

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
FEBRUARY 1, 2010  
6:30 P.M.**

**The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:30 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT:                   Commissioner Phil Norris, Vice-Chairman  
                                  Commissioner J. Martin Cooke  
                                  Commissioner Charles Warren  
                                  Commissioner Scott Phillips  
                                  Commissioner William M. Sue, Chairman

STAFF:                     Marty K. Lawing, County Manager  
                                  Steve Stone, Assistant County Manager  
                                  Huey Marshall, County Attorney  
                                  Jana Berg, Assistant County Attorney  
                                  Debby Gore, Clerk to the Board  
                                  Ann Hardy, Fiscal Operations Director

Lt. Roger Harrington

**I. CALL TO ORDER**

Chairman Sue called the meeting to order at 6:30 p.m.  
(Attached to these Minutes is an item called Board Action containing all items on this agenda and those items are incorporated herein.)

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Vice-Chairman Norris gave the Invocation and led the Pledge of Allegiance.

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Sue asked if there were any adjustments to the agenda. The following adjustments were made:

1. Marty Lawing, County Manager, requested to add as Item VII-9, approval of Offer and Acceptance for State Loan for Wastewater Treatment Works Project for the Sunset Beach Wastewater Collection System, Phase 1.
2. Huey Marshall, County Attorney, requested to add as Item V-J, approval of a Resolution in Support of Drug Treatment Court.
3. The County Attorney requested to add as Item IX-1, discussion of the application for Board Appointments.
4. Commissioner Phillips requested to add as Item IX-2 a discussion of progress made by the Marine Fisheries Advisory Board.

Vice-Chairman Norris moved to approve the agenda as amended. The vote of approval was unanimous.

#### **IV. PUBLIC COMMENTS**

Chairman Sue asked if there was anyone in the audience who wished to speak regarding any item on the agenda or any matter that was not included in the agenda. There were no comments from the audience.

The Board congratulated Debby Gore, Clerk to the Board and Margie Stephenson, Deputy Clerk who have qualified for and received certification as North Carolina Certified County Clerks through a new certification program that will be administered by the University of North Carolina School Of Government. The NC Certified County Clerks program is the first program of its kind that has been issued in the State of North Carolina.

#### **V. APPROVAL OF CONSENT AGENDA**

Vice-Chairman Norris moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

- A. **Minutes**
  - 1. **January 27, 2010 Agenda Meeting Minutes**
- B. **Tax**
- C. **Finance**

#### **Airport County Capital Project Fund:**

##### **Revenues:**

State Revenue Restricted	438157-332092	\$2,701,000
--------------------------	---------------	-------------

##### **Expenditures:**

Land	438157-449805	\$2,701,000
------	---------------	-------------

The Brunswick County Airport is in the receipt of a grant in the amount of \$2,701,000 of State Aid to Airports Program funds thru the NC Department of Transportation-Division of Aviation. The local in-kind match required of \$300,111 is satisfied from a previous land donation. The budget amendment above and capital project ordinance below are to appropriate the \$2,701,000 of grant proceeds for expenditures allowed by the grant for runway construction.

#### **County of Brunswick, North Carolina Airport Projects (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 Capital Projects Fund and County Capital Reserve Fund for the Airport Projects:

**Airport County Project Fund:**

Revenues:

State Revenues	\$3,835,500
Transfer from County Capital Reserve	<u>2,005,000</u>
<b>Total Airport County Capital Project Fund Revenues</b>	<b><u>\$5,840,500</u></b>

Expenditures:

36244.58.4.1 Airport Grant Expenditures	\$62,000
36237.45.10.2 Airport Grant Expenditures	513,265
36237.45.10.3 Airport Grant Expenditures	409,235
36237.45.10.1 Airport Grant Expenditures	150,000
36244.58.5.1 Airport Grant Expenditures	2,701,000
Land Purchase Expenditures	<u>2,005,000</u>
<b>Total Airport County Capital Project Fund Expenditures</b>	<b><u>\$5,840,500</u></b>

Section 2. This Capital Project Ordinance shall be entered into the minutes of the February 1, 2010 meeting of the Brunswick County Board of Commissioners.

