

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 16, 2009
6:30 P.M.**

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

A. Minutes

1. February 3, 2009 Recessed Meetingpg. 1
2. March 2, 2009 Regular Meeting Minutespg. 2-29

B. Tax

1. February 2009 Collection Summary Report.....pg. 30-33
2. March 2009 Tax Releases & November 2008 Motor Vehicle Valuation & Levypg. 34-47

C. Financepg. 48-54

The Budget Amendments and Capital Project Ordinances are recommended for approval on the consent agenda of the Board of Commissioners.

Fund	Description	Code	Increase	Decrease
General Fund	JCPC State Revenues Restricted	105859-332000	\$5,000	
General Fund	JCPC Grant Subsidy	105859-465500	\$5,000	

The budget amendment above is to appropriate additional state revenues for the JCPC Brunswick County Boys & Girls Club Unit-Skill Building program. This new JCPC program seeks to reduce youths dropping out of school by providing the opportunities to engage in positive academic and social skills development programs.

Fund	Description	Code	Increase	Decrease
General Fund- Sheriff 's Dept.	Sheriff's Dept. Gun Permits	104310-334800	\$1,860	
General Fund- Sheriff's Dept.	Misc Revenue	104310-383900	\$600	
General Fund- Sheriff's Dept.	Supplies & Materials	104310-426000	\$2,460	

The budget amendment above is to appropriate additional revenues in the Sheriff's Department budget to cover overages in the supplies and materials line item.

Fund	Description	Code	Increase	Decrease
General Fund- Parks & Rec.	Misc Rev – Dixie Youth	106131-383310	\$5,217	

General Fund-Parks & Rec.	Special Program –Dixie Youth	106131-423107	\$5,217	
General Fund-Parks & Rec.	Fitness Program Revenue	106131-383314	\$2,683	
General Fund-Parks & Rec.	Fitness Programs	106131-423117	\$2,683	

The budget amendment above is to appropriate additional revenues in the Dixie Youth program and Fitness program for use in the corresponding programs.

Fund	Description	Code	Increase	Decrease
General Fund-Cooperative Ext.	Master Gardener Fees	104950-335026	\$3,580	
General Fund-Cooperative Ext.	Postage	104950-432500	\$1,000	
General Fund-Cooperative Ext.	Master Gardner Program	104950-449948	\$1,580	
General Fund-Cooperative Ext.	Repair & Maint Vehicles	104950-435300	\$1,000	
General Fund-Cooperative Ext.	Educational Program Fees	104950-335032	\$1,092	
General Fund-Cooperative Ext.	Educational Program	104950-449947	\$1,092	
General Fund-Cooperative Ext.	4-H Club Fundraisers	104950-332031	\$2,908	
General Fund-Cooperative Ext.	4-H Club	104950-449952	\$2,908	
General Fund-Cooperative Ext.	Other Permits & Fees	104950-383958	\$1,526	
General Fund-Cooperative Ext.	Motor Fuels & Lubricants	104950-425100	\$1,526	

The budget amendment above is to appropriate additional revenues in the Cooperative Extension budget to cover overages and to move funds for use in the appropriate programs.

Fund	Description	Code	Increase	Decrease
General Fund	Urgent Repair Local Match	104907-449983		\$15,000
General Fund	Trans to Grant Fund	109800-498023	\$15,000	
Grant Fund	Trans from General Fund	238176-398110	\$15,000	
Grant Fund	Urgent Repair Rev 2009	238176-332079	\$75,000	
Grant Fund	Urgent Repair Exp 2009	238176-449983	\$90,000	

The budget amendment above is to appropriate 2009 Urgent Repair Grant award in the amount of \$75,000. The local match of \$15,000 was budgeted in the general fund and is requested to be moved to the grant fund to facilitate accounting of the grant project.

Fund	Description	Code	Increase	Decrease
Social Services Fund	Trans from General Fund	149800-398110		\$10,000
Social Services Fund	Medicaid Expenditures	145310-439801		\$10,000
General Fund-Transfers	Trans to Social Services	109800-498014		\$10,000
General Fund-Environmental Protection	Save our Sands	104999-465138	\$10,000	

The budget amendment above is to reduce Medicaid Expenditures in the Social Services fund due to the anticipated stimulus relief for Medicaid and for a contribution to the Save Our Sands Agency to gain approval to construct groins at the inlets.

Fund	Description	Code	Increase	Decrease
Social Services Fund	Trans from General Fund	149800-398110		\$298,500
Social Services Fund	Medicaid Expenditures	145310-439801		\$298,500
General Fund-Transfers	Trans to Social Services	109800-498014		\$298,500
General Fund-Sheriff's Dept.	Sheriff Salaries Regular	104310-412100	\$30,000	
General Fund-Sheriff's Dept.	Sheriff Salaries Overtime	104310-412200	\$166,000	
General Fund-Sheriff's Dept.	Sheriff Salaries Temp/Part	104310-412600	\$10,000	
General Fund-Sheriff's Dept.	Sheriff FICA	104310-418100	\$16,000	
General Fund-Sheriff's Dept.	Sheriff Retirement	104310-418200	\$17,000	
General Fund-Sheriff's Dept.	Sheriff Group Insurance	104310-418300	\$10,000	
General Fund	Sheriff Disability	104310-418400	\$1,000	
General Fund	NC Concealed Weapons	104310-466500	\$8,500	
General Fund	Detention State Criminal Alien Assist Program	104320-331006	\$20,566	
General Fund	Detention Misc Revenues	104320-383900	\$8,920	
General Fund	Detention Misc Jail Fees	104320-383962	\$6,514	
General Fund	Detention Salaries Overtime	104320-412200	\$76,000	

