTP. These types of generators are classified as high concentration, medium frequency, tube- and shell-style generators. The generators typically operate economically at an ozone-in-oxygen concentration of 10 to 12 percent by weight, but can increase ozone production output by 30 to 40 percent by decreasing the ozone concentration to 6 to 8 percent, albeit at a more costly rate of oxygen usage.

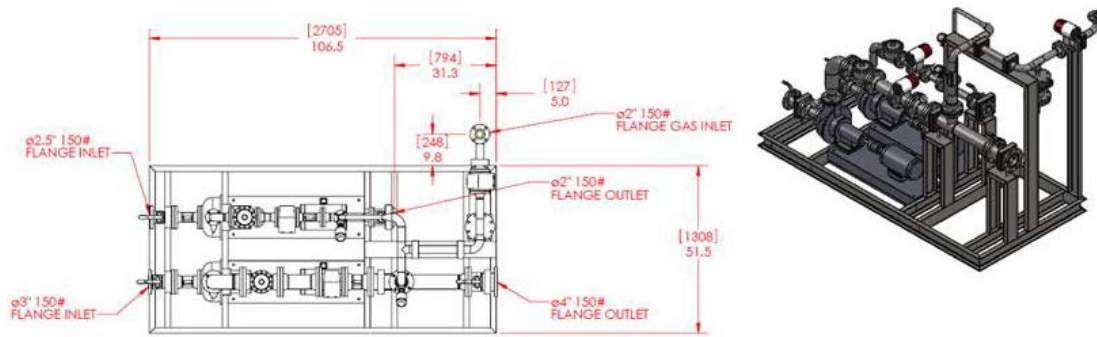


Figure 6-5
Ozone Generators at Corbalis WTP

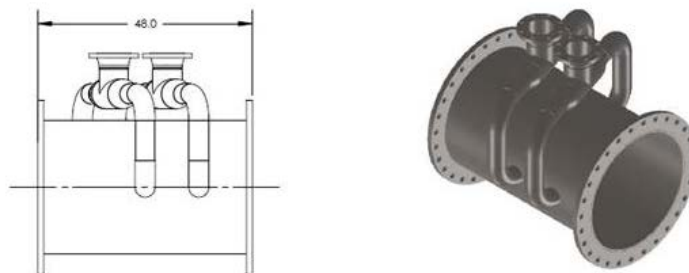
A schematic of the Mazzei flash reactor and sidestream injection booster pump skids, and a photograph of a typical ozone off-gas destruct unit are presented in **Figures 6-6 and 6-7**, respectively.

For the Northwest WTP, the ozone generation room, flash reactor room and ozone offgas destruct room will be housed in a new ozone building. The ozone contacting basins are proposed to be located outside, and adjacent to the ozone building. The ozonated water will flow to ozone contactor trains with a serpentine baffle layout, and exit through an outlet gate. Post-ozone treatment chemicals will be added in a chemical mixing chamber near the outlet of each ozone contactor train using a pumped injection mixing system.

The ozone sample gallery will include ozone residual sample piping and analyzers for each contactor train. Ozone residual sample collection taps will be provided at the beginning, middle and end of each pass of the serpentine contactor trains. Sample probes will be provided with the capability to move the sample probe from one tap to another to respond to changing ozone residual profiles, as water moves through the contactors under different flow or water temperature conditions.



A. Mazzei Sidestream Booster Pump and Injection Skid



B. Mazzei Flash Reactor (with 4 nozzles)

Figure 6-6
Typical Flash Reactor and Sidestream Injection Pump Skids (Mazzei Injector Corporation)



Figure 6-7
Ozone Offgas Blower and Destruct Unit Skid at Fairfax Water Corbalis WTP

Ozone is a hazardous gas, so the design will include control measures such as ambient ozone and oxygen monitors to automatically shut down the system in the event of a leak.

6.1.2 Biological Filtration

The biological filtration process serves the dual purpose of particle removal and removal of biodegradable organic carbon through biological oxidation. Particle removal across a biological filter is achieved in the same way as a non-biological (chlorinated) filter—that is, by particle transport and attachment to filter media. The efficiency of particle or turbidity removal depends to a large extent on coagulation chemistry and the efficiency of the upstream clarification process.

Biological filtration is often used downstream of ozonation for removal of biodegradable ozone byproducts such as aldehydes and ketoacids. These byproducts are easily biodegradable and so enhance biological activity within the filter bed for removing other biodegradable organic compounds. Removal of these compounds reduces the potential for bacterial regrowth in the distribution system.

Ozone-enhanced biological filtration is also effective in removing algal-derived taste and odor (T&O) causing compounds for warm water conditions (including MIB and geosmin) and can reduce disinfection by-products by removing precursor material.

6.2 Application Experience

The ozone-biofiltration process is currently used at the Sweeney WTP and at the Cary-Apex WTP on the Cape Fear River (Cary-Apex being upstream on Jordan Lake). Ozone-biofiltration is widely used surface water treatment approach both in the region and nationally, including WTPs in Raleigh, Asheville, Greenville, Fairfax, Henrico, among others. Ozone is not typically implemented for removal of the primary TC (PFAS), but rather for partial removal of organic matter, PPCPs and EDCs, and for taste and odor issues. Ozone also has the benefit of oxidizing 1,4-Dioxane. The Sweeney WTP has been reported to remove approximately 60 to 70% of 1,4-Dioxane at typical influent concentrations.

Implementation of ozonation prior to GAC serves as an oxidizing phase that reduces the GAC removal requirements, hence reducing GAC media changeout frequency and costs. However, ozone with biofiltration alone is ineffective in removing the primary TC (PFAS). Ozone with biofiltration plus post-filter GAC is discussed in Section 9 and has merit in achieving more than 90 percent reduction of most of the TC.

6.3 Summary

Major advantages and disadvantages associated with ozone and biofiltration treatment are provided in **Table 6-1**.

Table 6-1. Major Advantages and Disadvantages of Ozone and Biofiltration Treatment

Advantages	Disadvantages
Extra barrier – ozone gives some oxidation of 1,4-Dioxane – especially if add H_2O_2 for AOP	Cost and complexity to operate
OBF removes biodegradable ozone byproducts such as carboxylic acids and aldehydes – bulk TOC removal	Ozone forms some NDMA (but lowers FP) and NDMA formed can be biodegraded
Removals of some SOC/PPCPs	OBF does not remove PFAS well (still need post treatment) – more an alternate to UV-AOP in this case
Longer GAC life for bulk organics	
Additional disinfection (SWTR)	
Taste & Odor/Aesthetics	
Disinfection byproduct control (D/DBPR)	

Section 7

UV/AOP

7.1 Process Description

Advanced Oxidation Process (AOP) is used in conjunction with UV to remove compounds that are not fully removed by granular activated carbon (GAC), ion exchange (IX), or reverse osmosis (RO). Accordingly, AOP is particularly useful for compounds such as:

- 1,4-Dioxane
- NDMA

Hence, the implementation of UV/AOP downstream of GAC and IX treatment is being considered at the Northwest WTP, along with possible future use downstream of RO. UV/AOP is not included downstream of RO (Section 9) because RO is expected to provide about 90-percent removal of 1,4-dioxane and because NDMA levels were very low in prior sampling under the EPA Unregulated Contaminant Monitoring Rule (UCMR) program. This assumption will be checked against the pilot data when it is available. The potential process flow schematic for the addition of UV/AOP at the Northwest WTP is shown on **Figure 7-1**.

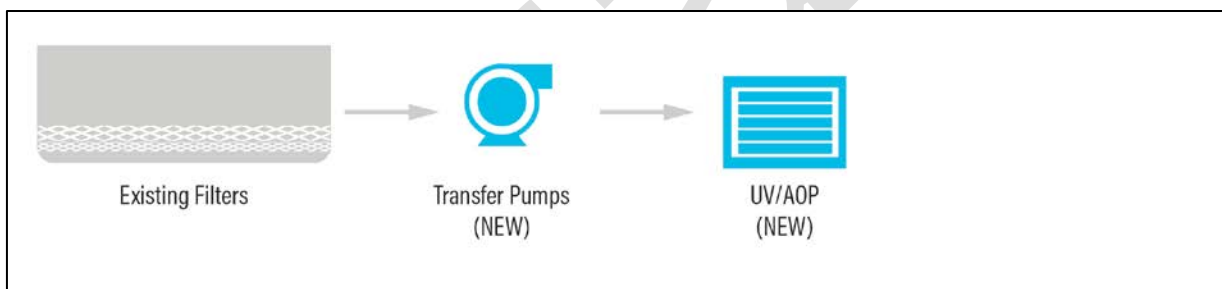


Figure 7-1
Post-Filter UV/AOP Process Flow Schematic

7.1.1 AOP

AOP relies on the formation of hydroxyl radicals or chlorine radicals to degrade chemical contaminants, usually through the application of peroxide or chlorine in drinking water treatment. At low pH, chlorine reacts with UV to create hydroxyl and chlorine radicals. The chlorine-AOP reaction is highly pH dependent. For this application, the estimated dosage requirement is 10 mg/L for peroxide and 5 mg/L for chlorine. If this technology is selected then a more detailed analysis of chemical and UV dosing will be needed to optimize the treatment.

AOP can be achieved with ozone-peroxide as well as with UV-peroxide. Consequently, the ozone option as described in Section 6 can provide AOP, and is hence an option for 1,4-dioxane control as is the UV-AOP option discussed in this Section.

7.1.2 Ultraviolet Disinfection

Two types of UV reactors are commercially available for municipal drinking water treatment applications: low pressure high output (LPHO) and medium pressure (MP) reactors. There are significant differences in capital and operating costs for these systems, with LPHO systems typically having higher capital costs and lower O&M costs than MP systems. In addition, the electrical requirements can be 2 to 3 times higher for MP systems than LPHO systems, due to differences in the germicidal efficiency of the UV lamps used. Consequently, these systems are typically pre-selected by the owner based on an evaluated bid and life-cycle cost approach so that the UV system can be efficiently designed around the selected vendor and UV equipment system during final design.

UV transmittance (UVT) is the most critical design parameter for sizing UV reactors. Other design parameters that affect sizing and configuration of the UV system include the combined lamp aging and fouling (CAF) factor and maximum head loss across the UV reactor. RO produces a high-quality discharge that reduces the power demand of the UV reactor. For this application, the UV dose is estimated to be approximately 0.5 kilowatt-hour (kW-hr) per 1,000 gallons.

Commercially available UV reactors for drinking water applications are closed-vessel designs installed in pressurized pipelines. The primary components of a closed-vessel UV reactor include:

- UV reactor vessel
- UV lamps
- Quartz sleeves (enclosing the lamps)
- Lamp ballasts
- UV intensity sensors
- Flow and UVT sensors
- Temperature-flow sensors
- Lamp cleaning system

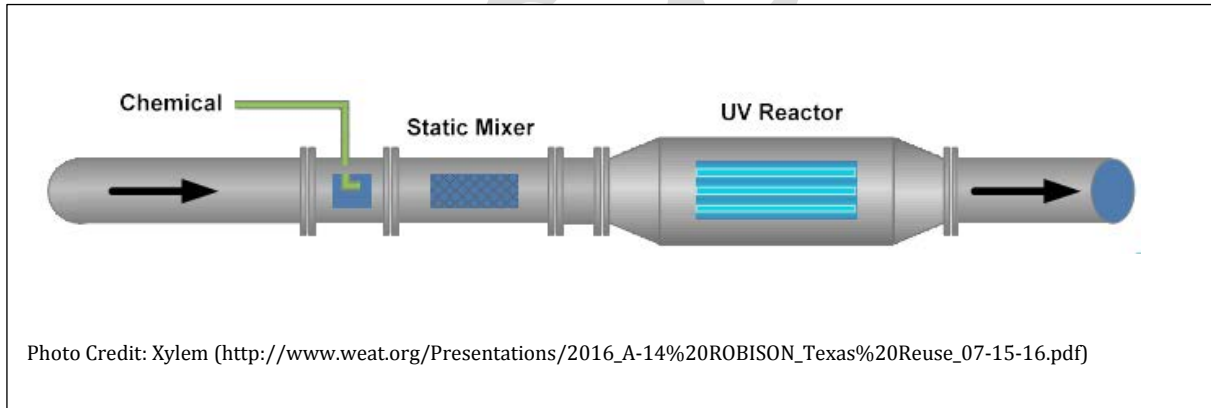
The four major UV equipment suppliers for municipal UV drinking water applications in the United States are Calgon, ITT-WEDECO (Xylem), and Trojan Technologies. **Table 7-1** presents a comparison of the types of UV systems (MP vs. LPHO) and design features for large UV reactors offered by these companies. An example of a UV reactor configuration is shown on **Figure 7-2**.

Each UV treatment train consists of the following components:

- UV piping system to receive water
- Flow meter
- UV (MP or LPHO) reactor
- Outlet control valve for automatic start-up and shutdown of the UV trains and for flow modulation, as necessary, to maintain flows below validated setpoint limits.
- Weir chambers to receive UV-treated flows from each UV train.

Table 7-1. Major UV System Suppliers and UV Reactor Design Features

Description	Calgon Sentinel/ Chevron	WEDECO K143	Trojan Torrent	Ozonia Aquaray
Type of Reactor	MP	LPHO	LPHO	MP
Maximum Flange Size	48-inch diameter	48-inch diameter	48-inch diameter	36-inch diameter
Lamps per Bank	1 to 3	12	8	8, 10, 12
Banks per Reactor	1 to 3	2 to 12	2 to 6	1
Validated Flow Range	1-50 mgd	2-40 mgd	5-52 mgd	5.3 – 55.4 mgd
Lamp Type	MP	LPHO Amalgam	LPHO Amalgam	MP
Lamp Life	5,000 hr	12,000 hr	12,000 hr	10,000 hr
Cleaning System	Mechanical Wiper	Off-line Acid	Physchem Wiper	Mechanical Wiper
Sleeve Life	10 yrs	20 yrs	10 yrs	10 yrs
Lamps per Ballast	1	2	2	1
Ballast Life	15 yrs	5 yrs	10 yrs	10 yrs
UV sensors	1 / lamp	1 / bank	1 / bank	1 / lamp
UV sensor life	10 yrs	10 yrs	2 yrs	2 yrs
Power Supply	480 V, 60 Hz, 3 Ph	480 V, 60 Hz, 3 Ph	480 V, 60 Hz, 3 Ph	480 V, 60 Hz, 3 Ph

**Figure 7-2**
Example of UV-AOP Reactor

7.2 Application Experience

UV/AOP has not been widely implemented in drinking water treatment for the target contaminants. However, the technology has been widely applied to potable water reuse, particularly in the State of California. California regulations for indirect potable water reuse

(groundwater replenishment, subsurface application) requires implementation of RO and AOP for Full Advanced Treatment (FAT).¹

The first UV/AOP hypochlorite system was added to the Terminal Island Water Reclamation Plant and Advanced Water Purification Facility in San Pedro, California.² The AOP specifications included 6-log virus credit, 0.5 log 1,4-dioxane removal, and less than 10 ppt NDMA in effluent with a UV dose of 920 mJ/cm² and free chlorine dose of 2 to 4 mg/L.³

UV/AOP has also been added downstream of the RO process at the Leo J. Vander Lands Advanced Water Treatment Facility in Long Beach, California. AOP has been incorporated through the addition of up to 3.5 mg/L of peroxide. The UV/AOP system is designed to achieve a net log removal of NDMA between 1.62 to 2.03 and a 0.5 log reduction of 1,4 dioxane.⁴

Bench scale testing of UV/AOP is currently being conducted at the Northwest WTP to meet the following objectives:

- Evaluate whether UV/AOP using chlorine can be used to remove 1,4-dioxane, NDMA and/or PPCPs
- Evaluate temporal variability of treatment using UV/AOP with chlorine over three-time points, collected monthly

UV/AOP alone is not anticipated to remove the target contaminants. However, UV/AOP in combination with other treatment technologies, such as GAC and GAC/IX, may have merit in removing approximately 90 percent of most of the target contaminants and is being considered for the Northwest WTP, as discussed in Section 9.

7.3 Summary

Major advantages and disadvantages of UV/AOP treatment are listed in **Table 7-2**.

Table 7-2. Major Advantages and Disadvantages of UV/AOP Treatment

Advantages	Disadvantages
Oxidant Barrier – mainly for 1,4 Dioxane, NDMA	Power Requirement / O&M Cost
Removals of some SOC/PPCPs	UV/AOP does not remove PFAS well (still need other post treatment)
Additional Disinfection/Pathogen Inactivation	
Taste & Odor/Aesthetics	
Disinfection Byproduct Control (D/DBPR)	

¹https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/lawbook/RWregulations_20140618.pdf (Last accessed February 27, 2018)

² https://watereuse.org/wp-content/uploads/2017/04/WateReuse-OC-Newsletter-2017.1_Spring_Summer.pdf (Last accessed February 27, 2018)

³ http://www.weat.org/Presentations/2016_A-14%20ROBISON_Texas%20Reuse_07-15-16.pdf (Last accessed February 27, 2018)

⁴ <http://www.spi-engineering.com/wp-content/uploads/2016/03/2016-AWWA-Wesner-LVL.pdf> (Last accessed February 27, 2018)

Section 8

Existing Facilities Expansion

The Northwest WTP is currently rated at a finished water treatment capacity of 24 mgd. The County has approached the need to expand the Northwest WTP through a three-phased process, and has previously completed Phase 1 (2011) and 2 (2015) of the expansion. With the completion of the upcoming Phase 3, the Northwest WTP will be ready to be rated at 36-mgd finished water capacity.

The purpose of this section is to describe the major facilities that will need to be expanded for the Phase 3 Northwest WTP Improvements Project. The Phase 3 scope of work was evaluated in 2010 and then again in 2014, with modifications to the future planned improvements being made with each update. With the recent discovery of GenX, Nafion by-products, and other emerging contaminants, and the associated need to add advanced treatment technologies to the Northwest WTP, the scope of Phase 3 again requires modifications. Advanced treatment technologies that are being considered as part of the expansion and their associated costs are discussed in Section 9. This section discusses elements of the expansion that are required regardless of the advanced treatment technology selected. The plant expansion is illustrated on **Figure 8-1**.

8.1 Parallel Raw Water Transmission Main

Raw water for the Northwest WTP is purchased from the Lower Cape Fear Water and Sewer Authority (LCFWASA). The water is conveyed by the Kings Bluff Pump Station, which is located upstream of Lock and Dam No 1, through a 48-inch diameter main, to a 3-million-gallon ground storage tank. Raw water is then conveyed by gravity through 48-inch and 36-inch diameter raw water mains to the Northwest WTP. Based on previous studies, the County has planned for a new parallel raw water main extending approximately 1,860 feet to feed the rapid mix basins. The planning-level opinion of probable capital cost estimate for the parallel raw water transmission main including 30-percent contingency is \$1.1 million.

8.2 New Rapid Mix and Raw Water Flow Meters

The addition of new centralized rapid mixing and raw water flow meters is included as part of the Northwest WTP upgrade and expansion to provide efficient use of coagulant chemicals and to initiate coagulation upstream of the basins converted to Superpulsators® as shown on the site plan. Three rapid mixers are included for firm capacity equal to the Superpulsators® capacity even when one mixer is out of service. Each rapid mixer will have an upstream flow meter for metered pacing of coagulant chemicals. The rapid mixers are sized for 1 minute of contact time in the mixer with variable speed drives for controlling mixing intensity. Coagulation continues in the piping and vacuum chambers downstream of the mixers. The planning-level opinion of probable capital cost estimate for the rapid mixers and flow meters including 30-percent contingency is \$2.9 million.