Education Capital Project:

Revenues:

NC Lottery Proceeds	428006-332850	\$60,000
---------------------	---------------	----------

Expenditures:

Capital Outlay-Middle School Upgrades	428006-464103	\$60,000
---------------------------------------	---------------	----------

The Board of Education and County Commissioners made a request of the Public School Building Capital Fund in July 2009 to expend lottery revenues held on the behalf of Brunswick County for middle school renovations to include windows, doors and electrical upgrades at Shallotte Middle, South Brunswick Middle and Leland Middle. The project has received approval. The above budget amendment and capital project ordinance are to appropriate the lottery revenues for the middle school improvements.

**County of Brunswick, North Carolina  
School Category I 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 School Capital Projects Fund and County Schools Capital Reserve Fund and the County Special Schools Capital Reserve Fund and the General Fund for the Schools Category I Project:

**Education Capital Project Fund:**

Revenues:

NC Education Lottery	\$1,743,916
Trans from General Fund	\$372,871
Trans from Special Schools Capital Reserve	\$3,356,626.31
Transfer from Schools Capital Reserve	<u>\$13,465,255.08</u>
<b>Total Education Capital Project Fund Revenues</b>	<b><u>\$18,938,668.39</u></b>

Expenditures:

Special School Capital Reserve Fund (Excess Collections Ad Valorem)	\$3,356,626.31
School Capital Reserve Fund Sales Tax	\$13,465,255.08
General Fund Hold Harmless Medicaid Swap	\$372,871
Proceeds NC Education Lottery Expenditure	<u>\$1,743,916</u>
<b>Total Education Capital Project Fund Expenditures</b>	<b><u>\$18,938,668.39</u></b>

Section 2. This Capital Project Ordinance shall be entered into the minutes of the February 1, 2010 meeting of the Brunswick County Board of Commissioners.

General Fund-Sheriff Department:

Revenues:

Gifts & Memorials	104310-383303	\$600
-------------------	---------------	-------

Expenditures:

Canine Expenditures	104310-429201	\$600
---------------------	---------------	-------

The above budget amendment is to appropriate revenues from donations made to the Sheriff's department in the amount of \$600 designated to assist with the cost of canines. Staff recommends appropriation of the contribution.

General Fund-Sheriff Department:

Revenues:

Civil Fees	104310-383909	\$16,500
Other Permits & Fees	104310-383958	\$3,465

Expenditures:

Salary & Wages Temp/Part-time	104310-412600	\$14,000
Supplies & Materials	104310-426000	\$2,500
Travel-Mileage	104310-431100	\$260
Miscellaneous Expenditures	104310-383958	\$3,205

The above budget amendment is to appropriate revenues from civil fees that have exceeded projections for service of civil papers requiring additional part-time staff hours for expenditures related to the service of the papers.

General Fund-Detention Department:

Revenues:

Miscellaneous Revenues	104320-383900	\$6,300
Miscellaneous Jail Fees	104320-383962	\$42,100

Expenditures:

Supplies & Materials	104320-426000	\$12,000
Departmental Supplies	104320-383958	\$36,400

The above budget amendment is to appropriate revenues from concession revenues and jail fees that have exceeded budget for detention expenditures anticipated to exceed budget.

Health Fund:

Revenues:

State Revenue-Restricted	135157-332000	\$440
--------------------------	---------------	-------

Expenditures:

Contracted Services	135157-439900	\$440
---------------------	---------------	-------

The above budget amendment is to appropriate revenues from the State of North Carolina in the amount of \$440 for the Breast and Cervical Cancer program to assist with the cost of digital mammograms.

Health Fund:

Revenues:

State Revenue-Restricted	135164-332000	\$6,977
Miscellaneous Revenues	135164-383900	\$338

Expenditures:

Contracted Services	135164-439900	\$6,977
Supplies & Materials	135164-426000	\$100
Minor Office Equipment	135164-426100	\$238

The above budget amendment is to increase revenues of \$6,977 from the State of North Carolina and appropriate \$338 of miscellaneous receipts. The additional funding is for increased case loads in the family Planning program.

