

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
JANUARY 19, 2021
6:00 P.M.**

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

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

STAFF: Randell Woodruff, County Manager
 Bob Shaver, County Attorney
 Steve Stone, Deputy County Manager
 Julie Miller, Finance Director
 Andrea White, Clerk to the Board
 Jared Galloway, Deputy Clerk to the Board
 Neal Galloway, MIS
 Meagan Kascsak, Communications Director
 Lt. Jeff Beck, 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 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Williams read a quote from Dr. Martin Luther King prior to giving the Invocation and leading the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda. The following adjustments were requested:

Chairman Thompson requested to continue Item VII-1 (*Planning -Z-800*) to the February 15, 2021 Regular Meeting and move Item VIII-2 (*Health and Human Services – Health Services – DLX Enterprises, LLC Sole Source Resolution and Supplier Agreement*) to the Consent Agenda.

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

IV. PUBLIC COMMENTS

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

1. Mr. Marshall Campo, resident of Boiling Spring Lakes, spoke regarding an issue with the water meter box located at 342 Liberty Road. Mr. Campo explained that the meter box was damaged by tree roots resulting in a bill of approximately \$572.00. Chairman Thompson referred the issue to staff for additional information and recommendation.

V. APPROVAL OF CONSENT AGENDA

Commissioner Sykes 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 Capital Needs Department of Public Instruction FY 20/21 Facility Needs Survey**

Received the attached NC Department of Public Instruction 2020-21 Facility Needs Survey as information and authorized the chairman to execute.

2. **Administration - Brunswick County Schools - South Brunswick Field Repairs and Improvements**

Approved a Brunswick County Board of Education budget amendment utilizing \$350,000 of fund balance held by the Board of Education derived from local funds for Capital Outlay for South Brunswick High School baseball field repairs and improvements.

3. **Administration - Resolution in Support of the Construction of a New Facility for the Food Bank of Central & Eastern North Carolina**

Approved a resolution in support of the construction of a new facility for the Food Bank of Central & Eastern North Carolina.

RESOLUTION SUPPORTING THE CONSTRUCTION OF A NEW FACILITY FOR THE FOOD BANK OF CENTRAL & EASTERN NORTH CAROLINA AT WILMINGTON FOR THE BENEFIT OF THE HEALTH AND WELL-BEING OF CHILDREN, SENIORS AND ADULTS ACROSS BRUNSWICK COUNTY

WHEREAS, the Wilmington branch of the Food Bank of Central & Eastern North Carolina actively partners with 21 organizations across Brunswick County to serve food insecure children, seniors, and families; and

WHEREAS, prioritizing the health and wellness of our residents is of utmost importance; more than 25,000 people in Brunswick County are food insecure, including 6,700 children and nearly 8,100 seniors; and

WHEREAS, the Food Bank nourished thousands of Brunswick County residents over the past year by providing more than 2,662,000 pounds of food to local hunger relief agencies across Brunswick County; and

WHEREAS, partnerships with the Food Bank and health care organizations, schools, colleges, universities and correctional facilities aim to build solutions to end hunger in Brunswick County and across southeastern North Carolina; and

WHEREAS, the Food Bank and its partners look to empower the communities they serve through education and advocacy to help them overcome food insecurity; and

WHEREAS, the Food Bank is committed to providing disaster relief following weather events and the pandemic for as long as it takes the community to recover.

NOW, THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Brunswick County, North Carolina, supports the construction of a new facility for the Food Bank of Central & Eastern North Carolina at Wilmington to support the health and well-being of the people of Brunswick County and southeastern North Carolina.

BE IT FURTHER RESOLVED that the Board of County Commissioners of Brunswick County, North Carolina, will explore the potential for future collaboration and partnership with the Food Bank of Central & Eastern North Carolina at Wilmington.

BE IT FURTHER RESOLVED that the Board of County Commissioners of Brunswick County, North Carolina, requests that the State of North Carolina invests in the health and well-being of its residents through financial support for the construction of a new facility for the Food Bank of Central & Eastern North Carolina at Wilmington.