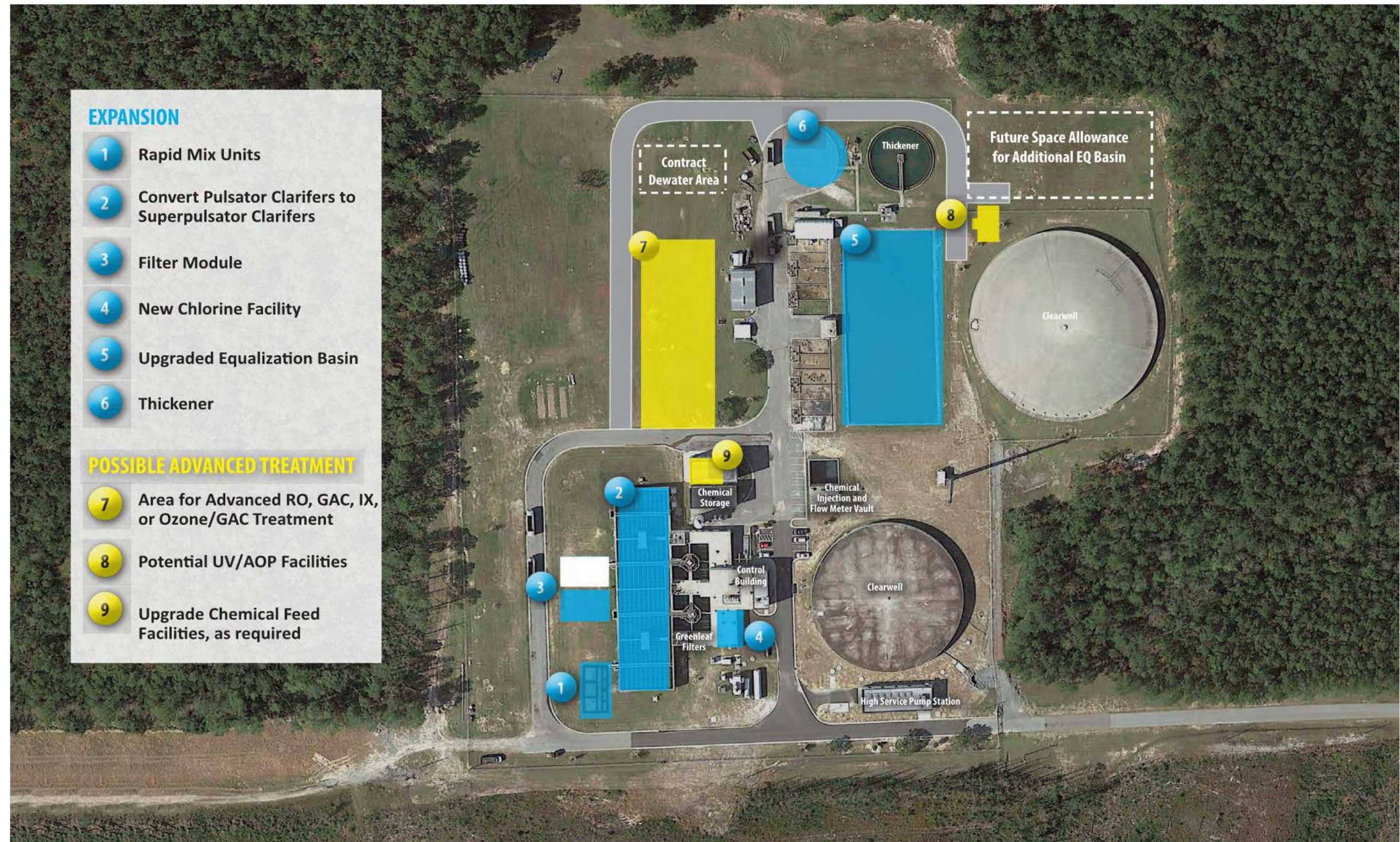


Figure 8-1 – Site Plan

8.3 Conversion of Existing Pulsator® Clarifiers to Superpulsators®

The Northwest WTP has two Pulsator upflow clarifier treatment trains with two clarification units in each train; each unit is rated at 6 mgd. To provide sufficient capacity for the expansion, the existing Pulsators® will need to be converted to Superpulsators®. The conversion to Superpulsators® will include the following improvements based on previous recommendations provided by the manufacturer:

- Retrofit with inclined plates
- Replacement of 8-inch circular collection pipe laterals with 12-inch laterals

Hydraulics will be checked in design and may result in raising of the Pulsator walls and the vacuum chamber walls, so cost is being carried for those items in case needed. Each Superpulsator® will have a capacity of up to 12 mgd with a hydraulic loading rate of up to 2 gpm/ft². The planning-level opinion of probable capital cost estimate for the conversion of the existing Pulsators® to Superpulsators®, including 30-percent contingency, is \$8.5 million.

8.4 Addition of Greenleaf Filters with Pumped Backwash and Air Scour

The capacity expansion requires installation of at least one additional Greenleaf filter module with pumped backwash and air scouring. Each Greenleaf filter module will have four cells as with the existing modules, each cell approximately 24 feet by 24 feet, similar to the existing Greenleaf filters. Each filter will have 9 inches of sand, and 18 inches of anthracite to match the existing filters. To provide the extra capacity for plant losses (backwashing, clarification blowdown, and concentrate loss in the RO option), the total amount to be filtered when producing a net capacity of 36 mgd would be about 39 mgd without RO and 43 mgd with RO using the current assumption of 3-stage RO. This results in the need to uprate the filters to 4.84 gpm/sf in all 3 filter modules. CDM Smith believes this will be acceptable and permissible due to the addition of advanced treatment (RO) to the overall treatment process. The planning-level opinion of probable capital cost estimate for one additional Greenleaf filter module with pumped backwash and air scouring, including 30-percent contingency, is \$9.7 million.

8.5 Chemical Storage and Feed Improvements

Chemical feeds through the Northwest WTP are listed in **Table 8-1**. Chlorine dioxide is used for oxidation and disinfection. Sodium hydroxide is fed to raise the pH. Polyaluminum chloride is the primary coagulant. Powdered activated carbon (PAC) is stored in a silo and added just as needed for taste and odor control. Coagulant aid polymer assists in holding together the Pulsator® sludge blanket. Sodium fluorosilicate is added as a fluoride source to help lessen customer tooth decay. Phosphate is for corrosion control and particularly Lead and Copper Rule Compliance. Chlorine is added for disinfection. Ammonia is added to react with the chlorine to form chloramines for a residual disinfectant carried into the distribution system that forms less disinfection byproducts than free chlorine.

Table 8-1. Chemicals Used at the Northwest WTP

Chemical	Application Points	Use
Chlorine Dioxide (Chlorine + Sodium Chlorite)	Pre-Rapid Mix Filter Influent Channel Post-filter	Oxidation Disinfection
Sodium Hydroxide (Caustic)	Rapid Mix Post-Filter	pH Adjustments
Polyaluminum Chloride (PAX)	Rapid Mix	Coagulation
Powdered Activated Carbon (PAC)	Rapid Mix	Taste and Odor Control (Infrequently Used)
Coagulant-Aid Polymer	Rapid Mix Effluent	Coagulation Aid
Sodium Fluorosilicate	Post-Filter in Clearwell Influent Piping	Fluoridation
Phosphate	Post-Filter in Clearwell Influent Piping	Corrosion Inhibition
Chlorine	Post-Clearwell	Disinfection
Ammonia	Post-Clearwell	Disinfection

The plant is designed for five 500-pounds-per-day (ppd) chlorine dioxide generators with four generators currently installed. There is one 10,000-gallon sodium chlorite tank. There are two 6,750-gallon caustic tanks and three 18,000-gallon PAX tanks. The PAC silo is 12-foot diameter by 19-foot-3-inch straight wall height. There is one 10,000-gallon phosphate tank.

The plant was recently expanded with storage capacity added to provide for the future expansion as shown in **Table 8-2**, with the exception of chlorine gas storage which requires both upgrade and expansion as discussed in Section 8.6. An allowance of \$400,000 is included in the probable capital cost for the expansion for improvements that may be necessary to increase the capacity of chemical feed equipment.

8.6 Upgrades to Chlorine Facility

The chlorine facilities require upgrades to increase capacity, add containment around the 1-ton cylinders, and to implement safety measures such as all-vacuum operation and scrubber addition. The exact location of the new chlorine room will be refined during preliminary design, and is currently planned to go in the room previously used for high service pumping. Additions are to include new all-vacuum system with four on-line cylinders on scales with automatic switchover to four more cylinders on scales, leak detection and scrubber. The planning-level opinion of probable capital cost estimate, including building addition to enclose the chlorine facilities and 30-percent contingencies, is \$1.6 million.

Table 8-2. Projected Chemical Needs and Bulk Storage Facilities

Chemical Storage Estimate for 36 MGD - Average Flow @ Chemical Use						
Chemical	Projected Average Flow Rate (mgd)	Average Concentration (mg/L)	lbs-chemical/day	30-day Storage Requirement	Units	Existing Storage
PAX-18	20.0	53	8,840	23,361	gallons	38,000
Caustic	20.0	12	2,002	9,295	gallons	15,000
Corrosion Inhibiter (Phosphate)	20.0	0.80	133	1,020	gallons	10,000
Sodium Chlorite	20.0	1.9	317	3,691	gallons	10,000
Chlorine*	20.0	4.7	784	12	tons	8
Ammonia**	20.0	0.8	133	2	tons	2.1
* Suggested discharge rate < 15lbs/hr – at least 6 one-ton tanks online with auto-switchover to 6 more ** Ammonia storage tank maximum 85% full						
Chemical Storage Estimate for 45 MGD - Average Flow @ Average Chemical Use						
Chemical	Projected Average Flow Rate (mgd)	Average Concentration (mg/L)	lbs-chemical/day	30-day Storage Requirement	Units	Existing Storage
PAX-18	25.0	53	11,051	29,014	gallons	38,000
Caustic	25.0	12	2,502	11,764	gallons	15,000
Corrosion Inhibiter (Phosphate)	25.0	0.80	167	1,281	gallons	10,000
Sodium Chlorite	25.0	1.9	396	4,638	gallons	10,000
Chlorine*	25.0	4.7	980	15	tons	8
Ammonia**	25.0	0.8	167	2	tons	2.1
* Suggested discharge rate < 15lbs/hr – 8 one-ton tanks online with auto-switchover to 8 more preliminarily ** Ammonia storage tank maximum 85% full						

8.7 Residuals Improvements

Currently, all sludge from the Pulsators®, all backwash wastewater and filter-to-waste water, and filtrate from the contract belt-press dewatering operations is conveyed to a 260-foot by 120-foot residuals equalization basin for equalization and settling (refer to **Figure 8-2**). These flows enter the basin through a common pipe on the east side. Settled solids are collected in the basin with a 12-inch diameter polyvinyl chloride (PVC) pipe with 2-inch perforations every 2 feet on the bottom of the basin spanning only 100 feet into the effluent side of the basins. A dry-pit pump station is used to pump the sludge from the residuals equalization basin to the 80-foot diameter thickener. Dry-pit sludge pumps are then used to pump sludge from the thickener to the contract belt filter presses where the sludge is dewatered and hauled off-site. The dewatering system is owned and operated by Synagro Technologies, Inc. Decant water from the equalization basin is

removed with a fixed 12-inch decanting pipe with 2-inch perforations on 1-foot centers. Decant from the equalization basin and decant from the thickener are conveyed to the NPDES discharge.



Figure 8-2
Residuals Equalization Basin

The 2014 Northwest Water Treatment Plant Phase II Improvements Study delineated residuals handling improvements that included adding sludge collectors to remove sludge from the floor of the existing equalization basin for the 36-mgd expansion. This approach, which is shown on **Figure 8-3** is still a valid option, though the alternatives are recommended to be limited to cable-driven devices as pneumatic-driven devices have been replaced in many locations due to excessive maintenance issues. For increased reliability, improved operations and to accommodate flows up to 45 mgd, a new (second) thickener is also recommended along with upgraded pumping to and from the thickener. The recycle pumps are currently not working and need replacement. The proposed improvements are shown on the site plan. The planning-level opinion of probable capital cost estimate for the recommended residuals improvements, including 30-percent contingencies, is \$4.3 million.

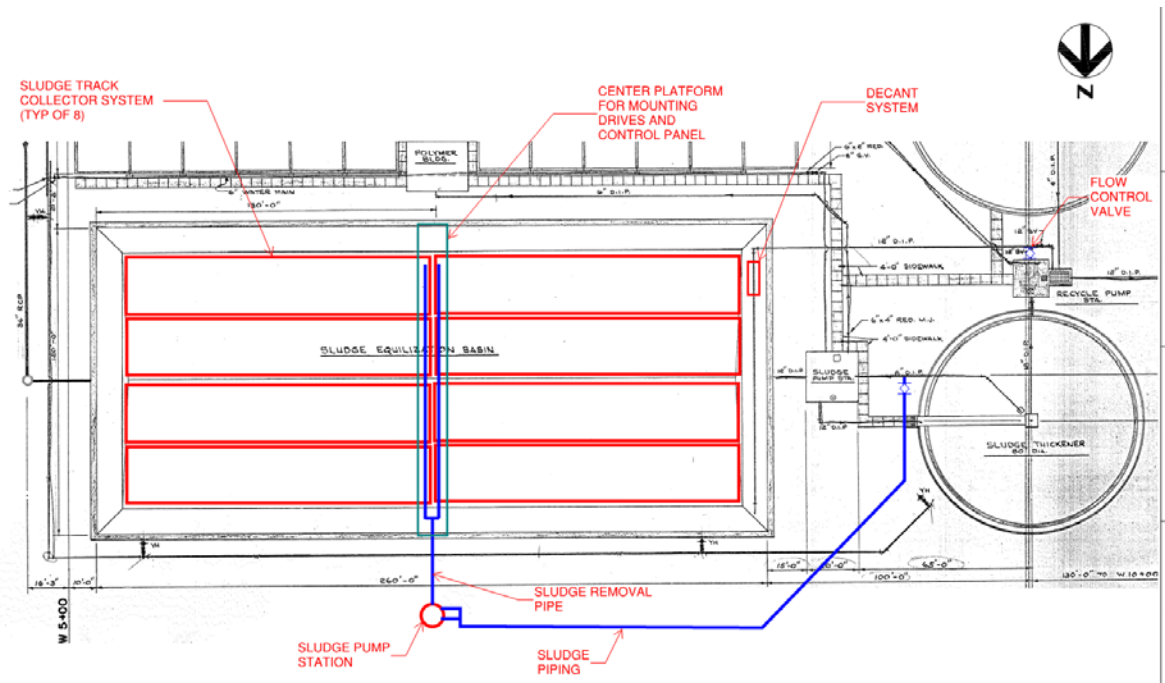


Figure 8-3
Modifications to Add Sludge Collectors to the Equalization Basin Per 2014 Northwest Water Treatment Plant Phase II Improvements Study

8.8 Electrical Improvements

The existing electrical system consists of a 3MVA utility transformer, a 2000kW generator, 4000A ATS, 2000A switchboard MSB, and 2000A switchboard HS with provision for temporary generator connection. It appears the existing electrical distribution system does not have the capacity for the expansion. The planning-level opinion of probable capital cost estimate for the electrical system is \$2.4 million for the expansion.

8.9 Miscellaneous Yard Piping and Site Work

Miscellaneous yard piping and site work will also be required as part of the expansion. This includes addressing hydraulic bottlenecks, including the need for additional piping between the rapid mix basins and the Pulsator basins. The planning-level opinion of probable capital cost estimate for the miscellaneous work, including 30-percent contingencies is \$4.5 million.

8.10 Summary

A summary of the planning-level opinion of probable capital costs for the expansion is provided in **Table 8-3**.

Table 8-3. Summary of Planning-Level Opinion of Probable Capital Costs for Expansion

Description	Planning-Level Opinion of Probable Capital Costs (\$ Million)*
Parallel 36-inch Diameter Raw Water Transmission Main	\$1.1
New Rapid Mix and Raw Water Flow Meters	\$2.9
Conversion of Existing Pulsator® Clarifiers to SuperPulsator® Clarifiers	\$8.5
Addition of One Greenleaf Filter Module with Pumped Backwash and Air Scour	\$9.7
Chemical Storage and Feed Improvements	\$0.4
Upgrades to Chlorine Facility	\$1.6
Residuals Improvements	\$4.3
Electrical Improvements	\$2.4
Miscellaneous Yard Piping and Site Work	\$4.5
TOTAL	\$35.4

*Includes 30-percent contingency and 18-percent implementation

Section 9

Cost Estimates and Recommendations

9.1 Summary

Multiple advanced treatment alternatives have been evaluated for the feasibility of removing target contaminants at Brunswick County's Northwest WTP. CDM Smith has concluded that in most cases a combination of advanced treatment processes is required to meet the treatment goals established by Brunswick County for the project.

The advanced treatment technologies evaluated are listed below. A short summary of the technologies treatment effectiveness is also provided.

- **GAC:** Pilot testing has demonstrated effective treatment for GenX and other PFAS; however, long-term effective treatment with GAC requires media changeout to avoid breakthrough of compounds. HB 56 testing, as well as other large scale studies, indicate approximately 8,000 bed volumes (approximately 4 months at 20 minute contact time) is the appropriate frequency of media changeout for GenX and most PFAS (PFO₂HxA and PFMOAA are not as readily adsorbed for example). The use of new GAC has been assumed. There is a potential for cost reduction through use of reactivation, but permitting acceptability, removal of contaminants and effectiveness of the reactivated material would all require further research and/or testing. Pilot scale testing results showed more frequent changeout requirements than accelerated column tests (ACT) indicate. GAC is not effective at removal of 1,4 Dioxane, a secondary target contaminant, plus other secondary contaminants including brominated disinfection by-products.
- **Ion Exchange:** Pilot testing has demonstrated effective treatment for GenX and other PFAS using IX resins. Effective long-term treatment requires media replenishment to avoid breakthrough. It is assumed that reactivation is not cost effective and disposal of the media will be required. IX resins are not effective at removing 1,4 Dioxane.
- **Reverse Osmosis:** Reverse osmosis is expected to provide high level of removal (90% or greater) for the largest range of contaminants including most of those on the list of target contaminants. A pilot study is on-going at the Northwest WTP and will provide more detailed information on the removal potential of target contaminants.
- **Ozone with Biofiltration:** Ozone with biofiltration is not effective at removal of GenX and many other PFAS. However, ozone with biofiltration is effective at oxidation of 1,4 Dioxane and removal of PPCPs and disinfection by-product precursors.
- **UV-AOP:** Ultraviolet irradiation combined with advanced oxidation is not effective for removal of GenX and many other PFAS. UV-AOP is effective at oxidation and removal of 1,4 Dioxane.

The primary target contaminants and a select sub-set of secondary target contaminants have been consolidated into categories presented in **Table 9-1**.

A summary of the effectiveness of potential treatment options, developed by combining one or more processes, towards meeting the treatment objectives is shown in Table 9-1.

Table 9-1. Effectiveness of Potential Treatment Options in Removing Target Contaminants

Alternative	Gen X ¹	<u>PFMOAA,</u> <u>PF02HxA</u>	Other PFAS ²	1,4-Dioxane	PPCPs ³
Reverse Osmosis	> 95% ⁴	> 90% ⁴	> 95% ⁴	90%+/- ⁴	> 90% ⁴
Ozone Biofiltration/ GAC	90%+/-	< 90%	> 90% for most PFAS	60-70% ⁵	> 90%
Ion Exchange/ GAC/ UV-AOP	> 90%	< 90%,	> 90% for most PFAS	> 90%	> 90%

¹ Gen X may be representative of other short chain PFAS

² Does not include all known PFAS.

³ PPCPs describes a wide variety of contaminants. Results shown apply to representative contaminants with available data. Some PPCPs may not be removed to the extent shown.