Health Fund:

Revenues:

State Revenue-Restricted	135175-332000	(\$1,000)
--------------------------	---------------	-----------

Expenditures:

Supplies & Materials	135175-426000	(\$100)
Travel (Mileage)	135175-431100	(\$100)
Travel (Subsistence)	135175-431200	(\$500)
Travel (Registrations)	135175-431500	(\$200)
Postage	135175-432500	(\$100)

The above budget amendment is to reduce revenues from the State of North Carolina Department of Natural and Environmental Resources. The Child Lead Program will not be funded this fiscal year. The Health department requests reducing various operating budget lines identified above to reflect the reduction in State funds.

Health Fund:

Revenues:

State Revenue-Restricted	135150-332000	(\$1,960)
--------------------------	---------------	-----------

Expenditures:

Advertising	135150-439100	(\$500)
Miscellaneous Expenditures	135150-449900	(\$960)
Postage	135150-432500	(\$500)

The above budget amendment is to reduce revenues from the State of North Carolina in the Infant Mortality Task Force Program. The Health department requests reducing various operating budget lines identified above to reflect the reduction in State funds of \$1,960.

General Fund:

Revenues:

Insurance Refund	100000-383913	\$145,380
------------------	---------------	-----------

Expenditures:

Transfer to County Capital Reserve Fund	109800-498026	\$145,380
---	---------------	-----------

County Capital Reserve Fund:

Revenues:

Transfer from General Fund	269800-398110	\$145,380
----------------------------	---------------	-----------

Expenditures:

Reserve for Workers' Compensation Claims	269800-464395	\$145,380
--	---------------	-----------

Water Fund:

Revenues:

Insurance Refund	617110-383913	\$15,836
------------------	---------------	----------

Expenditures:

Transfer to Water Capital Reserve Fund	619800-498063	\$15,836
--	---------------	----------

Water Capital Reserve Fund:

Revenues:

Transfer from Water Fund	639800-398661	\$15,836
--------------------------	---------------	----------

Expenditures:

Reserve for Workers' Compensation	639800-464395	\$15,836
-----------------------------------	---------------	----------

Claims

Wastewater Fund:

Revenues:

Insurance Refund	627210-383913	\$5,877
------------------	---------------	---------

Expenditures:

Transfer to Waste Water Capital Reserve Fund	629800-498064	\$5,877
--	---------------	---------

Waste Water Capital Reserve Fund:

Revenues:

Transfer from Waste Water Fund	649800-398662	\$5,877
--------------------------------	---------------	---------

Expenditures:

Reserve for Workers' Compensation	649800-464395	\$5,877
-----------------------------------	---------------	---------

Claims

The above budget amendments are to appropriate an insurance refund from the FY 2008-09 Workers' Compensation audit in the amount of \$167,093 in reserve funds for future claims. Staff recommends of establishing the reserves for future claims is due to the County being self-insured for worker's compensation. The recommendation is to place the amount in each respective reserve fund based on the percentage of expenditures for premiums in FY 08-09 with the General Fund receiving 87%, Water Fund 9% and Waste Water Fund 4%.

**D. Operation Services – Water Management Project Supply VFD**

Staff requests approval for the Supply Volunteer Fire Department Water Management Project.

**E. Operation Services – Mosquito Control Official Designation Resolution**

Staff requests to approve the Official Designation Resolution for Mosquito Control.

**F. Operation Services – Unified Recovery Group, LLC Addendum No. 1 for Disaster Debris Management Contract**

Staff requests to approve Addendum No. 1 to the Disaster Debris Management and Removal Contract of Unified Recovery Group, LLC.

**G. Planning – 2009 Community Development Block Grant (CDBG) Water Hook-Up Program Grant Agreements (Louise McGarva)**

Staff recommends approving the 2009 CDBG Water Hook-Up Grant Agreements and Funding Agreement and Administration Guidelines and Policies.

**H. Finance-Surplus Time Clock-Bolivia VFD**

Staff requests to declare Time Clock as surplus equipment and approve sale to Bolivia Volunteer Fire Department for \$5.00.

**I. Finance-Martin Starnes Contract Renewal**

Staff requests to approve Contract with Martin Starnes & Associates, CPA's, P.A. for Fiscal Year ended June 30, 2010 audit.

**J. Resolution in Support of Drug Treatment Court**

**(Added Under Adjustments to the Agenda)**

Staff requests approval of a Resolution in Support of Drug Treatment Court.

