

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
MAY 3, 2021
3:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 3:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

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

STAFF: Randell Woodruff, County Manager
Bob Shaver, County Attorney
Steve Stone, Deputy County Manager
David Stanley, Deputy County Manager
Julie Miller, Finance Director
Andrea White, Clerk to the Board
Jared Galloway, Deputy Clerk to the Board
Bryan Batton, Assistant County Attorney
Meagan Kascsak, Communications Director
Lt. Tate Bond, 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 Thompson called the meeting to order at 3:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda.

Commissioner Forte moved to approve the agenda as presented. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

IV. PUBLIC COMMENTS

No one signed up to speak.

V. APPROVAL OF CONSENT AGENDA

Commissioner Cooke moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0). The following items were approved:

1. **Administration - Brunswick County Schools Union Elementary and Southport Elementary Roof Replacement**
Approved and authorized the Chairman to sign the AAR of North Carolina Inc. contract for roof replacement at Southport Elementary School in the amount of \$864,750 and the Coastal Commercial Roofing Company Inc. contract for the roof replacement at Union Elementary School in the amount of \$328,993.
2. **Administration - National Safe Boating Week Proclamation**
Approved a Proclamation recognizing May 22 - 28, 2021 as National Safe Boating Week.

PROCLAMATION
NATIONAL SAFE BOATING WEEK

For nearly 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America’s beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 86 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America’s coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

WHEREAS, on average, 600 people die each year in boating-related accidents in the U.S.; 79 percent of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

NOW, THEREFORE, BE IT PROCLAIMED that the Brunswick County Board of Commissioners does hereby support the goals of the Safe Boating Campaign and proclaim **May 22-28, 2021 as National Safe Boating Week** and the start of the year-round effort to promote safe boating.

This 3rd day of May, 2021.

Randy Thompson, Chair
Brunswick County Commissioners

Attest:
Andrea White, NCCCC
Clerk to the Board

- 3. **Clerk to the Board - Meeting Minutes**
Approved the draft minutes from the April 19, 2021 Regular Meeting.
- 4. **County Attorney - Sea Breeze Campground Deed of Dedication**
Accepted the Deed of Dedication for water infrastructure in Sea Breeze Campground.
- 5. **County Attorney - Shingletree, Parcel A - Deed of Dedication**
Accepted the Deed of Dedication for water and sewer infrastructure for Shingletree, Parcel A, Tract 1.
- 6. **Finance - Fiscal Items**
Approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:
 - **Environmental Health Additional State Revenues Budget Amendment**
Appropriated \$4,814 of additional state revenues restricted funding for Food and Lodging program with the FY20-21 agreement addendum.
 - **Water Anticipated Expenditures Budget Amendment**
Reduced the transfer to the water capital projects fund \$355,000 for anticipated water funds expenditures 211 water plant chemicals \$120,000, water construction tap-on supplies \$115,000, repair and maintenance vehicles \$10,000, overtime \$10,000 and \$100,000 miscellaneous expense to authorize transfer within the water fund by the Fiscal Operations Director as needed to prevent a statutory exception of expenditures in excess of amounts budgeted at year end.
 - **Wastewater Revenues Budget Amendment**
Appropriated \$50,000 of Ocean Isle Beach wholesale wastewater sales for Operations and Maintenance reimbursements, \$95,000 of West Regional wholesale wastewater sales for electricity, \$80,000 of NE Brunswick Regional wholesale wastewater sales for

chemicals, contracted services, water and \$100,000 wastewater retail revenues to miscellaneous expense and authorized transfer within the wastewater fund by the Fiscal Operations Director as needed to prevent a statutory exception of expenditures in excess of amounts budgeted at year end.