⁴ To be confirmed with Pilot Testing

⁵ Based on full-scale data. Potentially up to 90% with higher ozone dose and/or peroxide addition

Of the treatment alternatives evaluated, RO is the most effective advanced treatment technology for removing the target contaminants. However, the following combination of these technologies have been shown to be capable of approximately 90-percent removal for most of the target contaminants and hence are compared to RO in the cost-effective analysis of this report:

- Ozone with biofiltration and post-filter GAC (Ozone/BAF-GAC)
- GAC/IX/UV-AOP

Although these three advanced treatment options are not equal; RO, Ozone/BAF-GAC, and GAC/IX/UV-AOP are each considered feasible alternatives for consideration at the Northwest WTP. The combinations developed, costed and presented herein are all based on removing at least 90% of GenX and hence over 90% of most of the PFAS and of 1,4 Dioxane. RO is expected to remove well over 90% for all of the PFAS and hence is without question the best technology for PFAS removal. The target goals have a significant impact on costs and the comparison of alternatives. If the target 90% removal of all PFAS including PFMOAA and PF02HxA, that favors RO even more. Similarly, lower targets would help GAC and IX, though the costs of all options would drop if targets are lowered. The planning-level opinion of probable construction and annual operation and maintenance (O&M) costs for these alternatives are below.

9.2 Planning-Level Opinion of Probable Project and O&M Costs

The planning-level opinion of probable project costs and annual O&M costs for the treatment alternatives are provided in Table 9-2. The project cost estimates rely on the use of previous

estimates and historical data from comparable work, estimating guides, handbooks, cost curves, budget costs from equipment suppliers, and CDM Smith's experience. The planning-level costs includes markups for indirect costs associated with contractor's builders risk insurance, general liability insurance and bonds, general conditions, contractor's overhead and profit, and 30-percent contingency for undefined scope. The project costs also include the implementation costs Brunswick County would incur as a result of contracting services such as surveying, subsurface investigations, permitting, engineering design and general services during construction. The planning-level opinion of cost is presented in 2018 dollars with an Engineering News Record construction cost index (CCI) of 10959 for March 2018.

The annual planning-level opinion of O&M costs are developed for an average daily flow of 16 mgd over the planning period (25 years). Specific O&M costs are estimated for chemicals, power, operating and maintenance labor, testing, and process maintenance (e.g., GAC media replacement or membrane replacement). Annual O&M costs are prepared for the advanced treatment processes. RO annual costs include an estimated cost to treat a higher raw water flow to compensate for process flow loss associated with the concentrate stream.

Table 9-2 presents the cost summary for the 3 options considered. A discussion of assumptions specific to the development of the planning-level cost estimates of each treatment alternative follows. Table 9-3 presents the total project capital cost for the combination of adding advanced treatment for PFAS and for expanding the Northwest WTP to 36 mgd capacity. Costs are preliminary, budgetary estimates and include 30% contingencies.

Table 9-2. Summary of Project Cost, O&M Costs, and Net Present Worth (NPW) for Three Advanced Treatment Alternatives

	Reverse Osmosis	Ozone/BAF - GAC	IX/GAC/UV-AOP
Opinion of Capital Cost (Advanced Treatment Only)			
Advanced Treatment Improvements	\$ 99 M	\$ 86 M	\$ 73 M
Building for GAC and IX	-	\$ 13 M	\$ 11 M
TOTAL CAPITAL COSTS	\$ 99 M	\$ 99 M	\$ 84 M
Annual O&M Cost (Advanced Treatment Only)			
Initial Annual Cost	\$ 2.9 M	\$ 4.7 M	\$ 4.7 M
25-yr Present Worth of Annual Costs	\$ 59 M	\$ 94 M	\$ 94 M
25-yr Net Present Worth (Capital + Operating Costs)			
Total 25-yr NPW (Capital + Annual O&M)	\$ 158 M	\$ 193 M	\$ 178 M

Table 9-3. Total Project Capital Cost (Advanced Treatment + Capacity Expansion)

Opinion of Capital Cost (Advanced Treatment + Capacity Expansion)			
	Reverse Osmosis	Ozone/BAF - GAC	IX/GAC/UV-AOP
Total Advanced Treatment Cost	\$ 99 M	\$ 99 M	\$ 84 M
Capacity Expansion Project Cost	\$ 35 M	\$ 35 M	\$ 35 M
Opinion of Total Capital Cost	\$ 134 M	\$ 134 M	\$ 119 M

9.2.1 RO Treatment

9.2.1.1 Construction Costs

The planning-level opinion of cost was developed based on recent and similar RO construction projects. The estimated cost of a standard RO system with a treated water capacity of 36 mgd is \$ 99 million based on the components described in Section 5.1. The construction cost estimate was based on the following key assumptions:

1. RO equipment and ancillary facilities will be installed in a stand-alone equipment building at the existing WTP site. The building will have a small control room for the operator while working in the RO building, but the existing WTP building will be used for the main control room, lab, training and operator support functions.
2. Existing chemical systems for final disinfection and orthophosphate addition will continue to be used for the RO-treated water. Costs for an emulsified lime feed system and carbon dioxide system have been included in the RO system costs to provide alkalinity, calcium, and pH adjustment of the RO treated water to reduce the corrosion potential of the RO-treated water.
3. Residual pressure from the RO system will be used to discharge the RO concentrate to the Cape Fear River via a pressurized force main.
4. The RO system will operate at 90-percent recovery, which will require that the WTP raw water capacity be increased to 43 mgd, so 36 mgd of RO treated water can be produced.
5. The RO facility will be designed to produce 36 mgd of treated water with one of the RO units off line for maintenance or chemical cleaning; all other systems will have redundant units.
6. Filtered water from the existing filters will have average turbidities less than 0.1 nephelometric turbidity unit (NTU), no free chlorine, no significant chlorate or chlorite residual from the chlorine dioxide, and negligible concentrations of polymers and dissolved aluminum from the coagulation and filtration processes. If a deviation from these conditions will exist for extended periods then additional pre-treatment systems will be required.

It appears the existing electrical distribution system does not have the capacity or space for the RO process. The planning-level opinion of probable costs for the electrical system upgrade includes a new system for the RO facility.

Table 9-2 presents the planning-level opinion of cost for the RO system.

9.2.1.2 O&M Costs

The primary costs associated with the operation of a RO system are power costs for the RO pumps, chemical costs for pre-treatment of the feedwater and post treatment of the permeate, RO membrane replacement costs, and labor to operate and maintain the RO system. The power and chemical costs are proportional to the volume of treated water produced; it is assumed for this estimate that annual average production is 16 mgd.

RO membranes typically last 7 to 10 years when treating feedwater with low concentrations of potential organic or biological foulants and oxidants. Potential scaling minerals can be controlled with pH adjustment and scale inhibitors. The low concentration of dissolved solids in the filtered water will reduce the scaling potential at 90-percent recovery, but there is a moderate fouling potential associated with heterotrophic bacteria and residual aluminum from the coagulation and filtration process. Therefore, a membrane life of 7 years was assumed for estimating the operating costs.

Table 9-2 presents the planning-level opinion of probable O&M costs for the RO alternative. The power costs for the proposed low pressure RO system are approximately 25 percent of the annual operating costs and slightly higher than the estimated labor costs, assuming two operators during the day shift and one operator during the night and weekend shifts. Membrane replacement accrual costs are slightly less than 20 percent of the annual cost; the total RO-related chemical cost represent approximately 20 percent of the annual operating cost.

O&M costs are estimated to be \$2.9 million annually at a flow of 16 mgd. The 25-year net present worth of O&M costs is \$59 M.

9.2.2 Ozone/BAF-GAC

The application of ozone upstream of the existing filters, conversion of the existing filters to biofiltration, and the addition of post-filter GAC pressure vessels is an option that is anticipated to provide 90-percent removal for most of the target contaminants. A simplified process flow schematic of this alternative is shown in **Figure 9-1**.

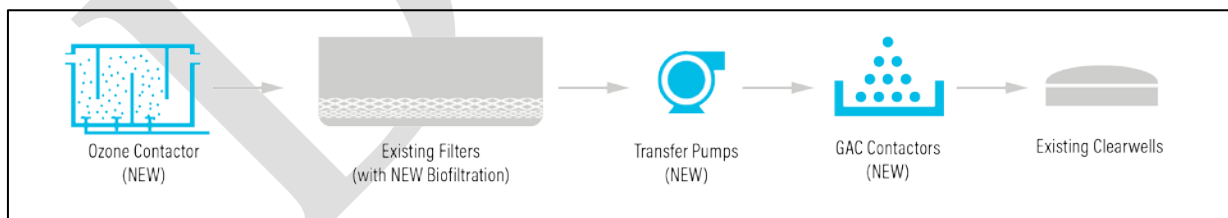


Figure 9-1
Ozone with Post-Filter BAF/GAC Process Flow Schematic

9.2.2.1 Construction Costs

A planning level-opinion of probable construction cost was developed based on similar Ozone/BAF-GAC construction projects. The estimated cost of an Ozone/BAF-GAC system with a water treatment capacity of 36 mgd is \$99 million based on the components described in Sections 3.1 and 6.1. The construction cost estimate is based on the following key assumptions:

- GAC contactors constructed for 20-minute empty bed contact time

- Biofiltration occurs within the existing (and proposed future) filters

9.2.2.2 O&M Costs

The value in primary costs associated with the operation of the GAC portion of the system will differ based on changes in EBCT and media replacement and regeneration frequency. Based on pilot testing completed per HB 56, a 20-minute EBCT is assumed with a media change out frequency of 4-months. Under this option, GAC media changeout represents over 80 percent of the annual operating cost. Other costs include filtered water pumping power, liquid oxygen chemical purchase, ozone generator power, water quality testing, and O&M labor.

O&M costs are estimated to be \$4.7 million annually at a flow of 16 mgd. The 25-year net present worth of O&M costs is \$94 M.

9.2.3 GAC/IX/UV-AOP

The implementation of post-filter GAC pressure vessels followed by IX and UV-AOP is an option that is anticipated to provide similar removal as RO. A process flow schematic of this alternative is shown in **Figure 9-2**.

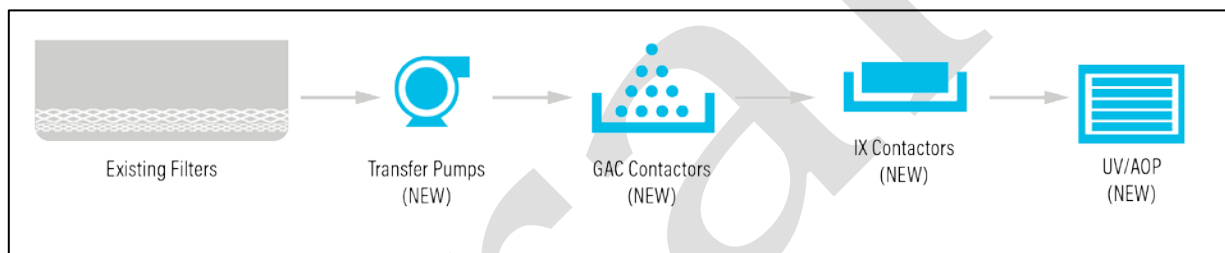


Figure 9-2
Post-Filter GAC/IX/UV-AOP Process Flow Schematic

9.2.3.1 Construction Costs

A planning level-opinion of probable construction cost costs was developed based on similar GAC/IX/UV-AOP projects. The estimated cost of a GAC/UV-AOP system with a treated water capacity of 36 mgd is \$84 million based on the components described in Sections 3.1 and 7.1.2. The construction cost estimate is based on the following key assumptions:

- IX contactors sized for a 1.5-minute EBCT
- GAC contactors constructed for 10-minute EBCT

9.2.3.2 O&M Costs

The value in primary costs associated with the operation of the IX and GAC portion of the system will differ based on changes in EBCT and media replacement and regeneration frequency. Based on pilot testing completed per HB 56, a 1.5-minute IX EBCT and 10-minute GAC EBCT is assumed with a media change out frequency of 4-months. Under this option, GAC and IX media changeout represents over 75 percent of the annual operating cost. Other costs include filtered water pumping power, water quality testing, and O&M labor.

O&M costs are estimated to be \$4.7 million annually at a flow of 16 mgd. The 25-year net present worth of O&M costs is \$94 M.

9.2.4 Existing Facilities Expansion

The detailed planning-level OPCC for the existing facilities expansion is provided in Section 8.10. The estimated cost of facilities to expand the main process area from 24-mgd to approximately 40-mgd is \$29 million. Allowing for implementation, the total opinion of project cost is \$35 million.

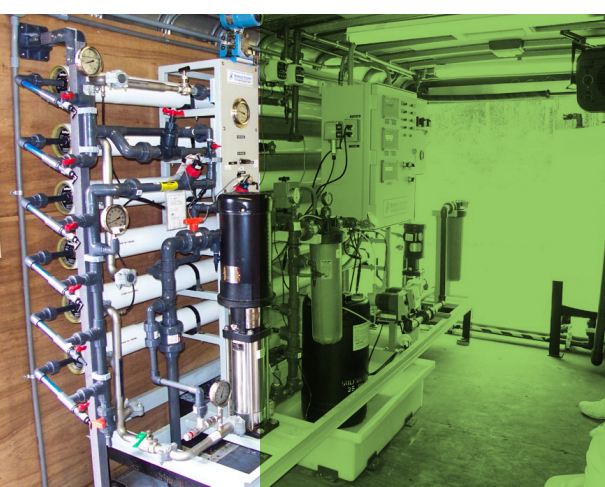
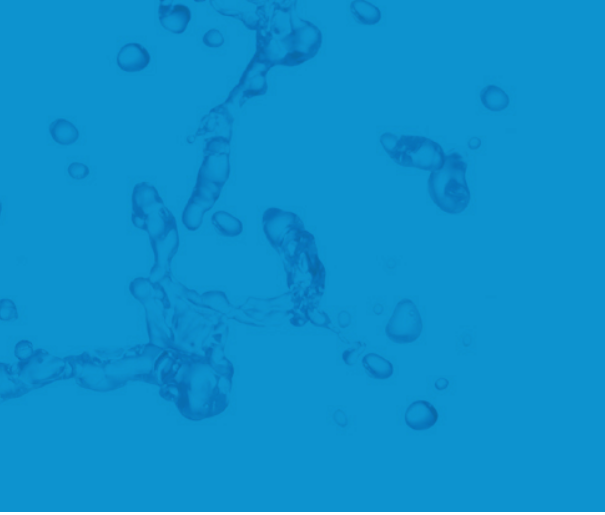
9.3 Recommendation

Based on the evaluation of the alternatives, RO treatment provides the removal of the highest number of target contaminants and is recommended for the Northwest WTP expansion. To demonstrate the effectiveness of RO treatment, a pilot test at the Northwest has been initiated. The RO pilot testing is expected to be completed in approximately 3-4 months.

RO is recommended over the other options for the following reasons:

- RO is the Best Technology for Removal of PFAS. Some PFAS, such as GenX, PFMOAA and PFO2HxA would require very frequent change-out of GAC and IX for removal.
- GAC and IX would likely result in higher finished water concentrations of GenX, PFMOAA, and PFO2HxA than RO (technologies are not equal).
- RO has the lowest net present worth costs for removing 90% or more of the Target Contaminants.
- RO is the most robust technology for protecting against unidentified contaminants.
- RO treated water concentrations will not vary as much with influent concentrations as with GAC and IX. RO treated water quality does not rely on frequent media change-out to protect from the spills and contaminants in the Cape Fear River.
- RO does not release elevated concentrations after bed life is spent as can happen with GAC and IX if feed concentration drops.

The overall project includes expansion of the existing facilities to 36 mgd, as discussed in Section 8, and the addition of RO.



Analysis of Water Rates for Treatment Preferred Option Including Capital and Operating Costs, Treatment Plant Expansion, and Raw Water Line Construction

Brunswick County Board of Commissioners

March 19, 2018

Estimated Retail Water Rates At Completion of Construction FY 22

	Current Rates	Estimated New Rate For Minimum Coverage	Estimated Rate Increase Required For Minimum Coverage
Capital – Base Rate Typical Home	\$12 per month	\$15.50 per month	\$3.50
Usage Rate Per 1,000 Gallons	\$3.05 per 1,000 Gallons	\$3.65 per 1,000 Gallons	\$0.60 per 1,000 Gallons
Typical Home Monthly Bill for 4,500 Gallons	\$25.73 per month	\$31.94 per month	\$6.21 per month

Estimated Wholesale & Industrial Water Rate at Construction Completion FY 22

- Base Rate Per Thousand Gallons is \$2.82 Per 1,000 Gallons
- Operating & Maintenance Rate Increase Added to PPI Rate of \$2.90 Estimated for 2022 - \$0.60 Per 1,000 Gallons
- Capital Rate Increased Added To PPI Rate Estimate of \$2.90 for 2022 - \$0.71 Per 1,000 Gallons
- Total Increase Above PPI Rate Estimate for 2022 of \$2.90 total additional of \$1.31
- Total Based on Estimate of 2022 PPI Rate of \$4.13 Per 1,000 Gallons



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VII. - 1.

From:
Kirstie Dixon, Planning Director

Planning - Rezoning Case Z-759 (Kirstie Dixon, Director of Planning)

Issue/Action Requested:

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the Official Unified Development Ordinance Zoning Map from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) with an associated CAMA Land Use Plan Map from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial (UDO-18-759).

Background/Purpose of Request:

This proposed rezoning proposes to change the Official Unified Development Ordinance Zoning Map from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) and allow for commercial uses on Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130). This rezoning totals approximately 67.34 acres

An associated amendment to the Brunswick County CAMA Land Use Plan Map from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 classification accompanies the proposed zoning change. This proposed land use plan map amendment totals approximately 67.34 acres.

The Brunswick County Planning Board held a Public Hearing on 12-Feb-18. Mr. Sammy Varnam spoke and shared that he wants the properties to be zoned commercial rather than split-zoned R-6000 and C-LD. Mr. Ronnie Clemmons expressed concern with traffic in the area and Mr. Varnam said he wants to deter potential trespassers in the area by erecting a gate. Mr. Clemmons was in favor of that happening. Mr. Michael Caison expressed concern with regards to his taxes increasing and Mr. Dunham stated that his taxes should not be affected because Mr. Caison's property is not included in the zoning change.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

At its meeting on 12-Feb-18, the Planning Board voted to recommend approval of the rezoning as proposed.

Members Present: Eric Dunham, Joy Easley, Richard Leary, Ron Medlin, Troy Price, Tom Simmons and Randy Ward

Members Absent: None

County Manager's Recommendation:

Recommend that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the Official Unified Development Ordinance Zoning Map from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) with an associated CAMA Land Use Plan Map from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial (UDO-18-759).

ATTACHMENTS:

Description

- ▣ Staff Report
- ▣ Zoning Map
- ▣ Land Use Plan Map
- ▣ Site Photos
- ▣ February Minutes
- ▣ PB Recommendation
- ▣ BOC Consistency Statement

REZONING STAFF REPORT

Prepared by Marc Pages, Senior Planner

Rezoning Case#: Z-759

February 12, 2018



APPLICATION SUMMARY

The applicant requests to rezone Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 from R-6000 (High Density Residential) and CLD (Commercial Low Density) to CLD (Commercial Low Density). This rezoning request is conventional therefore, no conditions or site plans are proposed. All owners and adjacent owners have been notified via first class mail.