**RESOLUTION IN SUPPORT OF DRUG TREATMENT COURT**

**Whereas**, the problems of drug abuse and unhealthy self-medication procedures date back to the time when “the legal memory of man runneth not,” and there are no current indicators that monumental changes in reduction are on the horizon, and

**Whereas**, the classical approach to this issue has been one emphasizing punishment of the offender without a coordinated effort to heal the person who is criminal and victim all at once, and it is genuinely a problem that healthy people do not understand, and

**Whereas**, a wiser and healthier system will address the need to end the abuse, and focus on the offender’s need to break with the past, and change the participant by ending behaviors that foster and perpetuate the addictive patterns, often associated with criminal actions, and force a moral and mental re-orientation, leaving the past behind, and

**Whereas**, Drug Treatment Court, now in operation in Brunswick County, approaches the issues in the spirit of rehabilitation, knowing that change is difficult, aimed at bringing about a genesis of life, both for the Defendant and the Community.

**Now therefore, the Brunswick County Commissioners** are hereby resolved to promote and maintain Drug Treatment Court, as they have done in the past, and now do highly recommend the process to other jurisdictions, while keeping a determined and constant support of the process here in Brunswick County, where it has saved money, lives, careers and families.

This the 1<sup>st</sup> day of February, 2010.

s/William M. Sue, Chair  
Brunswick County Commissioners

Attest:

s/Deborah S. (Debby) Gore, CMC, NCCCC  
Clerk to the Board

**VI. PUBLIC HEARING**

**1. Pursuant to notice duly advertised and posted, the Brunswick County Board of Commissioners conducted Public Hearings in the Commissioners’ Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

- 1. Planning - Proposed Unified Development Ordinance Text Amendment UDO-09-11 (Leslie Bell)**

**I. CALL TO ORDER**

Chairman Sue called the Public Hearing to order at 6:36 p.m. and announced that the purpose of the hearing was to receive input regarding Proposed Unified Development Ordinance Text Amendment UDO-09-11.

Leslie Bell, Planning Director, explained the following:

**Item 1** - Planning Staff recommends approval with these noted changes: Incinerators for the Disposal of Animal Remains as a Special Exception in the RR (Low Density Residential); ~~as a Limited Use in the C-LD (Commercial Low Density) Zoning District~~ and **C-LD (Commercial**

Low Density) Zoning Districts; and as an outright permitted use in the C-I (Commercial Intensive), RU-I (Rural Industrial), and I-G (Industrial General) Zoning Districts.

**Item 1** - Planning Board recommends approval with the following change: Incinerators for the Disposal of Animal Remains as a Special Exception in the RR (Low Density Residential), ~~as a Limited Use in the C-LD (Commercial Low Density)~~ and C-LD (Commercial Low Density) Zoning Districts; and as an outright permitted use in the C-I (Commercial Intensive), RU-I (Rural Industrial), and I-G (Industrial General) Zoning Districts; change (~~i.e.~~ to e.g. pet crematories) in Item D in the first paragraph; and delete Item D(2) in its entirety. [unanimous 7 to 0].

## **II. PUBLIC COMMENTS**

Chairman Sue asked if there were any members of the audience who wished to address the Board. There were no comments.

## **III. ADJOURN**

Commissioner Phillips moved to close the Public Hearing at 6:38 p.m. The vote of approval was unanimous

Commissioner Cooke moved to approve Second Reading and Adoption of Unified Development Ordinance Text Amendment UDO-09-11. The vote of approval was unanimous.

## **VII. ADMINISTRATIVE REPORT**

### **1. Planning – Proposed Map Amendment Z-10-652 First Reading & Set Public Hearing (Leslie Bell)**

Staff recommends approval of First Reading and Schedule Public Hearing for March 1, 2010 at 6:30 p.m.