- **General Fund Revenues Budget Amendment**
Appropriated \$1,000,000 of Register of Deeds revenues and anticipated expenditures of \$417,100, \$208,372 of Solid Waste Revenues and anticipated expenditures of \$192,000, Building Inspections Revenues \$150,000 and increase anticipated expenditures legal \$16,372, Board of Elections \$33,550, Law Enforcement Separation \$11,100, Emergency Services \$377,000, Soil and Water \$5,118, Fire Inspections \$41,200 and the remaining amount in Non-Departmental miscellaneous expense for projection of actual needs. Amounts in Non-Departmental is to authorize transfer within the general fund by the Fiscal Operations Director as needed to prevent a statutory exception of expenditures in excess of amounts budgeted at year end.
 - **Excess Collections Schools Budget Amendment**
Appropriated estimated excess collections of Ad Valorem and Legislated Sales Tax in excess of budget for transfer to the school's capital reserve and to authorize the Fiscal Operations Director to adjust the budget for final collections as of June 30, 2021.
 - **Water Capital Project Budget Amendment and CPO**
Appropriated \$876,200 of transfer from water fund to the NW Plant Expansion project for reimbursement expenditures not debt proceeds eligible.
 - **911 Emergency Telephone Ineligible Expenditures Budget Amendment**
Appropriated \$145,288 Sales Tax Article 39 for transfer to the Emergency Telephone System Fund for expenditures deemed ineligible expenditures by the North Carolina 911 Board.
 - **Airport Grant 36237.45.18.1 Budget Amendment and CPO**
Airport grant 36237.45.18.1 has been closed and \$400 of expenditures has been deemed ineligible for grant reimbursement. Reduced the grant revenues \$360 and transferred the \$40 grant match to the county capital reserve undesignated closing grant 36237.45.18.1. Talbert and Bright has credited Brunswick County \$400 for the ineligible expenditures.
7. **Health and Human Services - Brunswick Senior Resources Inc. Budget Revision #1 to HCCBG Funding**
Approved the Revision #1 budget document for the Fiscal Year 2020-2021 Home and Community Care Block Grant for Older Adults consisting of a request to move \$65,000 in unused funds from Transportation to Senior Center Operations, and a request to move \$25,790 from In-Home Aide-Level I to In-Home Aide-Level II.
 8. **Health and Human Services - Health Services - FY 21-22 State Consolidated Agreement Approval (Amendment 1)**
Approved an amendment to the consolidated agreement for FY 21-22 between the State of North Carolina and Brunswick County Health Services to further define reporting requirements for local health department revenues and expenditures through the Aid to County system.
 9. **Operation Services - Amended Resolution to Post-Disaster Debris Policy**
Approved an amended Resolution updating the county's post-disaster debris management policy.

RESOLUTION TO AMEND THE POST-DISASTER DEBRIS POLICY

WHEREAS, the County of Brunswick, through its Commissioners, wishes to eliminate any immediate threats to lives, public health, and safety; and

WHEREAS, the County of Brunswick, through its Commissioners, may use a significant portion of the available capacity of the landfill to dispose of incident-related debris; and

WHEREAS, although the Federal Emergency Management Agency (FEMA) cannot provide public assistance funding for the value of the loss of landfill capacity due to incident-related debris; and

WHEREAS, tipping fees will continue to be paid by the residents of Brunswick County to cover the County's waste disposal, recycling and/or reduction cost; and

WHEREAS, when the disaster debris management and monitoring contracts and debris management sites are activated, FEMA provides public assistance funding for collection, disposal and/or processing of debris.

NOW, THEREFORE BE IT RESOLVED that the Brunswick County Board of Commissioners establish the following policies and procedures for post-disaster planning:

- Immediately following a significant disaster or debris event, debris management contractors will be directed to complete debris assessments of unincorporated areas.
- Activation of the County’s disaster debris contracts should be dependent upon the initial debris assessments. The threshold for reimbursement by the state for an undeclared event is damages in excess of 1% of the County’s overall annual budget. Federal declaration criteria based on NCEM county threshold is currently \$3.68 per capita, which would equal an activation trigger of 26,000 cy’s of debris based on current contract pricing and current population estimate.
- When disaster debris management and monitoring contracts are activated, temporary debris management sites will be required and tipping fees will remain in place for the Brunswick County Landfill.
- Landfill airspace utilized for debris disposal will not be eligible for funding.
- Municipalities that activate disaster debris management contracts or that perform disaster debris collections may be required to use a temporary debris site instead of the landfill due to traffic and volume constraints.
- Debris disposal, recycling and/or reduction completed at the Brunswick County Landfill will be considered normal operations and tipping fees will not be waived.
- Storm debris collections performed by the County’s disaster debris contractors should include private and orphaned roads and gated communities in the unincorporated areas. Collections in gated communities will only be conducted upon request and if the debris is determined to be a public safety issue.
- When disaster debris management and monitoring contracts are activated for all unincorporated areas countywide, then the county will also initiate the Memorandum of Agreement with NCDOT for debris collection on state roads in order to minimize confusion and maximize efficiency for residents.

Adopted this 3rd day of May 2021.

Randy Thompson, Chairman
Brunswick County Commissioners

Attest:
Andrea White, NCCCC
Clerk to the Board

- 10. **Operation Services - Leland Fuel Site Upgrades**
Approved the contract with MECO, Inc. of Augusta, in the amount of \$209,001.45, along with any applicable taxes, to complete fuel site upgrades at the Leland EMS Site #2 Fuel Site which is located at 8605 Trade Street NE, Leland, NC.
- 11. **Utilities - Comprehensive Water Master Plan 2021**
Authorized the Chairman and Clerk to the Board to approve the Professional Services Agreement for Architectural, Engineering and/or Surveying Services with CDM Smith, Inc., in the amount of \$243,900 for engineering services associated with the 2021 Comprehensive Water Treatment & Distribution System Master Plan and approved an associated budget amendment.
- 12. **Utilities - Disaster Response Emergency On-Call Construction Services**
Approved an amendment extending the term of the Disaster Response Emergency/On-Call Construction or Repair Agreement with State Utility Contractors, Inc. until May 4, 2023.
- 13. **Utilities - Water Week Resolution**
Approved a resolution recognizing Drinking Water Week.

RESOLUTION RECOGNIZING DRINKING WATER WEEK

WHEREAS, the Board of Commissioners for Brunswick County (County) wishes to provide and promote the importance of safe drinking water in Brunswick County; and

WHEREAS, Brunswick County Public Utilities (BCPU) serves not only the unincorporated areas of the County; but also within the municipalities of Boiling Spring Lakes, Bolivia, Calabash,

Carolina Shores, Caswell Beach, parts of Leland, Navassa, Northwest, parts of Oak Island, St. James, Sandy Creek, parts of Southport, Sunset Beach, and Varnamtown; and

WHEREAS, for nearly four decades, Brunswick County Public Utilities has faithfully provided water to other utilities (wholesale customers) including Ocean Isle Beach, Holden Beach, Oak Island, Bald Head Island, Southport, Shallotte, Leland, and H2GO; and

WHEREAS, the County recognizes that water is our most valuable natural resource, and that access to safe drinking water is a necessity; and

WHEREAS, Brunswick County Public Utilities operates a premier drinking water system that has been awarded the NC American Water Works Association Water Large Distribution System of the Year Award five consecutive years, and safeguards public health by producing and distributing drinking water to citizens throughout Brunswick County; and

WHEREAS, the County's water system also provides fire protection, supports the continued growth essential to the economic health of the region, and enhances the quality of life for all citizens of the County; and

WHEREAS, the County has taken extraordinary steps to provide sufficient water quantity and to safeguard the health and economic future of its residents and customers by undertaking construction of an expansion of the Northwest Water Treatment Plant and the addition of a Low Pressure Reverse Osmosis to remove emerging contaminants in its source water; and

WHEREAS, the County calls upon the residents and businesses of our County, the regulatory agencies tasked with source water protection, and all residents and visitors within the state that impact the upstream river system, to protect our source waters from pollution, to practice water conservation, and to support efforts to provide high quality drinking water for the residents and visitors of Brunswick County.