Location

Holden Beach Road

Tax Parcel(s)

21500063, 21500061, 2150006106
and 2310004110

Current Zoning

R-6000 & CLD

Proposed Zoning

CLD

Surrounding Zoning

R-6000, CLD

Current Use

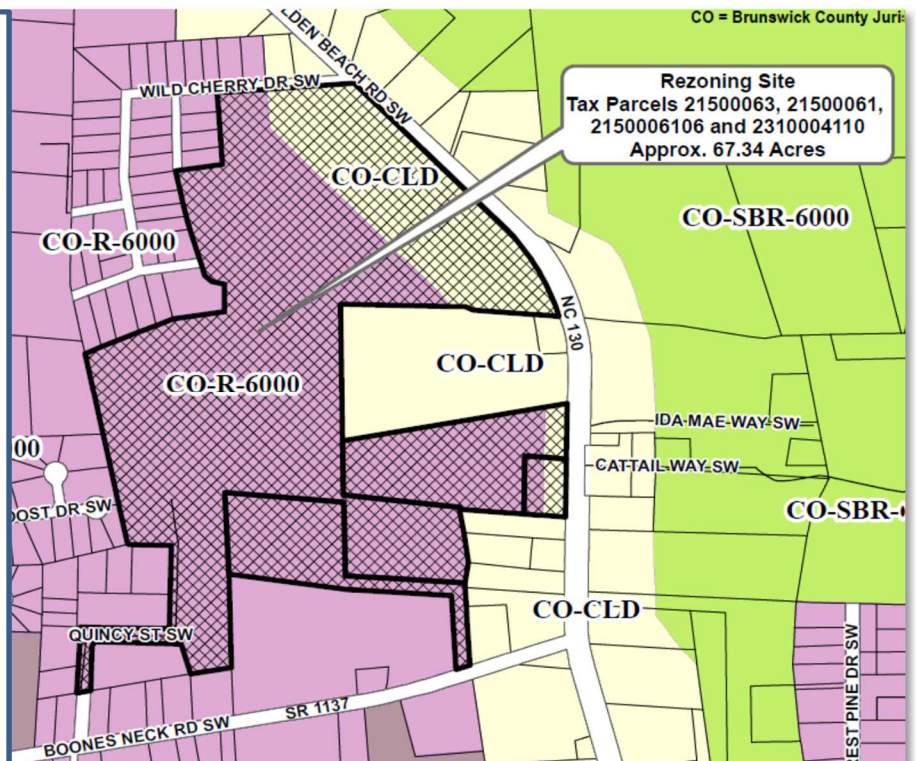
Residential & Vacant Lands

Surrounding Land Uses

Residential, Commercial, Vacant
Lands

Size

67.34 acres



SITE CONSIDERATIONS

Zoning History: There are not any known zoning changes to the rezoning site since introduction of zoning in 1994. One adjacent parcel has experienced a zoning change. Adjacent Tax Parcel 2150006103 to the east was rezoned to CLD as part of Rezoning Case Z-664 on November 1, 2010.

Buffers: If rezoned to CLD, all non-residential uses will require a 0.4 (vacant) or 0.6 (developed) opacity buffer to R-6000 areas. A buffer is not required for non-residential uses zoned CLD unless there is existing residential then a 0.4 opacity buffer will be required.

Traffic: The average annual daily traffic count for this section of Holden Beach Road (NC 130) is 12,000 vehicle trips per day.

Utilities: Water & Sewer is available from Brunswick County along Holden Beach Road. Water & Sewer connection will require developer responsibility to connect to the water and sewer system.

Schools: There are not any vicinity school capacity deficiencies at this time.

CIP Projects in Area: New Town Creek Middle School (FY 2019), West Brunswick Classroom Addition (FY 2019), and Brunswick County Waterway Park (FY 2018 & 2019).

NCDOT Road Improvements in Area: Convert US 17 & NC 211 intersection to interchange (Project U-5932) – Design Phase (Anticipated Construction 2024).

Environmental Impacts:

- Biodiversity & Wildlife Habitat Assessment Score: Small portions of the rezoning site score a 6 or 7 out of 10 due to wetlands classified as substantial.

ANALYSIS

"This District is intended primarily to be used in outlying areas, adjacent to major thoroughfares, with yards and other provisions for reducing conflicts with adjacent residential uses, and with substantial setbacks to reduce marginal friction on adjacent major thoroughfares. Commercial uses in this District will serve the needs of residential neighborhoods for auto-dependent commercial facilities; and serve the needs of highway oriented tourist business."

CAMA Land Use Plan Classification: MDR (Medium Density Residential) and LDR (Low Density Residential).

- Proposed Zoning is not consistent with CAMA Land Use Plan.
- Associated Land Use Plan Amendment (LUM-759):
Request to amend Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 from LDR and MDR to Commercial.

Applicable CAMA Land Use Policies:

- P.16 states that Brunswick County strongly supports commercial nodes, including town or village centers, and the prohibition of strip commercialization.
- P.17 states that Brunswick County encourages/supports commercial development (nodes) at the intersections of major roads consistent with the County's future land use map.
- P.49 states that Brunswick County supports directing more intensive land uses to areas that have existing or planned infrastructure.

STAFF RECOMMENDATION SUMMARY

Staff recommends APPROVAL TO CLD IN CONJUNCTION WITH A LAND USE PLAN AMENDMENT TO COMMERCIAL FOR TAX PARCELS 21500063, 21500061, 2150006106 AND 2310004110 BASED upon information provided, surrounding area, current uses, the Brunswick County CAMA CORE Land Use Plan, and other adopted Brunswick County plans and policies.

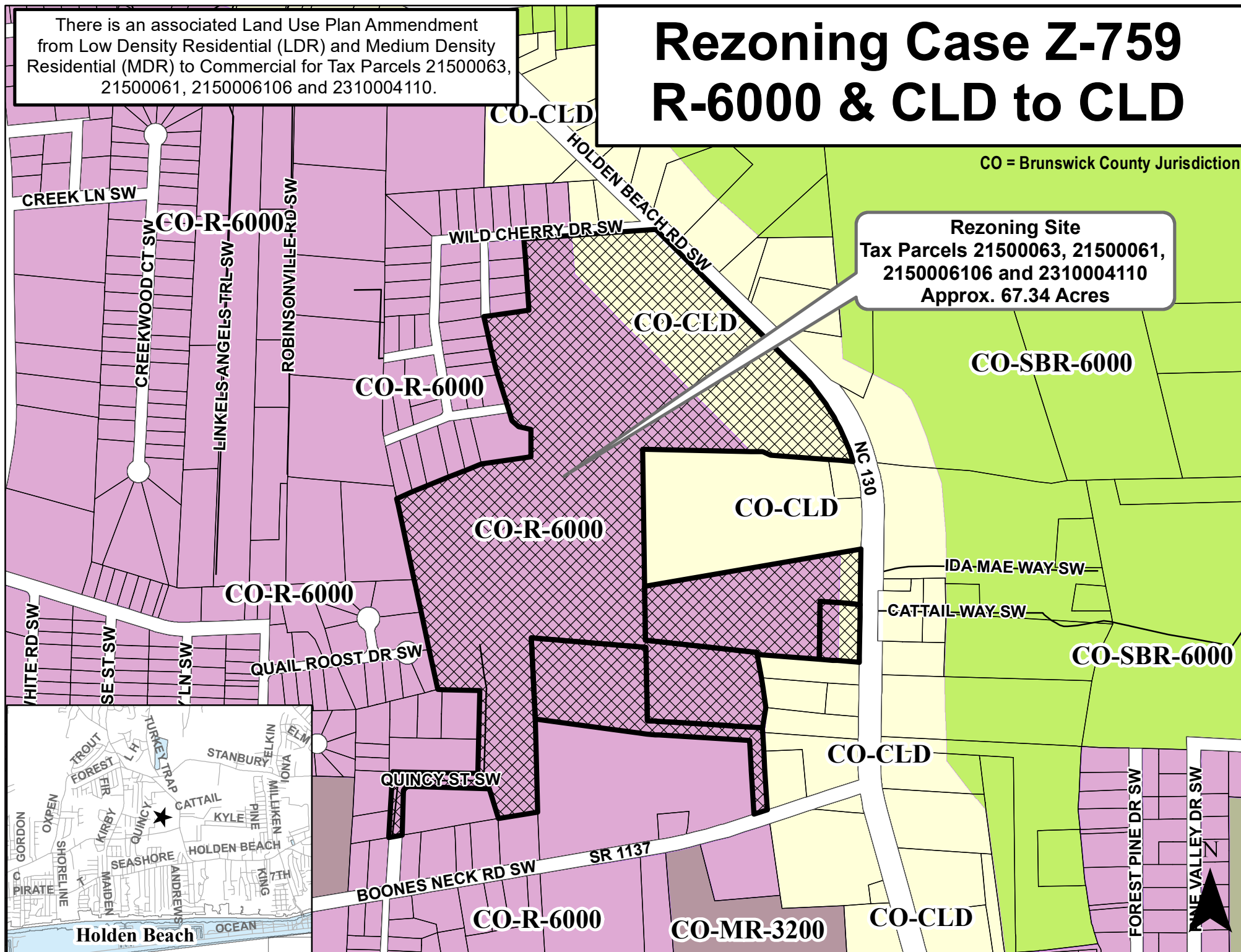
There is an associated Land Use Plan Ammendment from Low Density Residential (LDR) and Medium Density Residential (MDR) to Commercial for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110.

Rezoning Case Z-759

R-6000 & CLD to CLD

CO = Brunswick County Jurisdiction

Rezoning Site
Tax Parcels 21500063, 21500061,
2150006106 and 2310004110
Approx. 67.34 Acres



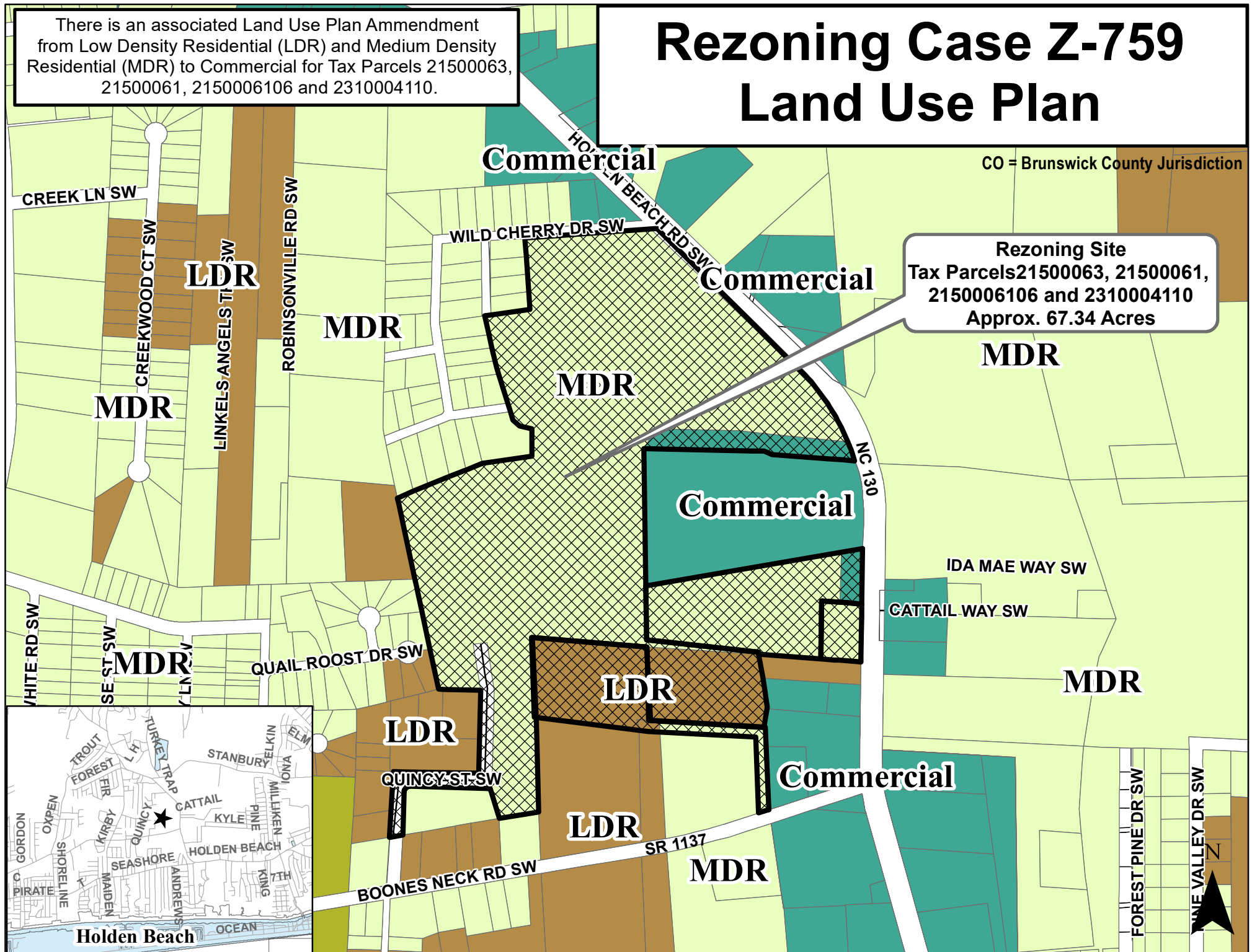
There is an associated Land Use Plan Ammendment from Low Density Residential (LDR) and Medium Density Residential (MDR) to Commercial for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110.

Rezoning Case Z-759

Land Use Plan

CO = Brunswick County Jurisdiction

Rezoning Site
Tax Parcels 21500063, 21500061,
2150006106 and 2310004110
Approx. 67.34 Acres



Pictures Z-759



Public Notice on Holden Beach Road (NC 130)



View of Site



View of Holden Beach Rd facing North



View of Holden Beach Rd facing South

MINUTES
PLANNING BOARD
BRUNSWICK COUNTY, NC

6:00 P.M. Monday
February 12, 2018

Commissioners Chambers
David R. Sandifer Administration Bldg.
County Government Center
Old U.S 17 East

MEMBERS PRESENT

Eric Dunham, Chair
Joy Easley, Vice Chair
Richard Leary
Ron Medlin
Troy Price
Tom Simmons
Randy Ward

MEMBERS ABSENT

None

STAFF PRESENT

Kirstie Dixon, Director
Helen Bunch, Zoning Admin.
Connie Marlowe, Admin. Asst. II
Marc Pages, Senior Planner
Bryan Batton, Asst. County Attorney

OTHERS PRESENT

Sammy Varnam
John Hankins
William Bittenbender, Alternate
Michael Caison
Frank Braxton

Terry Pope, State Port Pilot
Lewis Dozier
Brian Slattery, Brunswick Beacon
Ronnie Clemmons

I. CALL TO ORDER.

The Chair called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE.

Mr. Dunham said a prayer. The Chair asked everyone to stand and face the U.S. Flag to say the Pledge of Allegiance.

III. ROLL CALL.

There were no members absent.

IV. CONSIDERATION OF MINUTES OF THE 08-JAN-18 MEETING.

Mr. Leary made a motion to approve the minutes as written and the motion was unanimously carried.

V. AGENDA AMENDMENTS.

Mr. Pages added Case Updates and Planning Board Training under Other Business.

VI. PUBLIC COMMENT.

There were none.

VII. PUBLIC HEARINGS.

A. Rezoning Z-759 – Sammy Varnam

Request to rezone approximately 67.34 acres located off Holden Beach Road SW (NC 130) near Holden Beach from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110.

Land Use Plan Map Amendment LUM-759:

Request to amend Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Pages addressed the Board. He read the Staff Report (attached). He identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Dunham asked staff when the adjoining property (Tax Parcel 2150006103) was rezoned to C-LD? Mr. Pages said that particular parcel was split-zoned R-6000 and C-LD and the property was rezoned to C-LD on 01-Nov-10. Mr. Dunham asked staff if a Land Use Plan amendment was done at that time? Mr. Pages said the land classification was MDR (Medium Density Residential) and the land classification was changed to Commercial.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Sammy Varnam addressed the Board. He stated that Mr. Benny Ludlum owns 2 of the properties (Tax Parcels 21500061 and 2150006106) requested for a zoning change because he wanted his property to be zoned commercial rather than split-zoned R-6000 and C-LD. Mr. Pages interjected that Mr. Ludlum signed the application for his properties to be included in the zoning change.

Mr. Dunham asked if the 60' strip off Boonesneck Road SW (SR 1137) is a right-of-way? Mr. Varnam replied, yes.

Mr. Ronnie Clemmons addressed the Board. Mr. Clemmons said he jointly owns Tax Parcel 2150006307 with Mr. Michael Caison and he asked what the right-of-way will be used for off Quincy Street SW? Mr. Varnam said he purchased that easement from Mr. Alphonzo Roach and it is a non-exclusive easement for the adjoining property owners to use for ingress and egress to their property. Mr. Varnam said he will also continue use that easement for ingress and egress purposes. Mr. Clemmons said they are concerned with traffic in the area. Mr. Varnam said he would like to put a gate up to deter potential trespassers in the area and Mr. Clemmons was in favor of such happening.

Mr. Michael Caison addressed the Board. Mr. Caison asked if their taxes (joint owner of Tax Parcel 2150006307) will be increased if the subject property is zoned commercial. Mr. Dunham said their taxes should not be affected because their property is not being requested for a zoning change.

With no further comments, Mr. Ward made a motion to close the Public Hearing and the motion was unanimously carried.

The Board discussed the worksheet and concluded the following:

- I. Will the uses permitted by the rezoning be appropriate for the area? Yes ☒ No ☐

There is similar zoning nearby and the change will correct a split-zoning issue.

- II. Does adequate public facilities and services (schools, utilities, roads) exist, are planned, or can be reasonably provided to serve the needs of uses likely to be constructed because of this rezoning change? Yes ☒ No ☐

There are no school capacity deficiencies at this time. Water and sewer is available from Brunswick County along Holden Beach Road SW (NC 130). However, water and sewer connection will require developer responsibility to connect to the water and sewer systems.

- III. Is the rezoning consistent with the adopted Land Use Plan or other land use documents? Yes ☐ No ☒

It is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

IV. Is the rezoning reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there is C-LD zoning nearby.

Mr. Ward made a motion to recommend to the Board of Commissioners to approve Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for REZONING be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed zoning amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☐ No ☒

The proposed zoning amendment is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial. There are portions of some parcels currently classified as commercial.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there are portions of some parcels currently zoned commercial and this will correct a split-zoning issue. There is also like zoning in the immediate area.

B. Planned Development Conceptual Plan Approval – PD-16.

Name: Sunrise Terrace (Revision)
Applicant: D.R. Horton
Tax Parcels: 029KA001, 029KA007 and 029KA00701
Location: Located on Village Road NE (SR 1472) near Leland
Description: The developer of Sunrise Terrace is proposing to add an additional 7 single family lots to the existing planned development which will result in a total of 97 residential lots on a gross site of 26.38 acres creating an overall density of 3.67 dwelling units per acre.

Mr. Pages addressed the Board. Mr. Pages read the Staff Report (attached). Mr. Pages identified the proposed area on a visual map and provided drone footage of the site.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department;
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance; and
- Prior to recording any additional lots, record a survey indicating the area in Leland's jurisdiction as common area/open space.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Frank Braxton, Coastal Land Design, addressed the Board on behalf of D.R. Horton. Mr. Braxton said the project was purchased from another developer and property was added that is in the Town of Leland. Mr. Braxton said they restructured the stormwater to accommodate 1 large stormwater pond rather than 2 stormwater ponds as originally proposed. As a result, they were able to create 7 additional lots for development. Mr. Braxton said water and sewer will be provided by Brunswick Regional Water and Sewer H2GO (H2GO). He further stated that they are working with the North Carolina Department of Transportation (NCDOT) to secure the driveway permit. Mr. Braxton said they are trying to tie the sidewalks to the park area and the mail kiosk area as well as a greenway trail along Village Road NE (SR 1472).

With no further comments, Mr. Leary made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Dunham asked staff about the portion of the project that is in the Town of Leland? Mr. Pages said that portion of the project has been in the Town of Leland since the County implemented zoning in 1994. Ms. Dixon interjected that portion of the project is in the Town's city limits because they do not have an extraterritorial jurisdiction (ETJ). Mr. Dunham clarified that the project will have slightly less open space, but more of the open space will be recreational open space and Mr. Pages concurred.