Leslie Bell, Planning Director, explained the following:

**Item 1** (Map Amendment Z-652 – O’Neil Caison)

**Item 1** is a map amendment initiated by the property owner. This change from R-7500 (Medium Density Residential) and R-6000 (High Density Residential) to RR (Rural Residential) would allow for residential use of Tax Parcels 2160000701, 2160000703, 2160000705, 21600008, 21600009, 21600083, 21600130, 21600085, 21600088, 21600089, 216000801, 216000803, 2160008303, 2160008305, 2160008309, 2160008310, 2160008311, 2160008313, 2160008401, 2160008404, 2160008801, 216000901, 216000902, 216000903, 216000904, 216000905, 216000906, 2160008901, 2160008902, 2160009103, 2160009110, 2160009111, 2320001901, 231CA002, 232CA00203, 23200018, 23200019, 23200036, and 23200037 located off Stanbury Road SW (SR 1124), Old Ferry Connection SW (SR 1115), Sabbath Home Road SW (SR 1120), Destiny Catilyn Avenue SW, Ocean Station Road SW, and Iona Lane SW near Holden Beach, NC. This rezoning totals approximately 279.88 acres.

Commissioner Phillips moved to approve First Reading and schedule a Public Hearing for March 1, 2020 at 6:30 p.m. for Proposed Map Amendment Z-652. The vote of approval was unanimous.

### **2. Planning – Proposed Map Amendment Z-10-653 First Reading & Set Public Hearing (Leslie Bell)**

Staff recommends approval of First Reading and Schedule Public Hearing for March 1, 2010 at 6:30 p. m.

Leslie Bell, Planning Director, explained the following:

**Item 1** (Map Amendment Z-653 – HBC (H. Burkert & Co. [%Heather Burkert])

**Item 1** is a map amendment initiated by the property owner. This change from RR (Rural Residential) and C-LD (Commercial Low Density) to C-LD (Commercial Low Density) would allow for commercial use of Tax Parcel 1680004402 located off Swain Creek Trail NW and Ocean Highway W. (US 17) near Supply, NC. An amendment to the Official Brunswick County CAMA Land Use Map has been requested from LDR (Low Density Residential) to Commercial for Tax Parcel 1680004402 located off Swain Creek Trail NW and Ocean Highway W. (US 17) near Supply, NC.

This rezoning totals 15.31 acres.

Commissioner Cooke moved to approve First Reading and set a Public Hearing for March 1, 2010 at 6:30 p.m. for Proposed Map Amendment Z-10-653. The vote of approval was unanimous.

### **3. Planning – Proposed Map Amendment Z-10-654 First Reading & Set Public Hearing (Leslie Bell)**

Staff recommends approval of First Reading and Schedule Public Hearing for March 1, 2010 at 6:30 p.m.

Leslie Bell, Planning Director, explained the following:

**Item 1** (Map Amendment Z-654 – Planning Staff)

**Item 1** is a map amendment initiated by staff. This change from R-7500 (Medium Density Residential) to RR (Rural Residential) would allow for residential use of Tax Parcels 2290001402, 2290001301, 22900012, and 2290001202 located at 5399 Oak Tree Lane SW and off Hale Swamp Road SW (SR 1154) near Shallotte, NC.

This rezoning totals 88.76 acres.

Vice-Chairman Norris moved to approve First Reading and set a Public Hearing for March 1, 2010 at 6:30 p.m. for Proposed Map Amendment Z-10-654. The vote of approval was unanimous.

### **4. Health Department – Food & Lodging Software Package Budget Amendment**

Staff requests to approve Budget Amendment to purchase software, training and licensing for Food and Lodging division reporting to the state of North Carolina.

Don Yousey, Health Department Director, explained that a function of the Environmental Health Food and Lodging division is to inspect facilities and report findings to the State of North Carolina. Utilizing current procedures the inspector hand writes a report, returns to the county complex, transfers the written information to an electronic format and transmits it to the State. Often this information is reviewed several days later and found that, due to inadequacies in the state reporting system, it did not transmit which requires the inspector to resubmit it.

The Board of Health approved the following:

Utilize \$18,000.00 from the vehicle fund to purchase software and a subscription to report findings to the State. The cost of this software includes data backup, storage, disaster recovery, documentation, personnel training, and report transmission to the state system. All future upgrades to hardware and software are included. There is an additional yearly fee of \$11,200.00 to cover license fees, web site viewing, interface, conversion and transmitting the reports to the state. Staff will request this amount in future budgeting for the department.

This program will improve productivity, reporting accuracy, and compliance with state requirements. A representative from the county IT department was present during the program review to ensure that this system will interface with the county, where necessary, and will be supported by the computers presently in use.