Adopted this 19th day of January, 2021.

Randy Thompson, Chair
Brunswick County Board of Commissioners

ATTEST:
Andrea White, NCCCC
Clerk to the Board

4. **Administration - Surplus Property Offers for Upset Bid Process**
Accepted, subject to the upset bid process, the following offers submitted for surplus parcels that met the value parameters previously established by the Board:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
0290002401	Bluff Dr, NE	.82 acre	\$13,080.00	10-1-2019	\$1,799.06	\$3,000.00

5. **Board Appointment - Planning Board**
Appointed Mr. Christopher A. Wood to the unexpired District 4 seat on the Planning Board, term expiring June 30, 2023.
6. **Board Appointment - Substance Use and Addiction Commission**
Appointed Catherine Cooke to the unexpired At-Large Seat on the Brunswick County Substance Use and Addiction Commission, term expiring June 30, 2023.
7. **Board Appointment - Zoning Board of Adjustment**
Appointed James C. Goodman to the unexpired Alternate seat on the Zoning Board of Adjustment, term expiring June 30, 2022.
8. **Clerk to the Board - Meeting Minutes**
Approved the draft minutes from the December 7, 2020 Regular Meeting and the December 17, 2020 Recessed Meeting.
9. **County Attorney - B-Var Road & Old Ferry Road DOD**
Accepted the Deed of Dedication for sewer infrastructure for B-Var Road and Old Ferry Road.
10. **County Attorney - Chatham Glenn, Phase 3, Lots 80-118 DOD**
Accepted the Deed of Dedication for water and sewer infrastructure for Chatham Glenn, Phase 3, Lots 80-118.
11. **County Attorney - Hawthorne at Pine Forest Apt. DOD**
Accepted the Deed of Dedication for water and sewer infrastructure for the Hawthorne at Pine Forest Apartments.
12. **County Attorney - Special Assessment Release for Parcels 15600118 and 1560011802**
Approved the partial release of special assessment #12 (Boiling Spring Lakes) for Parcels 15600118 and 1560011802 upon execution of the final agreement with the property owner.
13. **County Attorney - The Farm at Brunswick, Phase 16 and 17 DOD**
Accepted the Deed of Dedication for water and sewer infrastructure for The Farm at Brunswick, Phase 16 and 17.
14. **Emergency Services - Message Boards**
Approved the purchase of message boards in the amount of \$40,350.00 to support current and additional COVID vaccination locations within the county.
15. **Engineering - Courthouse Addition & Renovation Project - Architect Additional Services**
Approved additional services compensation with the courthouse architect for design changes to the Clerk of Court's first floor office area in the amount of \$7,805.00.
16. **Finance - Fiscal Items**
Approved the following Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature:
 - **Register of Deeds Additional Revenue Budget Amendment**
Appropriated Register of Deeds Excise Tax revenue in the amount of \$2,000,000 for the corresponding expenditures that are due to the State that are associated with the revenues collected.
 - **County Capital Reserve Investment Earnings Budget Amendment**
Appropriated investment earnings to undesignated funds line item for future use in County Capital Reserve projects as designated by the Board of Commissioners.
 - **Sheriff's Office Donation Budget Amendment**
Appropriated Gifts and Memorials of \$40,000 for the purchase of a patrol truck and associated equipment.
 - **Sheriff's Office Replacement Jail Van Budget Amendment**
Appropriated \$27,486 of insurance proceeds for the replacement of a jail van that is no longer repairable.
 - **Ocean Isle Beach Park Project Closeout Budget Amendment and CPO**

Closed Ocean Isle Beach Park project and returned \$44,431 to the County Capital Reserve undesignated funds for future use.

- **Financial Statements for November and December 2020 (unaudited)**

Included 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>.

17. **Governing Body - Regular Meeting Schedule FY 2021-2022**

Adopted the Regular Meeting schedule for FY 2021-2022.

**RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS
ESTABLISHING THE FY 2021-2022 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 2021-2022 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 6, 2021 at 3:00 p.m.	January 18, 2022 at 6:00 p.m.
August 2, 2021 at 3:00 p.m.	February 7, 2022 at 3:00 p.m.
August 16, 2021 at 6:00 p.m.	February 21, 2022 at 6:00 p.m.
September 7, 2021 at 3:00 p.m.	March 7, 2022 at 3:00 p.m.
September 20, 2021 at 6:00 p.m.	March 21, 2022 at 6:00 p.m.
October 4, 2021 at 3:00 p.m.	April 4, 2022 at 3:00 p.m.
October 18, 2021 at 6:00 p.m.	April 18, 2022 at 6:00 p.m.
November 1, 2021 at 3:00 p.m.	May 2, 2022 at 3:00 p.m.
November 15, 2021 at 6:00 p.m.	May 16, 2022 at 6:00 p.m.
December 6, 2021 at 3:00 p.m.	June 6, 2022 at 3:00 p.m.
	June 20, 2022 at 6:00 p.m.

Adopted this the 19th day of January, 2021.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:
Andrea White
Clerk to the Board

18. **Health and Human Services - BSRI - Council of Governments Grant Agreement**

Approved the Cape Fear Council of Governments Grant Agreement for Senior Center General Purpose Funding FY 2021.

19. **Health and Human Services - Social Services: Social Worker III Child Welfare Positions**

Approved three new full-time Social Worker III- Child Welfare positions in Social Services.

20. **Human Resources - Policy Revision for Retiree Health Insurance**

Adopted a revision to the County Personnel Policy #255, Section 3 Retiree Health Insurance to provide a consistent benefit related to the Medicare cost sharing.

21. **Human Resources - Temporary Advancement of Sick Leave Policy**

Ratified the County Manager's decision to temporarily allow advancement of sick leave effective January 1, 2021 and approve the Temporary Advancement of Sick Leave Policy.

22. **Operation Services - Tip Fee Exemption Cape Fear River Watch**

Approved a tip fee exemption at the Brunswick County Landfill for Cape Fear River Watch.

23. **Operation Services - Transfer Station Repair Change Orders**

Approved six change orders to the contract with Stonehenge Building, Inc. for repairs to the existing transfer station as follows:

- Change Order #3 in the amount of \$10,848.39 due to an unforeseen steel beam that required removal.
- Change Order #4 in the amount of \$10,156.11 due to a miscommunication regarding a specific line item and the work is needed to protect the structure of the building.
- Change Order #5 in the amount of \$5,624.37 due to unforeseen circumstances that required additional equipment rental.
- Change Order #6 in the amount of \$38,007 due to the quantity of concrete needed in excess of the estimated quantity included on the contract.
- Change Order #7 in the deductive amount of \$7,750 as a credit for some line items not used for this project.
- Change Order #8 in the deductive amount of \$500 as a credit for usage of county equipment.

24. **Sheriff's Office - Notice of Award (911 Center RFP)**

Accepted the proposal submission associated with the Sheriff's Office 911 Center Request for Proposals (RFP), and awarded the contract for the video delivery project to North Carolina Sound of Goldsboro, LLC in the amount of \$590,00.00 with funding being split between the county and state budgets, and subject to review and approval by the County Attorney.

25. **Tax Administration - January 2021 Releases**

Approved the January 2021 releases.

26. **Utilities - Ocean Ridge Reclaimed Water Project**

Approved a budget amendment and authorized the Chairman and Clerk to the Board to execute the contract with Cape Fear Engineering, Inc., in an amount not to exceed \$115,800 for engineering services associated with the On-Call Engineering Contract Task Order No. 1.

27. **Health and Human Services - Health Services - DLX Enterprises, LLC Sole Source Resolution and Supplier Agreement** *(Moved from Administrative Report during Adjustment/Approval of Agenda)*

Approved a resolution for the use of a sole-source vendor - DLX Enterprises, LLC - and authorized the County Manager to execute the supplier agreement with DLX Enterprises, LLC for the purchase of two rapid deployment tents in the amount of \$57,506.50.