With no further discussions, Mr. Price made a motion to approve Sunrise Terrace (Revision) Planned Development with the noted conditions by staff and the motion was unanimously carried.

C. Proposed Revisions to Solar Farm requirements in the Brunswick County Unified Development Ordinance.

Ms. Dixon addressed the Board. She discussed a memo (attached) previously provided to the Board regarding the proposed revisions to solar farm requirements. Ms. Dixon discussed the proposed amendments (attached) to Solar Farm requirements.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Ms. Easley made a motion to close the Public Hearing.

Mr. Leary made a motion to recommend to the Board of Commissioners to approve the proposed revisions to Solar Farm requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment only changes requirements for 1 use, thus creating no major impact.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment addresses public concerns and gives property owners discretion in using their property. The proposed use is further reviewed by the Board of Adjustment and additional conditions can be imposed prior to approval.

D. Proposed Revisions to Temporary Use Permit requirements in the Brunswick County Unified Development Ordinance.

Ms. Bunch addressed the Board. She discussed a memo (attached) previously provided to the Board regarding Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch discussed the proposed amendments (attached) to Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch said the appropriate departments (Code Administration – Fire/Structures, Emergency Services, Environmental Health and the Sheriff's Office) as well as the County Attorney's office were involved in drafting the proposed revisions to address local and State regulations.

Mr. Dunham asked staff if large events held at a public park will be treated differently? Ms. Bunch said such uses would not likely occur at a County park, but the County does comply with ordinance requirements to the fullest extent possible. Mr. Dunham asked staff the type of events that would be defined as large events? Ms. Bunch said a music festival or any open event with 1,000 people or more. Mr. Dunham asked staff if any such events have previously occurred in the County? Ms. Bunch said there has been interest, but nothing has occurred thus far.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Mr. Simmons made a motion to close the Public Hearing.

Mr. Simmons made a motion to recommend to the Board of Commissioners to approve the proposed revisions to the Temporary Use Permit requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment is a modification to existing language to clarify large events of 1,000 guests or more.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment provides regulations to ensure the public's safety, health and welfare is protected.

VIII. OTHER BUSINESS.

- Planning Board Cases Update

Ms. Dixon addressed the Board. She stated that there are no zoning cases for consideration to the Board of Commissioners at their 19-Feb-18 meeting.

- Planning Board Training

Ms. Dixon addressed the Board. She stated that staff has sought outside assistance for Board training that will include videos and/or a workshop. She said staff will send a survey to the Board with dates to schedule the training session and a date will be provided at a later date as well as items for discussion.

IX. ADJOURNMENT.

With no further business, Ms. Easley made a motion to adjourn and the motion was unanimously carried.

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY PLANNING BOARD

ZONING AMENDMENT DESCRIPTION: Rezoning Case Z-759



THE BRUNSWICK COUNTY PLANNING BOARD RECOMMENDATION

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the ZONING AMENDMENT be recommended to the Board of Commissioners for

☐ **APPROVAL – The proposed zoning amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☐ No ☒

The proposed zoning amendment is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial. There are portions of some parcels currently classified as commercial.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there are portions of some parcels currently zoned commercial and this will correct a split-zoning issue. There is also like zoning in the immediate area.

Excerpt from N.C.G.S. § 153A-341:

Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes: to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to lessen congestion in the streets; to secure safety from fire, panic, and dangers; and to facilitate the efficient and adequate provision of transportation, water, sewerage, schools, parks, and other public requirements. The regulations shall be made with reasonable consideration as to, among other things, the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the county. In addition, the regulations shall be made with reasonable consideration to expansion and development of any cities within the county, so as to provide for their orderly growth and development.

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY BOARD OF COMMISSIONERS



ZONING AMENDMENT UDO- _____

**THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS HEREBY
ORDER, on the basis of all the foregoing, that the UNIFIED
DEVELOPMENT ORDINANCE ZONING AMENDMENT be**

☐ **APPROVAL – CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is consistent with the CAMA Land Use Plan (Comprehensive Plan)* for the following reasons: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **APPROVAL – NOT CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is NOT consistent* with the CAMA Land Use Plan (Comprehensive Plan) for the following reasons: _____

- The Board of Commissioners further finds that the approval of the proposed zoning amendment will amend the CAMA Land Use Plan (Comprehensive Plan) and the following changes have been considered to meet the needs of the community: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **DENIAL– INCONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment ☐ **is** ☐ **is not** consistent with the CAMA Land Use Plan (Comprehensive Plan) and ☐ **is** ☐ **is not** in the public interest for the following reasons: _____



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VII. - 2.

From:
Kirstie Dixon, Planning Director

Planning - UDO Text Amendment - Temporary Use Permits for
Large Events - UDO-18-02 (Kirstie Dixon, Director of Planning)

Issue/Action Requested:

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the requirements for Temporary Use Permits for Large Events (1,000 Guests or More) in the Unified Development Ordinance (UDO-18-02).

Background/Purpose of Request:

This proposed Unified Development Ordinance text amendment will address the approval process and provide additional requirements for obtaining a Temporary Use Permit for Large Events with 1,000 or more guests.

The Planning Board held a Public Hearing on 12-Feb-18. There was no opposition as no one spoke. Mr. Dunham asked staff if any such events have previously occurred in the County. Ms. Bunch stated that there has been interest expressed, but nothing has occurred thus far. She further stated that the County is being proactive by having language in the UDO to address such should someone want to have an event of this magnitude.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

At its meeting on 12-Feb-18, the Planning Board voted unanimously to recommend approval of the text amendment as proposed.

Members Present: Eric Dunham, Joy Easley, Richard Leary, Ron Medlin, Troy Price, Tom Simmons and Randy Ward.

Members Absent: None.

County Manager's Recommendation:

Recommend that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the requirements for Temporary Use Permits for Large Events (1,000 Guests or More) in the Unified Development Ordinance (UDO-18-02).

ATTACHMENTS:

Description

- ☐ Text Amendment
- ☐ February Minutes
- ☐ PB Recommendation

▣ BOC Consistency Statement

ORDINANCE NUMBER UDO-18-02

AN ORDINANCE AMENDING THE BRUNSWICK COUNTY UNIFIED DEVELOPMENT ORDINANCE

The Brunswick County Board of Commissioners in regular session duly assembled does hereby ordain:

The Brunswick County Unified Development Ordinance is hereby amended as follows:

- 1). Amend Article 5, Section 5.5.3, Temporary Use Permit Required as follows:

5.5.3. Temporary Use Permit Required

G. Temporary Use Permit for Large Events with 1,000 Guests or More

1. Temporary uses occurring on property outside of the public right-of-way with more than 1,000 guests shall obtain a large event temporary use permit. The permit shall outline conditions of operations to protect the public health, safety, and welfare. See Section 9.4.4. of this ordinance for the permitting process.
2. Large Events are limited to two (2) consecutive days. Hours of operation are limited to no earlier than 7:00 a.m. and no later than 11:00 p.m.
3. Prior to the submittal of the application, the applicant must schedule a meeting with the County for a Pre-Project Planning Session. The purpose of the session is to understand the project and clarify with the applicant the requirements and timeline for the project.
4. An application packet for a temporary use permit for a Large Event with 1,000 Guests or More shall include the following information.
 - i. A completed application and site plan that addresses all items in the Planning Department Commercial Development Check List.
 - ii. A completed Security Plan for the event, including Crowd Managers.
 - iii. A complete Traffic Control Plan.
 - iv. A completed plan addressing how each requirement outlined in Appendix F will be met.
 - v. A copy of the NCDOT Special Event Permit application submitted to the North Carolina Department of Transportation.
 - vi. A copy of the event notification submitted to the local fire and rescue departments.
 - vii. Proof of liability insurance.

- 2). Amend Section 6.12.6., Required Parking as follows:

<u>Use Category</u>	<u>Use</u>	<u>Spaces Required</u>
Temporary Use	Large Events with 1,000 Guests or More	1 per 4 attendees

- 3). Amend the title to Section 9.4.3., Temporary Use Permit, as follows:

9.4.3. Temporary Use Permit for Events with Less Than 1,000 Guests.

- 4). Add Section 9.4.4. as follows:

9.4.4. Temporary Use Permit for Large Events with 1,000 Guests or More

A. Applicability

Temporary uses occurring on property outside of the public right-of-way with more than 1,000 guests shall obtain a large event temporary use permit from the Zoning Administrator. The permit shall outline conditions of operations to protect the public health, safety, and welfare subject to the standards of this Section.

- B.** A pre-application meeting is required prior to the submittal of an application. The Zoning Administrator will schedule the meeting for a time acceptable to the applicant and all potentially impacted agencies.

C. Permit Application

A completed *application for a large event temporary use permit shall be submitted to the Zoning Administrator a minimum of 90 days prior to the event*, and include the following:

1. All items outlined in Section 5.3.3.G.3. of this ordinance.
2. An application signed by the individual responsible for the event and each property owner whose property will be used in conjunction with the event.

D. Action by the Zoning Administrator

1. After receiving the application, the Zoning Administrator and other impacted staff shall have up to 30 days for the initial technical review of the application.
2. Following completion of technical reviews, the Zoning Administrator will respond to the applicant in writing. The applicant shall submit any other information needed for approval within two weeks.
3. A temporary use permit for a large-scale event shall be approved by the Zoning Administrator in consultation with the impacted parties, once all information has been reviewed and deemed acceptable to the County, subject to the following conditions:
 - i. The project shall proceed in conformity with all amended plans and design features submitted as part of the application and kept on file by the Planning Department.

- ii. No lighting or electrical service shall be provided without an electrical permit, which may include electrical plans and a scope of work;
- iii. No temporary use structure shall be erected without a building permit, which may include structural plans and a scope of work;
- iv. No temporary use structure shall block fire lanes or pedestrian or vehicular access;
- v. All inspection requests shall be submitted to Brunswick County Central Permitting 24-hours in advance. All final inspections shall be requested, inspected, and approved by Code Officials prior to 24-hours before the start of the event. Failure to obtain final approvals 24-hours prior to the start of the event may result in failure to obtain a certificate compliance to conduct the event.
- vi. The site shall be cleared of all debris at the end of the temporary use. All temporary structures shall be cleared within five days after the use is terminated.
- vii. Required parking for other uses shall remain available;
- viii. Adequate provisions for trash disposal and sanitary facilities shall be provided;
- ix. No person other than event staff or government employees shall willfully possess any weapon or any item reasonably capable of being so used at the event.
- x. Any authorized agent or representative of Brunswick County shall have the power to enter a special event upon any private property to inspect conditions relating to the enforcement of this event and any conditions imposed on a permit therein.

E. Revocation of a Temporary Use Permit

A temporary use permit shall be revoked if the Zoning Administrator finds that the terms of the permit have been violated or that there is a hazard to the public health, safety, and welfare. Nothing in this ordinance shall in any way limit the powers or duties of law enforcement in protecting the public safety.

F. Appeal

Final action on a temporary use permit may be appealed to the Board of Adjustment in accordance with Section 9.8, Appeal of Administrative Decisions.

Appendix F: Requirements for Large Events with 1,000 Guests or More

Specific items are required by the codes for large events. To ensure that all items are addressed initially, a list of the items sorted by the entity that will enforce the requirement is provided. Please contact that entity directly if there are questions. The County reserves the right to add items to these requirements, based upon the type of event.

Code Administration – Fire

- A. All temporary membrane structures and tents with an area greater than 400 square feet must be approved by a Fire Code Official. An operational permit may be required by the North Carolina Fire Prevention Code.
- B. Tent permits are required for all tents.
- C. All air-inflated and/or air-supported structures to include but not limited to bounce houses, slides, air-inflated or support structures, etc. that are more than 400 square feet are subject to approval by a Fire Code Official. An operational permit may be required by the North Carolina Fire Prevention Code.
- D. All indoor and outdoor events are subject to a public safety plan where required by the North Carolina Fire Prevention Code.
- E. All public assemblies and events are subject to fire watch personnel where in the opinion of the Fire Code Official it would be essential for public safety in accordance with the North Carolina Fire Prevention code.
- F. All recreational fires to include but not limited to bon fires are subject to approval and an operational permit as required by the North Carolina Fire Prevention Code.
- G. All pyrotechnic special effects or firework displays are subject to mandatory permits as required by the North Carolina Fire Prevention Code.
- H. All stages, platforms, and other fixed structures are required to meet the North Carolina Fire Prevention Code in addition to the North Carolina Building Code.
- I. All carnival and fairs are subject to a mandatory permit as required by the North Carolina Fire Prevention Code.
- J. All special amusement buildings are subject to a mandatory permit as required by the North Carolina Fire Prevention Code.
- K. All exhibit and trade shows are subject to a mandatory permit as required by the North Carolina Fire Prevention Code.
- L. The quantity, size, location, and type of each fire extinguisher shall be provided in accordance with Section 906 of the North Carolina Fire Prevention Code.
- M. Adequate fire lanes, pedestrian or vehicular access, and handicap accessible routes must be provided inside the event.
- N. There shall be at least two (2) means of ingress and egress for vehicular traffic related to the event.
- O. Adequate crowd managers shall be provided as required by the NC Fire Code and addressed in the Event Security Plan.

Code Administration - Structures

- A. All temporary structures shall include construction documents to include but not limited to a site plan, floor plan detailing means of egress, use, and occupant loads as required by the North Carolina Building Code.
- B. All temporary structures shall be in accordance with Section 602 of the North Carolina Building Code.

- C. All temporary structures shall conform to means of egress to a vehicle parking area of public way per Chapters 10, 11, and 31 of the North Carolina Building Code.
- D. Any stage or platform shall be in accordance with Section 410 of the North Carolina Building Code.
- E. Accessibility within the site or temporary structure shall be in accordance with Chapter 11 of the North Carolina Building Code.
- F. All temporary power shall be in accordance with the National Electrical Code.
- G. Pedestrian access and handicap accessible routes must be provided inside the event.

Emergency Services

- A. Adequate medical personnel shall be provided. A minimum of one (1) ambulance and two (2) paramedics shall be present for the first one thousand (1,000) people and an additional set for every five hundred (500) people thereafter.

Environmental Health

- A. Adequate bathrooms shall be provided. The minimum shall be two (2) seats and one (1) sink for every 100 individuals up to 500 individuals. After 500 individuals, the minimum is one (1) seat and one (1) sink for every 100 individuals.

Commentary: Should the event exceed 5,000 individuals; state law requirements are more stringent. Please contact Brunswick County Health Services.

- B. All food service shall be appropriately permitted through Brunswick County Environmental Health.

Planning

- A. Provide a site plan that addresses each item listed in the Commercial Development Checklist. Place “not applicable” beside any item on the check list that you feel does not apply to the specific event.

Office of the Sheriff

- A. Submit a detailed Event Security Plan.
- B. Submit a detailed Traffic Control Plan.
- C. The event shall comply with the Brunswick County Noise Ordinance. Address in the application how compliance with the ordinance will occur.

MINUTES
PLANNING BOARD
BRUNSWICK COUNTY, NC

6:00 P.M. Monday
February 12, 2018

Commissioners Chambers
David R. Sandifer Administration Bldg.
County Government Center
Old U.S 17 East

MEMBERS PRESENT

Eric Dunham, Chair
Joy Easley, Vice Chair
Richard Leary
Ron Medlin
Troy Price
Tom Simmons
Randy Ward

MEMBERS ABSENT

None

STAFF PRESENT

Kirstie Dixon, Director
Helen Bunch, Zoning Admin.
Connie Marlowe, Admin. Asst. II
Marc Pages, Senior Planner
Bryan Batton, Asst. County Attorney

OTHERS PRESENT

Sammy Varnam
John Hankins
William Bittenbender, Alternate
Michael Caison
Frank Braxton

Terry Pope, State Port Pilot
Lewis Dozier
Brian Slattery, Brunswick Beacon
Ronnie Clemmons

I. CALL TO ORDER.

The Chair called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE.

Mr. Dunham said a prayer. The Chair asked everyone to stand and face the U.S. Flag to say the Pledge of Allegiance.

III. ROLL CALL.

There were no members absent.

IV. CONSIDERATION OF MINUTES OF THE 08-JAN-18 MEETING.

Mr. Leary made a motion to approve the minutes as written and the motion was unanimously carried.

V. AGENDA AMENDMENTS.

Mr. Pages added Case Updates and Planning Board Training under Other Business.

VI. PUBLIC COMMENT.

There were none.

VII. PUBLIC HEARINGS.

A. Rezoning Z-759 – Sammy Varnam

Request to rezone approximately 67.34 acres located off Holden Beach Road SW (NC 130) near Holden Beach from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110.

Land Use Plan Map Amendment LUM-759:

Request to amend Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Pages addressed the Board. He read the Staff Report (attached). He identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Dunham asked staff when the adjoining property (Tax Parcel 2150006103) was rezoned to C-LD? Mr. Pages said that particular parcel was split-zoned R-6000 and C-LD and the property was rezoned to C-LD on 01-Nov-10. Mr. Dunham asked staff if a Land Use Plan amendment was done at that time? Mr. Pages said the land classification was MDR (Medium Density Residential) and the land classification was changed to Commercial.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Sammy Varnam addressed the Board. He stated that Mr. Benny Ludlum owns 2 of the properties (Tax Parcels 21500061 and 2150006106) requested for a zoning change because he wanted his property to be zoned commercial rather than split-zoned R-6000 and C-LD. Mr. Pages interjected that Mr. Ludlum signed the application for his properties to be included in the zoning change.

Mr. Dunham asked if the 60' strip off Boonesneck Road SW (SR 1137) is a right-of-way? Mr. Varnam replied, yes.

Mr. Ronnie Clemmons addressed the Board. Mr. Clemmons said he jointly owns Tax Parcel 2150006307 with Mr. Michael Caison and he asked what the right-of-way will be used for off Quincy Street SW? Mr. Varnam said he purchased that easement from Mr. Alphonzo Roach and it is a non-exclusive easement for the adjoining property owners to use for ingress and egress to their property. Mr. Varnam said he will also continue use that easement for ingress and egress purposes. Mr. Clemmons said they are concerned with traffic in the area. Mr. Varnam said he would like to put a gate up to deter potential trespassers in the area and Mr. Clemmons was in favor of such happening.

Mr. Michael Caison addressed the Board. Mr. Caison asked if their taxes (joint owner of Tax Parcel 2150006307) will be increased if the subject property is zoned commercial. Mr. Dunham said their taxes should not be affected because their property is not being requested for a zoning change.

With no further comments, Mr. Ward made a motion to close the Public Hearing and the motion was unanimously carried.

The Board discussed the worksheet and concluded the following:

- I. Will the uses permitted by the rezoning be appropriate for the area? Yes ☒ No ☐

There is similar zoning nearby and the change will correct a split-zoning issue.

- II. Does adequate public facilities and services (schools, utilities, roads) exist, are planned, or can be reasonably provided to serve the needs of uses likely to be constructed because of this rezoning change? Yes ☒ No ☐

There are no school capacity deficiencies at this time. Water and sewer is available from Brunswick County along Holden Beach Road SW (NC 130). However, water and sewer connection will require developer responsibility to connect to the water and sewer systems.

- III. Is the rezoning consistent with the adopted Land Use Plan or other land use documents? Yes ☐ No ☒

It is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

IV. Is the rezoning reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there is C-LD zoning nearby.

Mr. Ward made a motion to recommend to the Board of Commissioners to approve Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for REZONING be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed zoning amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☐ No ☒

The proposed zoning amendment is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial. There are portions of some parcels currently classified as commercial.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there are portions of some parcels currently zoned commercial and this will correct a split-zoning issue. There is also like zoning in the immediate area.