Commissioner Cooke moved to approve the budget amendment to purchase software, training and licensing for Environmental Health Food and Lodging division reporting to the State of North Carolina. The vote was unanimous.

**5. Health Department – Dental Health Program Budget Amendment**

Staff requests to approve Budget Amendment in the amount of \$45,840 to pay for utility connections at six elementary schools to support the Mobile Dental Van.

Don Yousey, Health Department Director, explained that students of the Brunswick County school system receive dental services through a cooperative agreement between the Brunswick County Health and the New Hanover County Health Departments. These services are provided through the use of a mobile dental van. The unit is staffed by a dentist and dental hygienists and is fully equipped to provide dental care to the children in the schools. The schools are required to have water, sewer, and electrical connections available in order for the dental team to provide services. Students attending schools without these connections available must be transported to the school at which the van is located. This adds additional costs to the services such as transportation expenses, paid staff to transport the students from one school to another, and time away from the classroom for both staff and students. There is also an increased risk of exposure to accident and injury by being on the road. The Health Department, in agreement with the school system, has agreed to provide \$45,840.00, as per the cost estimate received from school operations department, to install the necessary connections at six schools that currently do not have them. This would reduce the risk of accident or injury while travelling, increase time in the classroom, avoid the staff costs associated with transporting and attending the students while visiting the dental unit off site, and provide much needed dental services to the students.

The work necessary to upgrade the school sites would be overseen by the Brunswick County Schools Operations Department. The following schools would receive the connections: Southport Elementary, Union Elementary, Waccamaw K-8 School, Virginia Williamson Elementary, Bolivia Elementary, and Belville Elementary.

The Board of Health approved the following:

Utilize \$45,840.00 from the vehicle fund to install the required water, sewer, and electrical connections at the six school locations as indicated in order to provide dental services on site at the schools.

Commissioner Phillips moved to approve the budget amendment in the amount of \$45,840.00 to pay for utility connections at six elementary schools to support the Mobile Dental Van. The vote of approval was unanimous.

**6. Utility Operations – Proposed Sunset Beach Wastewater Collection System Connection Assistance Program (Jerry Pierce)**

Staff recommends approving the Wastewater Collection System Connection Assistance Program for low to moderate income and handicapped property owners in the Town of Sunset Beach.

County sewer system. The settlement agreement restricted the use of the funds to assist only low to moderate income or handicapped property owners in the SBWSA Service Area.

Jerry Pierce, Utility Operations Director, explained that with the construction of the new wastewater collection system in Sunset Beach, sewer service will be available to a number of property owners that may qualify for financial assistance to connect to the County sewer system. At this time, staff does not know how many property owners would qualify for assistance. The County staff with assistance from the Town of Sunset Beach has developed a new policy entitled, "Wastewater Collection System Connection Assistance Program for Low to Moderate Income and Handicapped Property Owners in the Sunset Beach Portion of the Former SBWSA Service Area." The purpose of the policy is to define eligibility requirements for assistance, application procedures, and application review procedures, establish reimbursement limits, and reimbursement requirements.

Under the proposed program, low to moderate income limits are defined as the U.S. Housing and Urban Development Department Limits Income Documentation for Brunswick County. The income limits as defined by the U.S. HUD for 2009 are attached to the policy. The requirement for documentation of a handicapped property owner has been defined as a designation as handicapped by a federal or state agency. The proposed program includes an application form to be completed by the property owner and the required documentation such as proof of income. Under the proposed program, a committee made up of representatives from the County and Town will review the applications and make eligibility determinations. The proposed program establishes limitation on the amount of funding for connections. The property owner must hire a licensed plumber and electrician to perform the required connection. A permit must be obtained from the Town and the Town must inspect and approve the connection prior to reimbursement. The program limits reimbursement to \$300 to \$500 based upon income. Presently, the County has \$136,614.11 available for this program. Since property owners in the Town of Sunset Beach and the Town of Calabash are eligible for assistance, the funds have been equally divided between the two towns. The amount of funding available for the Town of Sunset Beach under this program is \$68,307.05.