**RESOLUTION AUTHORIZING PURCHASE OF
ASAP Tent Structures by DLX Enterprises, LLC
UNDER SOLE SOURCE EXCEPTION TO FORMAL BIDDING REQUIREMENTS**

WHEREAS, N.C.G.S 143-129(e)(6), Procedure for Letting of Public Contracts, allows for the waiver of formal bidding requirements for purchases of apparatus, supplies, materials, or equipment when performance or price competition for a product are not available, or a needed product is available from only one source of supply, or standardization or compatibility is the overriding consideration; and

WHEREAS, Brunswick County Health and Human Services has been charged with the administration of the COVID-19 vaccine, and in the process of executing the setup of remote sites, has identified the need for the referenced units. The vendor, DLX Enterprises, LLC, is the creator and sole fabricator of these units; and

WHEREAS, the ASAP Tent Structure offers climate control and a frame structure that is both easy to set up and has the durability to withstand strong winds and harsh conditions. This structure will also be compatible with the tent structure already owned by Brunswick County Emergency Services. The modular nature of the structures allows for the use of the structures together; and

WHEREAS, the governing board must approve the purchase under this bidding exemption prior to awarding the contract.

NOW, THEREFORE BE IT RESOLVED, that the Brunswick County Board of Commissioners approves the purchases described herein utilizing the exception to formal bidding requirements contained in N.C.G.S. 143-129(e)(6) and finds that the conditions described in that statute have been met.

Adopted this the 19th day of January, 2021.

Randy Thompson, Chairman

ATTEST:
 Andrea White, NCCCC
 Clerk to the Board

VI. PRESENTATION

1. **Administration - Water Rate Presentation (Randell Woodruff, County Manager)**

Request that the Board of Commission receive information for water rate methodology and recommended water rate changes.

Chairman Thompson recognized County Manager Randell Woodruff for the Water Rate Presentation.

Mr. Woodruff presented the water rate methodology and rate increase recommendations. A water rate study and feasibility study were completed in 2019, followed by updated financial forecast in 2020 to determine the rate requirements. As a result of the following, rate changes are needed:

- Capital improvements related to the Northwest Water Plant Expansion, and Advanced Treatment (Low Pressure Reverse Osmosis) necessitated by contamination of the Cape Fear River raw water by Chemours, and construction of the King's Bluff Raw Water Transmission Main;
- Loss in revenues as H2GO moves forward with another alternative to meet their water treatment needs, and the closure of the Capital Power Corporation;
- Raw water rate increase proposed by Lower Cape Fear Water and Sewer Authority.

The County adopted the AWWA (American Water Works Association) format to design the rate structure to meet county needs and ensure the county is charging the appropriate rates. The Board of Commissioners will review and take action on the recommended rate changes as part of its Fiscal Year 2022 budget process, with approved changes becoming effective beginning January 1, 2022.

No action was taken.

2. **Health and Human Services - Health Services – Brunswick County Substance Use & Addiction Commission (Joshua Torbich, Chair BCSUAC)**

Request that members of the Brunswick County Substance Use and Addiction Commission present the latest local and state data and trends of substance misuse to the Board of Commissioners.

Chairman Thompson recognized Cris Harrelson, Health Director. Mr. Harrelson introduced Mr. Josh Torbich, Chair of the Brunswick County Substance Use and Addiction Commission (BCSUAC) and Executive Director of Brunswick Christian Recovery Center Inc. (BCRC).

Mr. Torbich provided a packet of information to the Board and presented the latest local and state data, along with the needs for our county related to substance use. Mr. Torbich also provided information on the residential treatment and aftercare services offered by BCRC. The BCSUAC requested a resolution in support of the direction of the group.

The Board of Commissioners directed staff to review the information and provide the Board with a resolution of support for consideration.

No action was taken.

VII. PUBLIC HEARING

1. **Planning - Z-800 (Kirstie Dixon, Planning Director)** *(Continued to the February 15, 2021 Regular Meeting during Adjustments/Approval of Agenda)*

Request that, after the Public Hearing, the Board of Commissioners consider amending the Brunswick County Unified Development Ordinance Map from C-LD (Commercial Low Density) to C-I (Commercial Intensive).