B. Planned Development Conceptual Plan Approval – PD-16.

Name: Sunrise Terrace (Revision)
Applicant: D.R. Horton
Tax Parcels: 029KA001, 029KA007 and 029KA00701
Location: Located on Village Road NE (SR 1472) near Leland
Description: The developer of Sunrise Terrace is proposing to add an additional 7 single family lots to the existing planned development which will result in a total of 97 residential lots on a gross site of 26.38 acres creating an overall density of 3.67 dwelling units per acre.

Mr. Pages addressed the Board. Mr. Pages read the Staff Report (attached). Mr. Pages identified the proposed area on a visual map and provided drone footage of the site.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department;
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance; and
- Prior to recording any additional lots, record a survey indicating the area in Leland's jurisdiction as common area/open space.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Frank Braxton, Coastal Land Design, addressed the Board on behalf of D.R. Horton. Mr. Braxton said the project was purchased from another developer and property was added that is in the Town of Leland. Mr. Braxton said they restructured the stormwater to accommodate 1 large stormwater pond rather than 2 stormwater ponds as originally proposed. As a result, they were able to create 7 additional lots for development. Mr. Braxton said water and sewer will be provided by Brunswick Regional Water and Sewer H2GO (H2GO). He further stated that they are working with the North Carolina Department of Transportation (NCDOT) to secure the driveway permit. Mr. Braxton said they are trying to tie the sidewalks to the park area and the mail kiosk area as well as a greenway trail along Village Road NE (SR 1472).

With no further comments, Mr. Leary made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Dunham asked staff about the portion of the project that is in the Town of Leland? Mr. Pages said that portion of the project has been in the Town of Leland since the County implemented zoning in 1994. Ms. Dixon interjected that portion of the project is in the Town's city limits because they do not have an extraterritorial jurisdiction (ETJ). Mr. Dunham clarified that the project will have slightly less open space, but more of the open space will be recreational open space and Mr. Pages concurred.

With no further discussions, Mr. Price made a motion to approve Sunrise Terrace (Revision) Planned Development with the noted conditions by staff and the motion was unanimously carried.

C. Proposed Revisions to Solar Farm requirements in the Brunswick County Unified Development Ordinance.

Ms. Dixon addressed the Board. She discussed a memo (attached) previously provided to the Board regarding the proposed revisions to solar farm requirements. Ms. Dixon discussed the proposed amendments (attached) to Solar Farm requirements.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Ms. Easley made a motion to close the Public Hearing.

Mr. Leary made a motion to recommend to the Board of Commissioners to approve the proposed revisions to Solar Farm requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment only changes requirements for 1 use, thus creating no major impact.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment addresses public concerns and gives property owners discretion in using their property. The proposed use is further reviewed by the Board of Adjustment and additional conditions can be imposed prior to approval.

D. Proposed Revisions to Temporary Use Permit requirements in the Brunswick County Unified Development Ordinance.

Ms. Bunch addressed the Board. She discussed a memo (attached) previously provided to the Board regarding Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch discussed the proposed amendments (attached) to Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch said the appropriate departments (Code Administration – Fire/Structures, Emergency Services, Environmental Health and the Sheriff's Office) as well as the County Attorney's office were involved in drafting the proposed revisions to address local and State regulations.

Mr. Dunham asked staff if large events held at a public park will be treated differently? Ms. Bunch said such uses would not likely occur at a County park, but the County does comply with ordinance requirements to the fullest extent possible. Mr. Dunham asked staff the type of events that would be defined as large events? Ms. Bunch said a music festival or any open event with 1,000 people or more. Mr. Dunham asked staff if any such events have previously occurred in the County? Ms. Bunch said there has been interest, but nothing has occurred thus far.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Mr. Simmons made a motion to close the Public Hearing.

Mr. Simmons made a motion to recommend to the Board of Commissioners to approve the proposed revisions to the Temporary Use Permit requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment is a modification to existing language to clarify large events of 1,000 guests or more.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment provides regulations to ensure the public's safety, health and welfare is protected.

VIII. OTHER BUSINESS.

- Planning Board Cases Update

Ms. Dixon addressed the Board. She stated that there are no zoning cases for consideration to the Board of Commissioners at their 19-Feb-18 meeting.

- Planning Board Training

Ms. Dixon addressed the Board. She stated that staff has sought outside assistance for Board training that will include videos and/or a workshop. She said staff will send a survey to the Board with dates to schedule the training session and a date will be provided at a later date as well as items for discussion.

IX. ADJOURNMENT.

With no further business, Ms. Easley made a motion to adjourn and the motion was unanimously carried.

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY PLANNING BOARD

ZONING AMENDMENT DESCRIPTION: Temporary Use Permits Text Amendment



THE BRUNSWICK COUNTY PLANNING BOARD RECOMMENDATION

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the ZONING AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐
The proposed text amendment is a modification to existing language to clarify large events of 1,000 guests or more.
- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐
The proposed text amendment provides regulations to ensure the public's safety, health and welfare is protected.

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY BOARD OF COMMISSIONERS



ZONING AMENDMENT UDO- _____

**THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS HEREBY
ORDER, on the basis of all the foregoing, that the UNIFIED
DEVELOPMENT ORDINANCE ZONING AMENDMENT be**

☐ **APPROVAL – CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is consistent with the CAMA Land Use Plan (Comprehensive Plan)* for the following reasons: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **APPROVAL – NOT CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is NOT consistent* with the CAMA Land Use Plan (Comprehensive Plan) for the following reasons: _____

- The Board of Commissioners further finds that the approval of the proposed zoning amendment will amend the CAMA Land Use Plan (Comprehensive Plan) and the following changes have been considered to meet the needs of the community: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **DENIAL– INCONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment ☐ **is** ☐ **is not** consistent with the CAMA Land Use Plan (Comprehensive Plan) and ☐ **is** ☐ **is not** in the public interest for the following reasons: _____



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VII. - 3.

From:
Kirstie Dixon, Planning Director

Planning - UDO Text Amendments - Solar Farm Requirements
(Kirstie Dixon, Director of Planning)

Issue/Action Requested:

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings to amend the solar farm requirements in the Unified Development Ordinance (UDO-18-01).

Background/Purpose of Request:

This proposed Unified Development Ordinance text amendment would provide additional requirements for solar farms including, but not limited to, screening and buffering and a decommissioning plan.

At the Planning Board public hearing on October 9th, three speakers from the solar farm industry expressed concerns regarding the proposed maximum size of 35 acres as well as the provisions in the proposed decommission plan requirement for three-year updates and a financial guarantee for facility removal. The Planning Board voted to recommend the requirements as proposed, with the exception of changing the maximum size from 35 acres to 50 acres.

This proposed text amendment was then submitted to the Board of Commissioners for review consideration on November 20, 2017. During the public hearing portion of the meeting, several people expressed concerns regarding the Proposed Solar Farm Amendment as it was written. Some of the concerns that were raised included size limitations, the decommissioning plan's 3-year obligation requirement, and the financial guarantee (bonding). The Board of Commissioners voted unanimously to send the Proposed Solar Farm Text Amendment back to the Brunswick County Planning Board for further study.

Planning Staff brought this item to the Planning Board for further study. After discussions and a public hearing, the Planning Board opted to address concerns raised by the public by recommending the following changes to Proposed Solar Farm Text Amendment:

- Eliminate size limitation;
- Eliminate the every 3-year update requirement and require an update upon change of ownership;
- Eliminate the improvement guarantee requirement (Bonding); and
- Require a Special Use Permit for Solar Farms and not by Limited Use.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

Advisory Board Recommendation:

At their meeting on October 9, 2017, the Planning Board voted unanimously to recommend approval of the amendments as proposed, with the exception of changing the maximum size from 35 acres to 50 acres.

Members Present: Eric Dunham, Joy Easley, Richard Leary, Ron Medlin, Tom Simmons, Troy Price, and Randy Ward

Members Absent: None

At its meeting on 12-Feb-18, the Planning Board voted unanimously to recommend approval of the revised text amendment as proposed.

Members Present: Eric Dunham, Joy Easley, Richard Leary, Ron Medlin, Troy Price, Tom Simmons and Randy Ward.

Members Absent: None.

County Manager's Recommendation:

Recommend the Board of Commissioners receive information and consider the recommendation of the Planning Board with regard to solar farm requirements as presented in the proposed text amendments to the Unified Development Ordinance (UDO-17-02).

ATTACHMENTS:

Description

- ☐ Revised Amendment
- ☐ February Minutes
- ☐ BOC Consistency Statement
- ☐ PB Recommendation

ORDINANCE NUMBER UDO-18-01

AN ORDINANCE AMENDING THE BRUNSWICK COUNTY
UNIFIED DEVELOPMENT ORDINANCE

The Brunswick County Board of Commissioners in regular session duly assembled does hereby ordain:

The Brunswick County Unified Development Ordinance is hereby amended as follows:

- 1). Amend Article 5, Section 5.2.3., Use Table as follows:

Use Grouping	Use	RR	R-7500	R-6000	CI	RU-I	IG	Standards
Utilities	Solar Farm	SUP			£ SUP	£ SUP	£ SUP	5.3.4.Q

- 2). Amend Article 5, Section 5.3.4.Q, Solar Farm as follows:

Q. Solar Farm

A Solar Farm ~~developed as a principal use~~ shall be permitted in accordance with Section 5.2., subject to the following:

1. Size

~~50 acres minimum.~~

2. Visibility Setbacks

Solar farms shall meet the minimum zoning setbacks for the zoning district in which located.

Solar farm equipment/structures, not including perimeter fencing, shall meet the following minimum setbacks:

- (a) ~~Solar farms with panels located at least 150 feet from an adjacent public street right of way, residentially-zoned property, or residential use shall not require screening.~~ Thoroughfare roads – 200 feet
- (b) ~~Solar farms with panels located less than 150 feet from an adjacent public street right of way must meet the requirements of Section 6.3.8, Street Buffers and Section 6.3.9, Project Boundary Buffers.~~ Residential district or residential uses – 100 feet
- (c) Institutional uses – 100 feet
- (d) Commercial districts or uses – 50 feet
- (e) Industrial districts – 25 feet
- (f) Minimum 500 feet from Scenic Byways

3. Height

20 feet maximum.

4. Screening & Buffering

- (a) Solar farms shall require screening and buffering as follows:

- (i) Street yard screening and buffer: Section 6.3.8. with Required Opacity 1.0 per Section 6.3.9.A.4.
- (ii) All other yard screening and buffers: Section 6.3.9. with Required Opacity 0.6 per Section 6.3.9.A.4.
- (iii) Where possible, existing vegetation should be utilized for screening and buffer.
- (b) Native evergreen shrubs and trees, such as wax myrtles, magnolias, red cedar, and holly species, should be used to reduce weed growth around the tree base and to control weeds in the screening area.
- (c) A buffer as wide as possible from areas managed for conservation purposes should be maintained to avoid conflict with controlled burning of such managed areas.

5. Installation and Design

- (a) Approved Solar Components – Electric solar energy system components must have a UL listing and must be designed with anti-reflective coating(s).
- (b) Compliance with Building and Electrical Code – All solar farms shall meet all requirements of the International Building Code with North Carolina Amendments.

Commentary: Compliance with the International Building Code with North Carolina Amendments includes meeting the wind load requirements for Brunswick County, which are 120 miles per hour on the western side of US 17 (Ocean Highway) and 130 miles per hour on the eastern side of US 17.

- (c) Grading and tree removal on the site should be minimized.
- (d) Natural Heritage Natural Areas should be avoided.
- (e) Minimum separation of 100 feet from named streams and rivers; and 50 feet from 404 wetlands is encouraged whenever possible.
- (f) Use of native, low-growing grasses and flowers either before (optimal) or after panel installation are strongly recommended.
- (g) Solar farms should be positioned such that they do not completely cut-off wildlife corridors.

Commentary: The N.C. Wildlife Resources Commission provides free, non-regulatory technical guidance regarding several solar farm designs. Suggestions include how to best establish low-growing native plant ground cover, security wildlife fencing and other solar farm features. Natural Heritage Natural Areas is a map layer available on the Brunswick County GIS website.

6. Application Requirements

- (a) A site plan denoting the dimensions of the parcel, proposed solar farm location (arrangement of panels), distance from the proposed area to all property lines and location of the driveway(s). No portion of the system area may encroach into the required setbacks and any buffer area(s).
- (b) The site plan should also show any street buffer(s) and any project boundary buffer(s).
- (c) Horizontal and vertical (elevation) to-scale drawings with dimensions. The drawings must show the location of the system on the property.
- (d) State and Local Stormwater permits may be required based upon ground cover.

- (e) If applicable, the applicant must apply and receive from the North Carolina Department of Transportation (NCDOT) a driveway permit, or submit documentation from NCDOT that the existing site access is acceptable for the required use prior to final project approval.
- (f) **Maintenance and Security Plan**
An approved Maintenance and Security Plan is required for all Solar Farm facilities. The Plan shall, at a minimum, include the following:
 - (i) Environmentally-friendly vegetative management practices to be employed; use of herbicides should be avoided; provided however, spot herbicide treatment may occasionally be needed to deter growth of new trees on the site.
 - (ii) Incorporate the elements and principles from N.C. Wildlife Resources Commission publication 'Recommendations for Establishing Native Pollinator Habitat on Solar Farms in North Carolina.'
 - (iii) Utilize security wildlife fencing as recommended by the N.C. Wildlife Commission; minimum seven feet in height with no barbed wire.
 - (iv) Landscape screening, fencing, gates, and warning signs shall be maintained in good condition until the facility is decommissioned.
- (g) **Decommissioning Plan**
An approved Decommissioning Plan is required for all Solar Farm facilities. The Plan shall, at minimum, include the following:
 - (i) The decommissioning obligation shall be part of the lease between the property owner and developer. The obligation shall be reviewed by County staff for compliance with standards listed below prior to signatures by party responsible for decommissioning and the landowner (if different) and recordation in the County's Registry of Deeds. Decommissioning Obligation shall include:
 - (1) Removal of solar panels, buildings, cabling, electrical components, roads, and any other associated facilities down to 36 inches below grade.
 - (2) Disturbed earth shall be re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.
 - (3) Description of any agreement (e.g. lease) with landowner regarding decommissioning and acknowledgment by the land owner, that land owner shall be held ultimately responsible for decommissioning.
 - (4) List the type of panels, storage facilities and material specifications being utilized at the site.
 - (5) The identification of the party currently responsible for decommissioning.
 - (6) Estimated cost of removal prepared by a licensed engineer.
 - (7) Prior to issuance of the building permit, approved decommissioning obligation shall be recorded in the County Registry of Deeds and shall run with the land until decommissioning is completed.
 - (ii) Decommissioning Obligation shall be updated ~~every 3 years or~~ upon change of ownership and re-recorded in the County's Registry of Deeds.

- (iii) The County shall periodically require proof of the continuous operation of the solar farm from the applicant/owner.
- (iv) The solar farm shall have 12 months to complete decommissioning of the solar facility if no electricity is generated for a continuous period of 12 months. For the purpose of this section, this 12-month period shall not include delay resulting from force majeure. Failure to timely decommission the site in accordance with the obligation shall result in all actions available at law or in equity, including, but not limited to; Breach of contract, specific performance, mandatory injunctions, fines, abatement, nuisance, liens, assessments and judicial sale of the property.
- (v) ~~The decommission plan shall include a financial guarantee for the removal of the facility in an amount equal to 125% of the estimated cost as referenced in section 6.G.i. above, said guarantee to be in a form acceptable to the County Attorney's office. The financial guarantee shall remain in full force and effect until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the installation of the solar facility.~~

MINUTES
PLANNING BOARD
BRUNSWICK COUNTY, NC

6:00 P.M. Monday
February 12, 2018

Commissioners Chambers
David R. Sandifer Administration Bldg.
County Government Center
Old U.S 17 East

MEMBERS PRESENT

Eric Dunham, Chair
Joy Easley, Vice Chair
Richard Leary
Ron Medlin
Troy Price
Tom Simmons
Randy Ward

MEMBERS ABSENT

None

STAFF PRESENT

Kirstie Dixon, Director
Helen Bunch, Zoning Admin.
Connie Marlowe, Admin. Asst. II
Marc Pages, Senior Planner
Bryan Batton, Asst. County Attorney

OTHERS PRESENT

Sammy Varnam
John Hankins
William Bittenbender, Alternate
Michael Caison
Frank Braxton

Terry Pope, State Port Pilot
Lewis Dozier
Brian Slattery, Brunswick Beacon
Ronnie Clemmons

I. CALL TO ORDER.

The Chair called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE.

Mr. Dunham said a prayer. The Chair asked everyone to stand and face the U.S. Flag to say the Pledge of Allegiance.

III. ROLL CALL.

There were no members absent.

IV. CONSIDERATION OF MINUTES OF THE 08-JAN-18 MEETING.

Mr. Leary made a motion to approve the minutes as written and the motion was unanimously carried.

V. AGENDA AMENDMENTS.

Mr. Pages added Case Updates and Planning Board Training under Other Business.

VI. PUBLIC COMMENT.

There were none.

VII. PUBLIC HEARINGS.

A. Rezoning Z-759 – Sammy Varnam

Request to rezone approximately 67.34 acres located off Holden Beach Road SW (NC 130) near Holden Beach from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110.

Land Use Plan Map Amendment LUM-759:

Request to amend Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Pages addressed the Board. He read the Staff Report (attached). He identified the subject property and surrounding properties on a visual map.

Mr. Pages said staff recommends approval from R-6000 (High Density Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

Mr. Dunham asked staff when the adjoining property (Tax Parcel 2150006103) was rezoned to C-LD? Mr. Pages said that particular parcel was split-zoned R-6000 and C-LD and the property was rezoned to C-LD on 01-Nov-10. Mr. Dunham asked staff if a Land Use Plan amendment was done at that time? Mr. Pages said the land classification was MDR (Medium Density Residential) and the land classification was changed to Commercial.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Sammy Varnam addressed the Board. He stated that Mr. Benny Ludlum owns 2 of the properties (Tax Parcels 21500061 and 2150006106) requested for a zoning change because he wanted his property to be zoned commercial rather than split-zoned R-6000 and C-LD. Mr. Pages interjected that Mr. Ludlum signed the application for his properties to be included in the zoning change.

Mr. Dunham asked if the 60' strip off Boonesneck Road SW (SR 1137) is a right-of-way? Mr. Varnam replied, yes.

Mr. Ronnie Clemmons addressed the Board. Mr. Clemmons said he jointly owns Tax Parcel 2150006307 with Mr. Michael Caison and he asked what the right-of-way will be used for off Quincy Street SW? Mr. Varnam said he purchased that easement from Mr. Alphonzo Roach and it is a non-exclusive easement for the adjoining property owners to use for ingress and egress to their property. Mr. Varnam said he will also continue use that easement for ingress and egress purposes. Mr. Clemmons said they are concerned with traffic in the area. Mr. Varnam said he would like to put a gate up to deter potential trespassers in the area and Mr. Clemmons was in favor of such happening.

Mr. Michael Caison addressed the Board. Mr. Caison asked if their taxes (joint owner of Tax Parcel 2150006307) will be increased if the subject property is zoned commercial. Mr. Dunham said their taxes should not be affected because their property is not being requested for a zoning change.

With no further comments, Mr. Ward made a motion to close the Public Hearing and the motion was unanimously carried.

The Board discussed the worksheet and concluded the following:

- I. Will the uses permitted by the rezoning be appropriate for the area? Yes ☒ No ☐

There is similar zoning nearby and the change will correct a split-zoning issue.

- II. Does adequate public facilities and services (schools, utilities, roads) exist, are planned, or can be reasonably provided to serve the needs of uses likely to be constructed because of this rezoning change? Yes ☒ No ☐

There are no school capacity deficiencies at this time. Water and sewer is available from Brunswick County along Holden Beach Road SW (NC 130). However, water and sewer connection will require developer responsibility to connect to the water and sewer systems.