The proposed program has been reviewed and approved by the Town of Sunset Beach. County staff recommends approval of the proposed Wastewater Collection System Connection Assistance Program for Low to Moderate Income and Handicapped Property Owners in the Sunset Beach Portion of the Former SBWSA Service Area.

Vice-Chairman Norris moved to approve Wastewater Collection System Connection Assistance Program for low to moderate income and handicapped property owners in the Town of Sunset Beach. The vote of approval was unanimous.

**7. Utility Operations – Advance Meter Infrastructure System Agreement (Jerry Pierce)**

Staff recommends approving advanced meter infrastructure installation project agreement with Sensus USA and the associated budget amendment.

Jerry Pierce, Utility Operations Director, requested approval of an Agreement with Sensus USA for the purchase of an Advance Meter Infrastructure System to replace the existing manual meter reading system. The estimated total cost of the project is \$9,511,415.93 which will be spread over a 6-year period. The first year cost will be \$1,386,000.

Mr. Pierce explained that the County has considered implementation of an automated meter reading system for a number of years. Funds were included in this year's Capital Improvement Program for implementation of an automated meter reading system. A Meter Reading Committee was established, which consisted of Public Utilities staff, Finance staff and Commissioner Norris. The committee met to determine the types of systems that should be considered and a Request for

Information and Qualifications (RFIQ) was developed. The RFIQ was sent to all of the leading meter manufacturers that serve our area.

The County received responses from seven meter manufacturers. The committee evaluated all of the responses from the vendors. Most of the vendors provided information on two types of automated meter reading systems. The first type is the AMR or drive by type of system where a customer service employee must drive by the meter in order to receive a reading on manufacturer supplied equipment. This is the type system that we currently use in the Sunset Beach area. The second type of system is the AMI type system where the readings are transmitted back to central receiving point, i.e. the Customer Service Office.

After much discussion, the committee narrowed the number of meter vendors from seven to four. Those four were asked to provide a more detailed proposal on both systems including costs of installation and equipment. After hearing presentations from all four vendors, the committee narrowed the selection to two firms. The committee selected the AMI type system as the best type of system and detailed and final pricing was sought from AMCO Meters and Sensus Meters. After evaluation of the detailed and final pricing, Sensus was selected as the best firm to provide the equipment, software, and installation service for the new meter reading system.

During the evaluation process, County staff determined that most utilities installed a new metering system over a period of years instead of all at one time. Also, the County staff determined that County employees could install the meters under supervision of Sensus.

During the detailed and final price negotiations, Sensus made a number of offers to Brunswick County related to price and services that are to be provided. The purpose of this agreement is to consolidate all of the prices, offers of service from Sensus and County responsibilities into one document. This agreement clearly indicates that the project will be phased over a 6-year period and that the County will only purchase equipment and services if funds are budgeted.

County staff recommends approval of the selection of Sensus for provision of the equipment and service associated with installation of the meter reading system and approval of the agreement with Sensus outlining the offers and services to be provided by Sensus.

The budget amendment below is to decrease the FY 10 Water Fund budget appropriation for debt service principal and interest for the Electronic Meter Reading System and redirect the funds for an appropriation to purchase the system in phases over several years. The budget amendment will appropriate \$1,386,000 for the first phase of the project in FY 10.

Water Fund:

Expenditures:

Lease Principal-Radio Read Equipment	619100-475012	(\$1,086,000)
Lease Interest-Radio Read Equipment	619100-476012	(\$300,000)
Capital Outlay-Electronic Meter System	617110-459605	\$1,386,000

Commissioner Phillips moved to approve the Advanced Meter Infrastructure Installation Project Agreement with Sensus USA and the associated budget amendment. The vote of approval was 4 ayes (Phillips, Sue, Norris, Cooke) 1 nay (Warren).

**8. Administration – 2<sup>nd</sup> Quarter Progress Report on FY 2009-2010 Major Goals and Objectives (Marty Lawing)**

Receive the 2<sup>nd</sup> Quarter Goal Report as information.

Marty Lawing, County Manager, reviewed the 2<sup>nd</sup> Quarter Progress Report on FY 09-10 Goals and Objectives. The Board received the report as information. No action was taken.