VIII. ADMINISTRATIVE REPORT

1. **Administration - Agreement with Brunswick County Board of Education for Fiscal Years 2022, 2023, 2024, & 2025 (Randell Woodruff, County Manager)**

Request that the Board of Commissioners consider approval of the Agreement between the Brunswick County Board of Education and Brunswick County for appropriation of 36.5% of County tax revenue (rate) for fiscal years 2021-2022, 2022-2023, 2023-2024 and 2024-2025 after deducting the portion of the tax rate for the general government debt service budget and bond refunding costs.

Mr. Woodruff explained that representatives of the County met with representatives of the Board of Education to discuss school funding needs for operations, capital, and moving forward with a funding agreement for fiscal years 2021-2022, 2022-2023, 2023-2024 and 2024-2025. Staff recommended that the Board approve the funding agreement as presented.

Commissioner Williams moved to approve the recommendation as presented and for the timeframes specified. The motion was seconded by Vice-Chairman Forte and passed unanimously (5 to 0).

2. **Health and Human Services - Health Services - DLX Enterprises, LLC Sole Source Resolution and Supplier Agreement** *(Moved to Consent during Adjustments/Approval of Agenda and approved)*

Request that the Board of Commissioners approve the resolution for the use of a sole-source vendor - DLX Enterprises, LLC - and authorize the County Manager to execute the supplier agreement with DLX Enterprises, LLC for the purchase of two rapid deployment tents.

3. **Utilities - Boiling Spring Lakes Sewer Assessment District (John Nichols, PE, Director of Public Utilities)**

Request that the Board of Commissioners receive information concerning estimated costs associated with a potential Sewer Assessment District (SAD) within the City of Boiling Spring Lakes (BSL) that would provide sewer to 7,588 parcels, provide staff direction for responding to questions raised by city officials that would affect the cost of the SAD to city residents, and authorize staff to meet with city officials to discuss the potential project.

Mr. Nichols presented information concerning estimated costs associated with a potential Sewer Assessment District (SAD) within the City of Boiling Spring Lakes (BSL) that would provide sewer to 7,588 parcels. Following a master-planning study, BSL requested a cost estimate for providing sewer service to the entire City through a Special Assessment District (SAD) and presented questions to assist them in determining whether to request that the County initiate the SAD. Staff recommended a waiver period for sewer capital recovery fees for existing homeowners willing to connect to the sewer system within a designated time period, the inclusion of the grinder pump costs in the assessment, and a per parcel assessment amount of \$9,363 based on a 100% connection rate (assessment will vary based on connection rate). Staff requested input from the Board on these recommendations.

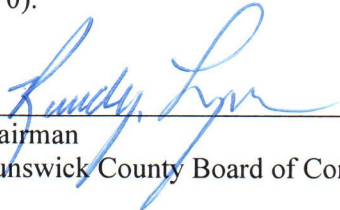
The Board agreed with the recommendations by consent and directed staff to respond to the City of Boiling Spring Lakes based on those recommendations. No action was taken.

IX. **OTHER BUSINESS/INFORMAL DISCUSSION**

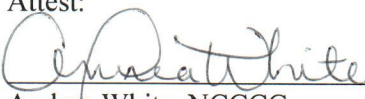
- Commissioner Cooke recognized Vice-Chairman Forte’s birthday.
- Commissioner Williams shared compliments from another county on the design of the Brunswick County Government Center.
- Commissioner Sykes announced that the Charters of Freedom presentation and ceremony would be held on April 16, 2021 at 11:00 a.m. with Lt. Governor Mark Robinson as the guest speaker.
- Commissioner Cooke announced his plans to run for the United States Senate in 2022.

X. **ADJOURNMENT**

Commissioner Williams moved to adjourn the meeting at 7:06 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).



Chairman
Brunswick County Board of Commissioners

Attest:


Andrea White, NCCCC
Clerk to the Board