- III. Is the rezoning consistent with the adopted Land Use Plan or other land use documents? Yes ☐ No ☒

It is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial.

IV. Is the rezoning reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there is C-LD zoning nearby.

Mr. Ward made a motion to recommend to the Board of Commissioners to approve Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 in conjunction with an amendment to the Official Brunswick County CAMA Land Use Plan Map for Tax Parcels 21500063, 21500061, 2150006106 and 2310004110 located off Holden Beach Road SW (NC 130) near Holden Beach from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for REZONING be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed zoning amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☐ No ☒

The proposed zoning amendment is not consistent with the CAMA Land Use Plan. However, an amendment has been requested from LDR (Low Density Residential) and MDR (Medium Density Residential) to Commercial. There are portions of some parcels currently classified as commercial.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

There were no objections to the zoning change and there are portions of some parcels currently zoned commercial and this will correct a split-zoning issue. There is also like zoning in the immediate area.

B. Planned Development Conceptual Plan Approval – PD-16.

Name: Sunrise Terrace (Revision)
Applicant: D.R. Horton
Tax Parcels: 029KA001, 029KA007 and 029KA00701
Location: Located on Village Road NE (SR 1472) near Leland
Description: The developer of Sunrise Terrace is proposing to add an additional 7 single family lots to the existing planned development which will result in a total of 97 residential lots on a gross site of 26.38 acres creating an overall density of 3.67 dwelling units per acre.

Mr. Pages addressed the Board. Mr. Pages read the Staff Report (attached). Mr. Pages identified the proposed area on a visual map and provided drone footage of the site.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department;
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance; and
- Prior to recording any additional lots, record a survey indicating the area in Leland's jurisdiction as common area/open space.

Ms. Easley made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Frank Braxton, Coastal Land Design, addressed the Board on behalf of D.R. Horton. Mr. Braxton said the project was purchased from another developer and property was added that is in the Town of Leland. Mr. Braxton said they restructured the stormwater to accommodate 1 large stormwater pond rather than 2 stormwater ponds as originally proposed. As a result, they were able to create 7 additional lots for development. Mr. Braxton said water and sewer will be provided by Brunswick Regional Water and Sewer H2GO (H2GO). He further stated that they are working with the North Carolina Department of Transportation (NCDOT) to secure the driveway permit. Mr. Braxton said they are trying to tie the sidewalks to the park area and the mail kiosk area as well as a greenway trail along Village Road NE (SR 1472).

With no further comments, Mr. Leary made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Dunham asked staff about the portion of the project that is in the Town of Leland? Mr. Pages said that portion of the project has been in the Town of Leland since the County implemented zoning in 1994. Ms. Dixon interjected that portion of the project is in the Town's city limits because they do not have an extraterritorial jurisdiction (ETJ). Mr. Dunham clarified that the project will have slightly less open space, but more of the open space will be recreational open space and Mr. Pages concurred.

With no further discussions, Mr. Price made a motion to approve Sunrise Terrace (Revision) Planned Development with the noted conditions by staff and the motion was unanimously carried.

C. Proposed Revisions to Solar Farm requirements in the Brunswick County Unified Development Ordinance.

Ms. Dixon addressed the Board. She discussed a memo (attached) previously provided to the Board regarding the proposed revisions to solar farm requirements. Ms. Dixon discussed the proposed amendments (attached) to Solar Farm requirements.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Ms. Easley made a motion to close the Public Hearing.

Mr. Leary made a motion to recommend to the Board of Commissioners to approve the proposed revisions to Solar Farm requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment only changes requirements for 1 use, thus creating no major impact.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment addresses public concerns and gives property owners discretion in using their property. The proposed use is further reviewed by the Board of Adjustment and additional conditions can be imposed prior to approval.

D. Proposed Revisions to Temporary Use Permit requirements in the Brunswick County Unified Development Ordinance.

Ms. Bunch addressed the Board. She discussed a memo (attached) previously provided to the Board regarding Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch discussed the proposed amendments (attached) to Temporary Use Permits for Large Events (1,000 guests or more). Ms. Bunch said the appropriate departments (Code Administration – Fire/Structures, Emergency Services, Environmental Health and the Sheriff's Office) as well as the County Attorney's office were involved in drafting the proposed revisions to address local and State regulations.

Mr. Dunham asked staff if large events held at a public park will be treated differently? Ms. Bunch said such uses would not likely occur at a County park, but the County does comply with ordinance requirements to the fullest extent possible. Mr. Dunham asked staff the type of events that would be defined as large events? Ms. Bunch said a music festival or any open event with 1,000 people or more. Mr. Dunham asked staff if any such events have previously occurred in the County? Ms. Bunch said there has been interest, but nothing has occurred thus far.

Mr. Ward made a motion to open the Public Hearing and the motion was unanimously carried.

With no further comments, Mr. Simmons made a motion to close the Public Hearing.

Mr. Simmons made a motion to recommend to the Board of Commissioners to approve the proposed revisions to the Temporary Use Permit requirements and the motion was unanimously carried.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the TEXT AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document? Yes ☒ No ☐

The proposed text amendment is a modification to existing language to clarify large events of 1,000 guests or more.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment provides regulations to ensure the public's safety, health and welfare is protected.

VIII. OTHER BUSINESS.

- Planning Board Cases Update

Ms. Dixon addressed the Board. She stated that there are no zoning cases for consideration to the Board of Commissioners at their 19-Feb-18 meeting.

- Planning Board Training

Ms. Dixon addressed the Board. She stated that staff has sought outside assistance for Board training that will include videos and/or a workshop. She said staff will send a survey to the Board with dates to schedule the training session and a date will be provided at a later date as well as items for discussion.

IX. ADJOURNMENT.

With no further business, Ms. Easley made a motion to adjourn and the motion was unanimously carried.

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY BOARD OF COMMISSIONERS



ZONING AMENDMENT UDO- _____

**THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS HEREBY
ORDER, on the basis of all the foregoing, that the UNIFIED
DEVELOPMENT ORDINANCE ZONING AMENDMENT be**

☐ **APPROVAL – CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is consistent with the CAMA Land Use Plan (Comprehensive Plan)* for the following reasons: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **APPROVAL – NOT CONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment *is NOT consistent* with the CAMA Land Use Plan (Comprehensive Plan) for the following reasons: _____

- The Board of Commissioners further finds that the approval of the proposed zoning amendment will amend the CAMA Land Use Plan (Comprehensive Plan) and the following changes have been considered to meet the needs of the community: _____

- The Board of Commissioners further finds that the proposed zoning amendment *is reasonable and in the public interest* for the following reasons: _____

☐ **DENIAL– INCONSISTENT WITH COMPREHENSIVE PLAN**

- The Board of Commissioners finds that the proposed zoning amendment ☐ **is** ☐ **is not** consistent with the CAMA Land Use Plan (Comprehensive Plan) and ☐ **is** ☐ **is not** in the public interest for the following reasons: _____

CONSISTENCY STATEMENT

FOR BRUNSWICK COUNTY PLANNING BOARD

ZONING AMENDMENT DESCRIPTION: Solar Farm Text Amendment



THE BRUNSWICK COUNTY PLANNING BOARD RECOMMENDATION

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the ZONING AMENDMENT be recommended to the Board of Commissioners for

☒ **APPROVAL – The proposed text amendment is APPROVED**

- Is the proposed change consistent with the CAMA Land Use Plan or any other adopted land use document?

Yes ☒ No ☐

The proposed text amendment only changes requirements for 1 use, thus creating no major impact.

- Is the proposed amendment reasonable and in the public interest? Yes ☒ No ☐

The proposed text amendment addresses public concerns and gives property owners discretion in using their property. The proposed use is further reviewed by the Board of Adjustment and additional conditions can be imposed prior to approval.



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VIII. - 1.

From: Administration - Surplus Property Offers (Steve Stone, Deputy County Manager)
Steve Stone, Deputy County Manager

Issue/Action Requested:

Request that the Board of Commissioners consider offers that have been submitted for 6 surplus parcels.

Background/Purpose of Request:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
17900004	Rustic Trail, Longwood	8.6 acre	\$17,460.00	9/20/2017	\$2,148.33	
1520000107	.6 mi W. Of Animal Srvc.	3.94 acre	\$15,600.00	9/20/2017	\$2,902.11	
00500015	Northwest	13.58 acre	\$42,720.00	3/27/2017	\$2,455.58	
					\$7,506.02	\$7,700.00
218AA132	688 Madeira Islands Dr., SW	.46 acre	\$15,000.00	3/27/2017	\$5,093.53	\$5,100.00
18400039	750 Turnpike Rd., SW	.95 acre	\$20,750.00	11/4/2013	\$12,358.55	\$8,000.00
0270002108	6510 Alston Tr., NE	.7 acre	\$7,680.00	5/23/2011	\$2,626.51	\$700.00

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners consider offers that have been submitted for 6 surplus parcels.

ATTACHMENTS:

Description

- ▣ Property Offers 17900004, 1520000107, 05000015, 218AA132, 18400039
- ▣ Property Offer 0270002108

From: [Leslie Clock](#)
To: [Steve Stone](#)
Subject: Final corrected Suplus property bid
Date: Tuesday, March 13, 2018 11:48:40 AM

CAUTION: This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Issue/Action Requested:

CLIENT#1

17900004
1520000107
00500015

\$7700

CLIENT #2

218AA132

\$5100

CLIENT #3

18400039

\$8000

Total bid of \$20,800

Thank you very much for all your efforts.
Leslie Clock

--



From the Office of Leslie Clock, Broker In Charge
NC LIC# 28157 SC LIC# 90240

From: [tracy holt](#)
To: [Steve Stone](#)
Subject: Re: Property Porposal
Date: Monday, March 12, 2018 1:09:52 PM

CAUTION: This email originated from outside of Brunswick County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tracy Holt
910-231-0144

On Mon, Mar 12, 2018 at 12:39 PM, tracy holt <tracyholt21@gmail.com> wrote:

Good afternoon,

I would like to make an offer on Parcel #0270002108 in the amount of \$700.00.

Thank you



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
March 19, 2018

Action Item # VIII. - 2.

From:

Aaron Perkins, Director of Parks & Recreation

Parks & Recreation - Submission for Public Access Grant to Develop Brunswick Waterway Park Phase 3 (Aaron Perkins, Director of Parks & Recreation)

Issue/Action Requested:

Request that the Board of Commissioners approve the submission of a pre-application and grant application for a Public Access Grant for the Brunswick Waterway Park Phase 3.

Background/Purpose of Request:

The Division of Coastal Management awards about \$1 million a year in matching grants to local governments for projects to improve pedestrian access to the state's beaches and waterways. Funding for the Public Beach and Coastal Waterfront Access Program comes from the N.C. Parks and Recreation Trust Fund.

Local governments may use access grants to construct low-cost public access facilities, including parking areas, restrooms, dune crossovers and piers. Projects range in size from small, local access areas to regional access sites with amenities such as large parking lots, bathrooms and picnic shelters. Towns and counties also may use the grants to replace aging access facilities. In addition, local governments can use the funds to help acquire land for access sites or to revitalize urban waterfronts. Grants for improvements to existing sites must be at least 25%. At least half of the local contribution must be cash match and non-cash in-kind match.

Brunswick Waterway Park Phase 3 Elements:

- Site Preparation
- Transient Dock
- Boardwalk/ Trails
- Site Furnishings
- Site Elements (Landscaping, Signage)
- Project Oversight

Staff recommend approval to apply for the pre-application and grant application for the Public Access Grant for Brunswick Waterway Park Phase 3.

Fiscal Impact:

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Yes

County Manager's Recommendation:

Recommend that the Board of Commissioners approve the submission of a pre-application and grant

application for a Public Access Grant for the Brunswick Waterway Park Phase 3.

ATTACHMENTS:

Description

- ▣ Division of Coastal Management Pre-Submission Grant Application and Grant Application



ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

BRAXTON DAVIS
Director

Invitation to Submit Pre-application Access Grant Proposals Public Beach and Coastal Waterfront Access Funds 2018-19 Cycle

TO: Local Officials in the Coastal Area

FROM: Mike Lopazanski, Policy & Planning Section Chief
Division of Coastal Management

DATE: January 30, 2018

We are pleased to notify local governments in the 20-county coastal area that the Division of Coastal Management (DCM) has grant funding available for Public Beach and Coastal Waterfront Access projects for the upcoming 2018-19 fiscal year. Local governments are invited to apply for funding for projects that are anticipated to begin after November 2018 and to be completed in eighteen (18) months.

Local governments interested in applying for financial assistance must complete and submit **two (2) printed copies** of the enclosed Pre-application form with attachments. Your local DCM District Planner must receive pre-applications on or before 5:00 pm on **Monday, April 9, 2018**.

Process: The application process has three (3) steps: the Pre-application, invitation to submit a Final Application, and grant contract approval.

DCM will review the pre-applications and select a number of proposals for further consideration based on available funding. Local governments that submitted applications in previous years but were not selected for funding must re-apply for consideration during this grant cycle. Only pre-applications titled 2018-19 will be accepted as the application packet and application forms are adjusted annually.

Local governments whose proposals are selected will be notified by **Wednesday May 9, 2018** to submit a Final Application with more detailed project information. A final application form will be provided with the notification. Prior to submitting a Final Application, the local government shall hold a public meeting or hearing to discuss its proposal and consider comments prior to its decision to submit a Final Application for state funds. Final Applications are anticipated to be due on or before 5:00 pm on **Monday, August 13, 2018**.



Local governments are encouraged to include their local contribution in their FY 2018-19 budget. All final applicants will be notified in September whether their project has been selected for funding.

Match: Local government matching contributions for acquisition must be at least 15% of the total project cost. For Tier 1 counties and their municipalities, the match for acquisition is at least 10%. Grants for improvements to existing sites must be at least 25% however, for Tier 1 counties and their municipalities; the match is 10%. ¹ At least half of the local contribution must be cash match; the remainder may be in-kind match. Guidelines for determining allowable cash and non-cash in-kind match contributions are enclosed.

Overview: The primary objective of the public access grant program is to provide pedestrian access to public beaches and public trust waters in the 20 coastal counties. Grant funds may be used for land acquisition (including “unbuildable” lots) and site improvement projects that are consistent with the state guidelines for public access in the coastal area (15A NCAC 7M .0300)². Any facility constructed with these grant funds must meet state and federal guidelines for handicap accessibility.

Examples of eligible projects include the following:

- ❖ Land acquisition - purchase of land for future public access facilities.
- ❖ Land easement acquisition - purchase of easements for public access.
- ❖ Parking areas; restrooms; and other facilities.
- ❖ Urban waterfront access sites - improved public access to deteriorating or under-utilized urban waterfronts through reconstruction or rehabilitation.
- ❖ Reconstruction or relocation of existing damaged public access facilities. Primarily for sites not originally funded by this program or for improvements to any sites at least fifteen (15) years (15) old.
- ❖ Handicap facilities - Local governments are encouraged to submit proposals designed to enhance handicap accessibility at existing facilities.
- ❖ Boat Launch facilities- boat launch and ramp facilities, whether motorized or not, may be part of a project provided pedestrian access is still a major component of the project.

Proposals that include both land acquisition and site improvements are to be submitted under separate applications.

A Pre-application Packet is enclosed. The packet includes:

- a. Notice of the Availability of Funds
- c. Guidance for Grant Proposals
- d. Pre-Application Form

DCM hopes you will consider utilizing funding through this grant program to help make a positive and lasting contribution to your community’s public access efforts. Your local DCM District Planner looks forward to receiving your pre-application and assisting you in this process. If you have any questions, please contact your local DCM District Planner listed in the enclosed “Local Contacts and Resources”.

¹ The NC Department of Commerce 2018 Article 3J County Tier Designations.

² See <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-rules/coastal-development-rules>



North Carolina Public Beach and Coastal Waterfront Access Fund

2018-19 Cycle

Pre-application



Division of Coastal Management
Department of Environmental Quality

Table of Contents

	<u>Page</u>
Table of Contents.....	1
Notice of Available Funds and Requirements	2
Tier 1 Coastal Communities	4
Local Contacts and Resources	5
Guidance for Grant Proposals.....	6
Pre-application Form 2018-19 Funding Cycle	12

This application is also available online at:

<https://deq.nc.gov/about/divisions/coastal-management/coastal-management-beach-waterfront-awareness-program/public-access-grant-application-package>

A .pdf file of the complete packet is available as well as a fillable Word and .pdf version of the application.

Notice of Available Funds and Requirements 2018-19 Cycle

Funds Available: The N.C. Division of Coastal Management (DCM) estimates that approximately \$1 million dollars will be available for public beach and coastal waterfront access projects in FY 2018-19.

Eligible Applicants: The 20 coastal counties and municipalities therein that have public trust waters (ocean, estuarine or riverine waters) within their jurisdictions.

Anticipated Contract Period: Eighteen (18) months beginning between November 2018 and January 2019

Maximum Request: There is no limit on maximum request. However due to the limited funds available, applicants need to be mindful that larger requests may be difficult to accommodate.

Match Requirements: Local government matching contributions for acquisition must be at least 15 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1.¹

Matching contributions for improvements to existing sites must be at least 25 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1. ¹ The match requirement for municipalities within counties qualifying as Tier 1 is also 10 percent.

At least half of the local match must be cash match; the remainder may be in-kind non-cash match. Pre-award costs associated with surveying, title work, appraisals, permitting fees, and design and engineering costs associated with permits that are incurred within the last three (3) years may also be eligible for credit towards non-cash match, provided they are documented in the grant application and contract budget. See "Guidelines for Local Match" enclosed.

Use of Other State or Federal Funds for Local Cash Match: Other state and federal monies are eligible for use to meet local match provided such funds are not already being used to match other grants by other state or federal agencies. Local cash and non-cash in-kind match that is already being used or intended to be used to also match other state or federal grants must be disclosed and recognized within the application process and award contract.

Public Use: Property acquired with a grant through the Public Beach and Coastal Waterfront Access Program must be retained and used for public access. Facilities built or renovated with grant funds must be maintained for public access.

¹ The NC Department of Commerce 2018 Article 3J County Tier Designations.

Notice of Available Funds and Requirements 2018-19 Cycle

Site Control: The applicant must own or have at least a 25-year lease on property where grant funds are used to build or renovate facilities, except where improvements are proposed on “Other Agency Lands” (see below).

Required Development Permits: Receipt of a grant award does not guarantee approval of a CAMA development permit or any other State permit. The local government is required to obtain all applicable permits.

Improvements on Other Agency Lands: A local government may apply for a grant to fund improvements on property owned by a public school administrative unit or a state or federal agency. The county or municipality, however, must serve as the applicant for the project. Improvements must enhance public access to public trust waters and not just serve other recreational purposes.

Notice of Limitations and Use Restrictions: Acquired properties funded through the grant program will require recorded deed restrictions to be in place prior to a reimbursement of grant funds. Land acquired with access grant funds shall be dedicated in perpetuity for public access and the benefit of the general public. The dedication shall be recorded in the property records by the grantee. Any lease or easement agreement shall extend at least 25 years. If land acquired or improved with grant funds is sold or otherwise disposed of, the local government shall reimburse the State with an equal percentage of access grant funds at current market rate.

Criteria used to prioritize and select projects to receive grant assistance:

- Lack of access opportunities in the area
- Demonstrated need for the project due to high demand and limited opportunities
- Project is identified in a local beach or waterfront access plan or certified CAMA Land Use Plan
- Community has not received previous assistance from this grant program
- The commitment of matching funds exceeds the minimum required local match
- Project proposal includes multiple funding sources (in addition to DCM)
- Location includes donated land deemed “unbuildable” due to regulations or physical limitations
- The community has demonstrated its ability to complete previous projects and/or has demonstrated its ability to operate and maintain facilities previously funded.