**9. Finance-Approval of Offer and Acceptance for Wastewater Treatment Works Project (Ann Hardy) (Added Under Adjustments to the Agenda)**

Ann Hardy, Fiscal Operations Director, explained that Brunswick County received notification on Friday, January 29, 2010 that ARRA assistance is available to award to Brunswick County for the Sunset Wastewater Collection System Project. The County received a total of \$3 million of 50/50 grant and loan ARRA funds for the project in September 2009 and issued a revenue bond with proceeds of \$10,786,000 to fund the project.

The proposed additional allocation consists of 50% grant requiring no repayment and 50% no interest loan with a 20 year term. Construction Grants and Loans would like to make a request to the Local Government Commission to approve an increase to the existing award to Brunswick County from the current \$3 million to at least \$3,535,135 and up to a maximum of \$4,000,000. If approved, the County would receive at least \$535,135 and up to \$1 million of additional 50/50 grant loan funding for the Sunset Phase 1 project. The additional funds will be used to reduce the amount of funds needed for phase 2 of the project anticipated to be financed in June 2010.

The offer, assurances and acceptance provided by NCDENR and a resolution for the Board's consideration was provided. Staff recommends that Brunswick County Commissioners approve the attached resolution and authorize the Chairman and Clerk to execute documents for the loan offer and grant of a minimum of \$3,535,135 and up to \$4 million.

Commissioner Warren moved to approve of Offer and Acceptance for State Loan for Wastewater Treatment Works Project (Sunset Beach Wastewater Collection System Phase I) under the NC Clean Water Revolving Loan & Grant Act of 1987 and the Federal Clean Water Act Amendments of 1987 and American Recovery and Reinvestment Act of 2009. The vote of approval was unanimous.

**VIII. BOARD APPOINTMENTS**

**1. Board of Equalization and Review (District 1)**

Vice-Chairman Norris nominated Michael Norton. Commission Phillips moved to close the nominations. The vote of approval was unanimous. Commissioner Phillips moved to approve the appointment of Mr. Norton. The vote of approval was unanimous. Michael Norton will fill the unexpired term of Mack Hewett (resigned) that will expire on April 1, 2011.

**IX. OTHER BUSINESS/INFORMAL DISCUSSION**

**1. Proposed Board Appointment Application (Added Under Adjustments to the Agenda)**

The Attorney reviewed a copy of the proposed application that was provided with suggestions from the Board by the Clerk indicating that the need for requiring a drug screen was not a safety sensitive issue and there does not appear to be a demonstrated need to request a background check on a prospective appointee. Commissioner Warren indicated that he was pushing for the background check in case an individual that might be a sex offender or sexual predator would be

working with children and/or people that would be harmful for the county. The Attorney explained that background checks are being done on those individuals who coach our children and for people who would be exposed to children in county programs and that he did not know of an issue that would put applicants before a board at risk from a board member that would be disclosed by a background check. Commissioner Warren asked if there was anything in the application about removal from a board. The Attorney indicated that the majority of appointees serve at the pleasure of the Board of Commissioners and can be removed at the Board's discretion.

Commissioner Phillips moved to approve the application as written. The vote of approval was unanimous.

Commissioner Warren asked about the method of advertisement indicating that these appointments should be advertised monthly and was informed that the application would be available on the county website and that the county offered computers at county libraries and senior centers to allow access to the website. Commissioner Phillips indicated that he did not see the need to advertise monthly due to advertising costs and the Attorney suggested sending out notices in the utility bills or tax bills. Ann Hardy, Fiscal Operations Director explained that this would be costly to the county in postage fees.

Staff was directed to make the county boards, their by-laws and the application available on the county website and to investigate costs of advertising.

**2. Marine Fisheries Board Update (Commissioner Phillips)  
(Added Under Adjustments to the Agenda)**

Commissioner Phillips informed of the progress made by the Marine Fisheries Board regarding the Proposed Commercial Fishermen's Resource Area stating that notices will be mailed inviting all commercial fishermen to a meeting to be held on March 6, 2010 at 4:00 p.m. to receive input regarding the Proposed Resource Area before seeking State and Federal funding.

**X. ADJOURNMENT**

Vice-Chairman Norris moved to adjourn the Regular Meeting at 7:44 p.m. The vote of approval was unanimous.

---

William M. Sue, Chairman

---

Deborah (Debby) Gore, Clerk to the Board