The budget amendment above is to reduce Medicaid Expenditures in the Social Services fund due to the stimulus relief funding and revenues received in excess of amounts budgeted in the Detention

Center budget. The expenditure portion of the amendment is to properly record the budget for salary and wages for the Sheriff's Department and Detention Center budgets. The budget was developed and approved based on an 80 hour pay period and with adding \$288,827 for the scheduled overtime and double pay for holidays worked. The actual schedule worked is either 80, 86, or 100 hours per pay period depending on the employee with extra payment if a holiday is worked. In prior years, there was a history of a substantial number of vacancies and attrition occurring throughout the year which resulted in lapsed salaries at year end. An analysis of the salaries for the sheriff's department and detention center budget shows that overtime worked in 2007 was actually \$788,000. In analyzing the \$788,000 of 2007 overtime and increasing for 2 years of merit at 6% per year you arrive at the amount of overtime needed in 2009 of \$886,000. An analysis of regular wages for the sheriff's department and detention center budget shows that wages in 2007 were actually \$4,585,311 and has grown to an expected \$7,765,535 of which \$466,745 is due to cumulative merit raises and 50 new positions added in the prior 2 years at an average salary of \$45,000 including the scheduled overtime and holidays plus benefits.

Fund	Description	Code	Increase	Decrease
Water Reserve Fund	Transmission System Improvements	639800-464306		\$10,000
Water Reserve Fund	Transfer to Water Capital Project	639800-498041	\$10,000	
Water Capital Project Fund	Transfer from Water Reserve Fund	418248-398663	\$10,000	
Water Capital Project Fund	NW Water Plant Expansion – Arch/Eng/Legal	418248-464000	\$5,000	
Water Capital Project Fund	NW Water Plant Expansion – Arch/Eng/Legal	418248-464001	\$5,000	

The budget amendment above is to appropriate \$10,000 for start-up project costs for the planned expansion of the Northwest Plant. Approval of the associated capital project ordinance below is requested:

**County of Brunswick, North Carolina
Capital Project Ordinance
Northwest Water Plant Expansion Water Capital Project (418248)**

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 for the NW Water Plant Expansion Capital Project:

Project Cost \$353,000

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

Total Project \$353,000

Section 3. The following amounts are hereby appropriated in the Brunswick County Water Capital Reserve Fund:

Contribution to Wastewater Capital Project \$353,000

Section 4. It is estimated that the following revenues will be available in the Brunswick County Water Capital Reserve Fund:

Current Funds Appropriated	\$353,000
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Section 5. This Capital Project Ordinance shall be entered into the minutes of the March 16, 2009 meeting of the Brunswick County Board of Commissioners.

- D. **Operation Services Water Management Project**pg. 55-57
Staff requests approval of proposed water management project by mosquito control division for South Brunswick Islands Shrine Club Project with a total estimate of \$1,051.00.

- E. **No Discharge Zone Resolution**pg. 58-61
Staff requests approval of a Resolution to Petition the NCDENR to Petition the United States Environmental Protection Agency to Support the Designation of the Waters in Brunswick County as a No Discharge Zone.

- F. **Ocean Isle Beach Park Change Order for HadenStanziale**pg. 62-65
Staff requests approval of a Change Order for the Contract with HadenStanziale for planning and development of the Ocean Isle Beach Park in the amount of \$10,875.

- G. **Cellular Phone Stipend Plan for Additional Staff**pg. 66-67
Staff requests approval of the Cellular Phone Stipend Plan as presented.

VI. PRESENTATION

- 1. **Citizen’s Law Enforcement Academy (Commissioner Marty Cooke)**pg. 68

VII. ADMINISTRATIVE REPORT

- 1. **EMS-Memorandum of Agreement between Brunswick County and Brunswick Community College (Randy Thompson)**pg. 69-107
Staff recommends approving Memorandum of Agreement between Brunswick County Emergency Services and Brunswick Community College to establish a functional medical support shelter.

- 2. **Engineering-Carolina Shores North Contract Award to Herring-Rivenbark, Inc. (Jeff Phillips)**pg. 108-115
Staff recommends to Award Construction Contract for Carolina Shores North Water Project to Herring-Rivenbark, Inc. in the amount of \$656,466.60.

- 3. **Utilities-Wastewater Pumping Station Guidelines (Jerry Pierce)**.....pg. 116-130
Staff recommends approving the Wastewater Pumping Station Design Guidelines as presented.

- 4. **Utilities-International Paper Tract Conservation Easement with GreenTrust Alliance (Jerry Pierce)**.....pg. 131-145
Staff recommends granting permanent Conservation Easement to GreenTrust Alliance and approving a permanent Maintenance Agreement with GreenTrust Alliance.

5. **Utilities-Oak Island Force Main Phase I Contract Amendment with Earth Tech of NC, Inc. (Jerry Pierce)**pg. 146-149
Staff recommends Approving Contract Amendment with Earth Tech of North Carolina, Inc. for the Oak Island Force Main Phase I project.
6. **Finance-Financial Reports February 2009 (Unaudited) (Ann Hardy)**pg.150-152
Staff recommends to Receive Financial Reports for Period Ended February 28, 2009 as presented.
7. **Admin-Ocean Isle Beach Park Phase I Primary Construction Contract Award (Steve Stone)**pg. 153-154
8. **Admin-Commuting Vehicle Plan (Marty Lawing)**pg. 155-163
9. **Right-of-Way Encroachment Agreement – Columbus County Water Extension (Marty Lawing)**.....pg. 164-167
Staff recommends to Approve Three Party Right-of-Way Encroachment Agreement Application for the Columbus County – District IV Water System Extension.
10. **County Manager Report**

VIII. Other Business/Informal Discussion

IX. Adjournment