Tier 1 Coastal Communities 2018-19 Cycle

Coastal counties and municipalities that qualify for reduced local matching based on the NC Department of Commerce 2018 Article 3J County Tier Designations.

<i>County</i>	<i>Municipality</i>
Bertie County	Town of Askewville Town of Aulander Town of Colerain Town of Kelford Town of Lewiston-Woodville Town of Powellsville Town of Roxobel Town of Windsor
Camden County	
Chowan County	Town of Edenton
Gates County	Town of Gatesville
Hertford County	Town of Ahoskie Town of Cofield Town of Como Town of Harrellsville Town of Murfreesboro Town of Winton
Hyde County	
Pasquotank County	City of Elizabeth City
Perquimans County	Town of Hertford Town of Winfall
Tyrrell County	Town of Columbia
Washington County	Town of Creswell Town of Plymouth Town of Roper

Local Contacts and Resources

2018-19 Cycle

Local Contacts for Application Packet

Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans, Tyrrell and Washington counties:

Charlan Owens, AICP, District Planner
Division of Coastal Management
401 South Griffin Street, Suite 300, Elizabeth City, N.C. 27909
(252) 264-3901 charlan.owens@ncdenr.gov

Beaufort, Carteret, Craven, Hyde and Pamlico counties:

Rachel Love-Adrick, District Planner
Division of Coastal Management
400 Commerce Ave. Morehead City, NC 28557
(252) 808-2808 rachel.love-adrick@ncdenr.gov

Brunswick, New Hanover, Onslow and Pender counties:

Mike Christenbury, District Planner
Division of Coastal Management
127 Cardinal Drive Extension, Wilmington, N.C. 28405-3845
(910) 796-7426 mike.christenbury@ncdenr.gov

DCM on the WEB: An electronic copy of the application is available on the N. C. Division of Coastal Management web site at <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-beach-waterfront-awareness-program/public-access-grant-application-package>.

A .pdf file of the complete packet will be available as well as a fillable .pdf version of the application. District Planners can also send you a hard copy of the application.

Public Access Rules: A copy of the rules that apply to the Public Beach and Coastal Waterfront Access Program, 15A NCAC 7M Section .0300 Shorefront Access Policies, are available on the N. C. Division of Coastal Management web site at <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-rules/coastal-development-rules>.

Guidance for Grant Proposals 2018-19 Cycle

Introduction

The N. C. Public Beach and Coastal Waterfront Access Program is a matching grant program administered by the Department of Environmental Quality, Division of Coastal Management. Guiding policies and principals for the access program are provided in Title 15A, Subchapter 7M .0300 of the North Carolina Administrative Code.

Land acquisition, site improvements, and amenities for public access to the waterfront are funded through this grant program.

Total project costs include grant funding and local match (cash and non-cash in-kind).

Local Match Requirements

- **Land Acquisition:** For land acquisition, local government match must be at least 15% of the total project cost. At least one-half (1/2) of the local contribution (7.5% of the total project cost) must be cash; the remainder may be non-cash in-kind. For Tier 1 counties* and their respective municipalities, the local government contribution for land acquisition is 10% of the total project costs. At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.
- **Site Improvements and Amenities:** For site improvements and amenities, local government match must be at least 25% of the total project cost. At least one-half (1/2) of the local contribution (12.5% of the total project cost) must be cash; the remainder may be non-cash in-kind. For Tier 1 counties* and their respective municipalities, the local government contribution for site improvement and amenities is 10% of the total project costs.

At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.

Cash and Non-Cash In-kind Contributions (General)

- **Criteria for Claiming Contributions:** Cash and in-kind contributions may be claimed as part of the local government's match when such contributions meet all of the following criteria:
 1. Are provided for in the project budget approved by the Division of Coastal Management;
 2. Are verifiable from the local government's records;
 3. Are necessary and reasonable for proper and efficient completion of the project;
 4. Are not included as contributions for matching any other state or federally assisted projects or programs, except where authorized by state or federal statute;
 5. Use of other state or federal funds for local cash match must be identified to ensure that double matching does not occur;
 6. Do not include N. C. state sales tax; and,
 7. Conform to other provisions of these guidelines, as applicable.

In general, in-kind contributions are derived from resources already on hand or from donations, whereas cash contributions will be utilized to purchase new services or equipment necessary for proper completion of the access project.

Cash Contributions

Local cash contributions may be claimed for the following accountable items: planning and project design fees, permit fees, land

* The NC Department of Commerce 2018 Article 3J County Tier Designations.

Guidance for Grant Proposals

2018-19 Cycle

acquisition (including survey and appraisal), labor (other than local government salaried employees), materials, construction equipment rental, amenities, and infrastructure. These costs must be incurred during the contract period.

- **Site Amenities:** The cost of amenities purchased by the local government during the contract period may be included as part of the cash contribution if it is an integral part of the access facility or its construction as presented in the Final Application submitted to the Division of Coastal Management and specified in the contract. Examples include park benches, bike racks, water fountains, trashcans, and lights. (See also “Donations of Property and Services”.)
- **Rental of Construction Equipment:** If the local government must rent construction equipment to complete the proposed project, (such as front loaders, graders, or dump trucks) rental costs may be included as cash contribution. (See also “Donations of Property and Services”.)
- **State and Federal Funds:** State and Federal funds may be counted as cash match provided the funds are not being used as a match for other programs. Local government employee salaries do not qualify as cash match, but may be included toward non-cash in-kind match.

Non-Cash In-kind Contributions

Local in-kind non-cash contributions may be claimed for the following accountable items: project design fees, permit fees, land acquisition (including survey and appraisal), labor (including local government salaried employees), materials, construction equipment rental, amenities, and infrastructure. Reasonable local government employee time can also be credited. These costs must be incurred during the contract period, except as specifically indicated below.

- **Site Assessments:** Title opinions, property appraisals, boundary surveys, and wetland delineations associated with land acquisitions and site improvements may be counted toward in-kind match, provided the costs are incurred within three (3) years of the grant award date.
- **Permits:** Project permit fees and design and engineering fees associated with permits that are expended prior to a grant contract may be counted toward non-cash in-kind match, provide the costs are incurred within three (3) years of the grant award date. Fees for preparing a grant or permit proposal are not eligible.
- **FEMA Buyout Properties:** Property that was part of a FEMA buyout or other similar mitigation program is eligible for this grant program, provided the original conditions for the buyout are not in conflict with the proposed improvements. Use of the recent buyout property's value as non-cash in-kind match may be considered similarly as previously purchased or donated property. (See also “Donations of Property and Services”.)
- **Volunteer Services:** Volunteer services eligible as in-kind contribution are limited to professional engineering and architectural services when those services are not found in the local government. Paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation, if approved by DCM. When an employer other than the local government furnishes the services of an employee, or when an individual contractor volunteers, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits, as described above), provided these services employ the same technical skill for which the employee is normally paid. All volunteer services must be documented by signed invoice showing the billing rate for the service, number of hours, and a statement that the charges are forgiven.

Guidance for Grant Proposals

2018-19 Cycle

Excluded from volunteer services are prison labor, court-required community service and other work programs, and volunteer civic groups.

In those instances in which the required skills are not found in the local government, or for other activities specifically approved by the Division of Coastal Management, rates shall be consistent with those paid for similar work in the labor market in which the local government competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

Donations of Property and Services

- Land/Structures: If the local government has land that has recently been donated or that will be donated, or structures for an access facility, and the donation is allowed by the Division of Coastal Management to be counted as local contribution, the value of the donation for purposes of in-kind contributions shall be established by an independent licensed appraiser. The donor of the land must be a private organization or individual. The community must provide a five-year history of conveyance for the property. Land that is transferred to the community due to a statute or rule is not considered a donation. If a landowner is proposing to sell land to the community for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant.

Donation to, or acquisition of, the property/structure by the local government must have occurred within five (5) years of the grant award. A long-term easement (more than 25 years from the date of the grant award) of land may also be considered.

- Property Lease: Lease arrangements must be for the life of the project (at least 25 years). When property is leased to the local

government for an annual fee, the first year's lease payment may be considered as in-kind contribution.

- Professional Fees: If the usual fees of a licensed professional, such as an architect or engineer, are waived or donated to the local government for work associated with the access project, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. Partial contribution of a fee (for example, the balance of a discount rate) will not be considered as in-kind match. *All volunteer professional services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.*
- Construction Equipment: The use of privately owned construction equipment (graders, loaders, dump trucks, etc.) donated for construction of the access facility may be claimed as in-kind contribution. The use value of rented equipment shall not exceed its fair rental value. Use of public agency equipment is not eligible for matching.
- Building Materials, Site Amenities and Landscaping Materials: Building materials (lumber, hardware, marl, etc.), site amenities (benches, bike racks, water fountains, etc.) and landscaping materials (plants, soil, timbers) donated to the project may be claimed as in-kind contribution. The value of any of these goods shall not exceed fair market value at the time of donation. To be eligible as an in-kind contribution, the building material, amenities or landscape materials must be an integral part of the original access project as presented in the Final Application submitted to the Division of Coastal Management and specified in the contract.
- Attorney Fees – Fees associated with the title opinion and other property transaction costs may be included as non-cash match prior to the effective date of the contract. Reasonable costs following the effective date of the contract may qualify as cash match. Such

Guidance for Grant Proposals

2018-19 Cycle

costs should be included in the project budget.

Additional Guidance

The following is further guidance to assist communities with making a grant request. For additional information, contact your local DCM District Planner listed in this packet. (See Local Contacts and Resources.)

- **Include All Costs:** List all items proposed for funding and the estimated cost of each item. All items included in cost estimates must be shown on the site plan, except for items such as grading, utilities, and planning. Round all cost estimates to the nearest dollar. Where practical, identify costs separately for independent elements of the same type of facilities or improvements on the same site.

Land Acquisition

- **Property Appraisal:** A preliminary property appraisal will be required as part of a Final Application. The preliminary appraisal is an educated estimate of the property's value. An estimate does not require a licensed appraiser. A certified property appraisal will be required prior to grant reimbursement. The appraiser is required to certify that the appraisal was completed using the Universal Standard of Professional Appraisal Practices. The appraisal must be for the value of the land and any existing structures that will be used for public access and recreational purposes. Two (2) certified appraisals are required for property with a value greater than \$600,000 prior to grant reimbursement.
- **When may a formal appraisal not be necessary:** With DCM's approval, the use of property value based on property tax assessment may be used instead only when all of the following is evident:
 1. That the property owner will accept the tax appraisal assessment;

2. The proposal is not locally controversial;
3. The property is an unbuildable lot/ remnant or of a small size or awkward shape; and,
4. The property is contiguous to existing publicly owned or controlled property, or FEMA buyout property; and,
5. The property has an estimated value of less than \$15,000.

- **When to Take Title to Land/Leases/ Easements:** All communities must sign a contract with the state before accepting a title/lease/easement to land that will be acquired using grant funds. This also applies to property that is donated to the local government. A Contract for Purchase or a Loan Agreement may be accomplished prior to the effective date of a grant contract. Cash payments that occur prior to the effective date of the grant contract are not eligible for credit towards a cash match and are not reimbursable. The exception is when the intent is to use it toward non-cash match.
- **Buying Now and Building Later:** The local government may use the grant to acquire land with plans to make improvements later. The grantee has five years to begin making access improvements. If this is the intent, the applicant must provide a "Plan for Future Development" as part of a Final Application. The Plan is to include: a description of how the public will be able to use the site until improved access facilities are in place; a conceptual site plan showing the proposed development; and a timeline for developing the site.
- **Acquisition Documentation:** A report form along with two (2) copies of the deed with recorded restrictions, property title, property appraisal, and proof of payment will be required prior to grant reimbursement. DCM will supply the report form.

Guidance for Grant Proposals 2018-19 Cycle

Site Control for Properties to be Improved or Renovated

- **Site Control:** The applicant must own or have at least a 25-year lease or easement on the property where improvements or renovated facilities will be located. The community must submit copies of the deed or of the signed lease or easement, as well as the opinion by the community's attorney, regarding site control as part of the Final Application submittal. Proposals that include the leasing or acquisition of easements as part of the total project cost must identify the estimated costs and assumptions used in the request proposal. Where property is owned or controlled by another governmental entity or agency, a Joint Use Agreement may suffice, subject to approval of DCM.
- **Joint Use Agreement:** A local government and a school system or state or federal agency must include a draft Joint Use Agreement with a Final Application. The agreement describes the hours of use of the facilities by the public and how the site will be maintained. DCM staff must approve the formal agreement prior to a reimbursement of grant funds. It is the community's responsibility to ensure that the agreement is acceptable to DCM/DEQ prior to expenditure of local funds to be reimbursed. Recording of the Joint Use Agreement may be required.

Costs to Build or Renovate Facilities

- The Importance of Good Estimates: If you receive a grant, you are expected to complete your project according to the cost estimates in your application.

Obtain estimates from contractors, engineers or architects, who have experience in developing or designing access sites. Consider the impact of inflation by assuming that the project may be completed over an

eighteen (18)-month period after the grantee signs a contract with the State.

- Be Specific: Include specific units (sizes, numbers, lengths, etc.) for each item in the cost estimates. Include dimensions or square footage of all indoor or sheltered facilities. The intended use of enclosed structures, especially partitioned interior areas, must be identified.
- Contingency: A contingency amount of **5%** of the total cost to build or renovate a project may be included in the cost estimates (not required).
- Equipment/Tools are Not Eligible: Tools, maintenance equipment, office equipment and indoor furniture are not eligible for reimbursement with grant funds.

Planning and Incidental Costs

- Planning and Design Costs: For projects to build or renovate facilities, the following items can be included in cost estimates: architectural and engineering fees, site plans, design drawings, construction drawings, construction management, and preparing cost estimates.
- Incidental Land Acquisition Costs: Appraisals, title searches, surveys, and attorney fees can be included in cost estimates.
- Limit on Planning and Incidental Land Acquisition Costs: The sum of planning costs, incidental land acquisition costs and the cost of preparing permit applications cannot exceed **20%** of the total cost of the project. Exceptions may be made for Tier 1 jurisdictions* with written approval from DCM.

* The NC Department of Commerce 2018 Article 3J County Tier Designations.

Guidance for Grant Proposals

2018-19 Cycle

- **Timing of Expenses:** Design, engineering and planning costs to develop projects and other incidental costs to acquire land are only eligible for consideration as cash match or for reimbursement **after** the local government signs a contract with the state. These expenses may be considered for non-cash match.

Additional Improvement Requirements

- **Placing Utility Lines Underground:** All utility lines funded with a grant award must be placed underground unless agreed to otherwise within the contract.
- **Making Facilities Accessible:** All facilities funded with a grant award must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are strongly encouraged to include the costs of building accessible facilities and access routes to those facilities in the grant application. Prior to closing out a project and receiving final payment of grant funds, the local building official will be required to provide a letter certifying compliance.

Costs Not to be Included in a Grant Award or Local Match

- **Environmental Assessments** - other than preliminary work associated with site planning and wetland delineation.
- **Remediation Plans** - associated with contaminated sites. However, some costs of actual remediation or clean up may be eligible for non-cash in-kind match.
- **Restoration Plans** - however, wetland restoration may be eligible for cash or non-cash in-kind match credit.
- **Attorney Fees** - no fees for permitting, condemnation or other litigation will be considered.

Timing Issues

- **Starting the Project:** A grantee must sign a grant contract before beginning any components of a project in order to be eligible for match or reimbursement. Certain costs can be incurred before the contract start date.
- **Completing the Project:** Though grant contracts may be amended and extended at the discretion of DCM, a contract typically is limited to eighteen (18) months. Despite amendments, state rules limit the total life of a contract to three (3) years.
- **Receiving Grant Funds and Reimbursements:** Access grants are paid as reimbursements of actual expenses. The program will reimburse grantees only after the community's required local cash match has been met. No grant funds may be dispensed/dispersed prior to a community meeting its local cash match.

The community's cost estimates identify the total amount of grant funds to be reimbursed. The grantee is responsible for any additional costs needed to complete the project.

The program will retain the final ten percent (10%) of the grant amount until the completion of the project. Contact your local District Planner for the details of the process.



NORTH CAROLINA PUBLIC BEACH AND COASTAL WATERFRONT ACCESS PROGRAM

PRE-APPLICATION 2018-2019 CYCLE

Please complete a separate application for each proposed project and submit two (2) printed copies to your DCM District Planner. This application is also available online at:

deq.nc.gov/about/divisions/coastal-management

APPLICATION DEADLINE: APRIL 9, 2018

Project Name:	
Provide a brief description of the proposed project:	
Is this an ongoing project (Phase II of a previously funded project, or improvements to an existing project)? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Describe Project Phases:	
Government Name: Project Administrator Name: Title: Address: City/State/Zip: Telephone: E-mail:	Type of project: <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Site Improvement Demand for Access: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Site Control: <input type="checkbox"/> Ownership <input type="checkbox"/> Lease (25 years or more) <input type="checkbox"/> Easement (25 years or more) <input type="checkbox"/> Joint Use Agreement
Previous DCM Access Grant Recipient: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, When?	
Budget Totals and Financial Assistance Requested: 1. DCM Grant Assistance Requested: \$ 2. Total Local Contribution: \$ <input style="width: 100px;" type="text" value="0.00"/> a. Local Cash: \$ b. Other Grant Cash: \$ Source: \$ c. Other Grant Cash: \$ Source: \$ d. Local In-Kind: \$ TOTAL PROJECT COST: \$ <input style="width: 100px;" type="text" value="0.00"/>	Additional Project Costs/Funding Sources NOT included in the proposal (if applicable): Source: Cost: \$ Source: Cost: \$ Source: Cost: \$

Signature: _____

Name (print): _____

Date: _____

Provide the following ATTACHMENTS and NARRATIVE:

- A. **Project location maps:** Provide a regional location map and a detailed vicinity map (street map) showing the project location.
- B. **Site description:** Provide a description of the site, including natural features and existing improvements. Also include NC Division of Water Resources Surface Water Classification(s).
- C. **For Land Acquisition:** Provide an exhibit or boundary survey indicating land area, an estimated cost of the property, and basis for the estimate. *An overlay on aerial photos may be submitted.* Indicate whether or not the property would be acquired in phases.
- D. **Project description:** Provide a description of the project, including information on features, materials, and proximity to closest/other access sites.
- E. **Project site plan:** Provide a to-scale site plan showing property lines, proposed construction, significant natural features, and existing uses on adjacent lots. Include a north arrow and graphic scale. *Improvements shown as an overlay on aerial photos also may be submitted.* Provide to-scale building elevations and floor plans as applicable.
- F. **Pre-project tasks:** Identify tasks that must be completed prior to starting the project.
- G. **Is all or a portion of this project under consideration by other programs for funding?**
YES ☐ NO ☐ *If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or complement the funding requested from the Access Program? How viable is the project if complementary funding from another program is not secured?*
- H. **Is this project identified as high local priority in your certified Future Land Use Plan or local Access Plan?**
YES ☐ NO ☐ *If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of the plan.*
- I. **Is this project reflected in other policy documents or ordinances?** YES ☐ NO ☐ *If so, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the document or ordinance.*
- J. **Proposed Local Match and Cost Assumptions:** Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. *If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, when the funding will be awarded/available, and the specific project elements that will qualify for joint funding.*
- K. **List the types and sources of utilities proposed; and identify associated costs.**
- L. **List all necessary permits and/or certifications.**

M. Proposed Summary Budget: The form below must be completed and included with your application.

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Land Acquisition Costs:				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Permit and Design Fees:				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Site Improvement Costs:				
Materials				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Site Improvement Costs: Labor				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Administrative Costs:				
In-kind				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUDGET	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Additional Project Tasks NOT Included in this Proposal	Additional Project Cost
	\$ 0
	\$ 0
TOTAL ADDITIONAL COST	\$ 0

N. Proposed Budget: If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.