NOW, THEREFORE BE IT RESOLVED, by the Chairman and the Board of Commissioners of Brunswick County that the first full week of May is proclaimed as Drinking Water Week.

THEREFORE, BE IT FURTHER RESOLVED, that a copy of this resolution be recorded in the permanent minutes of this Board.

Adopted this 3rd day of May 2021.

Randy Thompson, Chairman
Brunswick County Commissioners

Attest:
Andrea White, NCCCC
Clerk to the Board

VI. PRESENTATION

1. **Presentation - Health and Human Services - Trillium Health Resources Annual Report (Dennis Williams, Southern Regional Director)**
Request that the Board of Commissioners receive the Trillium Annual Report.

Mr. David Stanley, Deputy County Manager-Health & Human Services, introduced Mr. Dennis Williams, Southern Regional Director for Trillium Health Resources.

Following an expression of gratitude to the Board of Commissioners for allowing Commissioner Sykes and Mr. David Stanley to serve on the Regional Advisory Board, Mr. Williams presented Trillium Health Resource's Annual Report for FY2019/2020, highlighting their mission, who they serve, current Medicaid transformation changes, project updates and organizational changes. During FY 2019/2020, Trillium served a total of 4,559 individuals in Brunswick County.

The Board thanked Mr. Williams for the information. No action was taken.

2. **Presentation - Health and Human Services - Wilmington Area Rebuilding Ministry Inc. (JC Lyle, Executive Director)**
Request that the Board of Commissioners receive an update on the progress of Wilmington Area Rebuilding Ministry Inc. (WARM), in Brunswick County.

Mr. Stanley introduced Ms. JC Lyle, Executive Director of WARM.

Ms. Lyle provided a report on how funds have been expended in Brunswick County, highlighting WARM's mission to repair, rebuild, and make homes accessible; and to inspire

service, generosity, and hope. Since 1996, WARM has assisted over 250 Brunswick County families with 28 currently on a waiting list. During the period of January 1, 2018 to December 31, 2020, 1.08% of WARM’s revenue came from public and private sources in Brunswick County and 30% of homeowners (111 homes) were residents of Brunswick County.

The Board thanked Ms. Lyle for the information. No action was taken.

VII. OTHER BUSINESS/INFORMAL DISCUSSION

Commissioner Williams brought forth the following items:

- 1. 2021 NACo Annual Conference – Commissioner Williams indicated his intention to attend the NACo Annual Conference and asked if anyone else planned to attend. The County Manager stated that he planned to attend.
- 2. 2021 NCACC Annual Conference - Commissioner Williams reminded everyone that NCACC Annual Conference would be held in New Hanover County and encouraged attendance.

VIII. CLOSED SESSION

- 1. **Closed Session - Approve Closed Session Minutes and Consult with Attorney**
Request that the Board of Commissioners enter into Closed Session pursuant to N.C.G.S. 143-318.11(a)(1) to approve closed session minutes and 143-318.11(a)(3) to consult with its attorney.

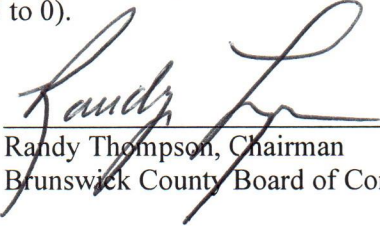
Mr. Shaver noted that the statutory requirements were included in the agenda with the purpose to approve closed session minutes and consult with the attorney.

Commissioner Cooke moved to enter Closed Session as stated at 3:36 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 3:59 p.m. There were no items to report from Closed Session.

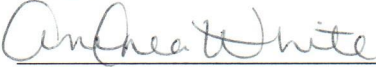
IX. ADJOURNMENT

Commissioner Williams moved to adjourn the meeting at 3:59 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).



Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:



Andrea White, NCCCC
Clerk to the Board

