

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**  
**Monday, August 16, 2021**  
**6:30 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of conducting the Regular Session, it being the third Monday.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
 Jerome McMillian, **Vice Chairman**  
 Chris Smith  
 Giles E. Byrd  
 Lavern Coleman  
 Brent Watts  
 Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
 Amanda B. Prince, **Staff Attorney/Deputy Clerk to Board**  
 Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**6:30 P.M.**

**PUBLIC HEARING:**

**Water and Sewer District V - Close-Out of the Old Dock Elementary School Sewer Project:** the purpose of this Public Hearing is to inform the citizens of Columbus County of the final accomplishments and expenditures of the 2011 CDBG-Infrastructure Project to extend wastewater collection service to the Old Dock School with funds received from the NC Department of Environmental Quality under Title I of the Housing and Community Development Act of 1974, as amended.

**PUBLIC HEARING OPENED:**

At 6:30 P.M., Chairman Bullard called the Public Hearing to order and stated this Public Hearing is for Water and Sewer District V – Close-Out of Old Dock Elementary School Sewer Project. The purpose of this Public Hearing is to inform the citizens of Columbus County of the final accomplishments and expenditures of the 2011 CDBG-Infrastructure Project to extend wastewater collection service to the Old Dock School with funds received from the NC Department of Environmental Quality under Title I of the Housing and Community Development Act of 1974, as amended.

**Amanda Prince, Staff Attorney/Deputy Clerk to Board,** stated the following:

- The original project scope was to replace a 30-year-old Recirculating Sand Filtration wastewater treatment system at the Old Dock School.
- The final construction activities included the installation of 33,940 feet of 6-inch sewer force main and appurtenances and a wastewater pump station at the Old Dock School.
- The existing Recirculating Sand Filtration wastewater system was shut down and abandoned.

The total project costs were as follows:

<b>Proposed Costs</b>	<b>Actual Costs</b>
<b>\$1,519,650.00</b>	<b>\$1,478,630.92</b>

The total project revenues were as follows:

<b>CDBG-Infrastructure Funds</b>	<b>Columbus County Funds</b>
<b>\$1,100,000.00</b>	<b>\$378,630.92</b>

**COMMENTS:**

Chairman Bullard opened the floor for comments. No oral or written comments were received.

**TIME PUBLIC HEARING CLOSED:**

At 6:32 P.M., Commissioner Coleman made a motion to close the Public Hearing, seconded by Vice Chairman McMillian. The motion unanimously passed.

**6:30 P.M.**

**PUBLIC HEARING:** **Public Utilities New Customer Service Policy for Water District I, II, III, IV and V:** the purpose of this Public Hearing is to receive oral and written comments from the public regarding a proposed Ordinance on the Utilities Department Customer Service Policy.

**PUBLIC HEARING OPENED:**

At 6:32 P.M., Chairman Bullard called the Public Hearing to order and stated this Public Hearing is for Public Utilities New Customer Service Policy for Water District I, II, III, IV and V. The purpose of this Public Hearing is to receive oral and written comments from the public regarding a proposed Ordinance on the Utilities Department Customer Service Policy.

**Commissioner Byrd:** Did we find out any way to notify customers, maybe through an alert?

**Gail Edwards:** I’ve contacted Emergency Services and they are still working on that. Their plans are to notify customers through the County’s Code Red System. We don’t have current phone numbers for everyone but we will put in the phone numbers that we have.

**Commissioner Smith:** This will start with the September bill correct?

**Jay Leatherman:** Correct, if you approve this policy tonight it will go into effect in September.

**Commissioner Smith:** I think it would be nice if we could include a copy of the policy with the next bill.

**Jay Leatherman:** We will see what we can include on the bill. The policy will be available on the website if people would like to read it and we will have copies available at the office.

**COMMENTS:**

Chairman Bullard opened the floor for comments. No oral or written comments were received.

**TIME PUBLIC HEARING CLOSED:**

At 6:41 P.M., Commissioner Byrd made a motion to close the Public Hearing, seconded by Commissioner Smith. The motion unanimously passed.

**Agenda Items #1, #2 and #3: MEETING CALLED to ORDER, INVOCATION and PLEDGE of ALLEGIANCE:**

At 6:42 P.M., Chairman Ricky Bullard called the Monday, August 16, 2021 Columbus County Board of Commissioners Regular Session Meeting to order. The invocation was delivered by Commissioner Lavern Coleman. Everyone in attendance stood and pledged Allegiance to the Flag of the United States of America which was led by Commissioner Brent Watts.

**Agenda Item #4: BOARD MINUTES APPROVAL:**

A. August 02, 2021

Commissioner Smith made a motion to approve the Board Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #5: APPROVAL OF AUGUST 02, 2021 AGENDA and TAX RELEASES:**

**Tax Refunds and Releases**

Name	Account#	Date	Amt. Released	Property Value	Year	Bill#	Property #	User Fee	Late List	District	Discount	Total
Darrow, Caroline 2615 South Page Rd Clarkton, NC 28433	01-00000	8/16/2021	\$0.00	\$0.00	2021	0	00000	\$83.33	\$0.00	\$0.00	\$0.00	\$83.33
Refund trash fee paid in error. Located in Bladen County												
Tyson, David James 4204 Laurel Hills Rd Raleigh, NC 27612	09-31220	8/16/2021	\$0.00	\$0.00	2020	3466	17089	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Refund user fee. Vacant land.												
Ward, Jason D & Lisa 1062 James B White Hwy N Whiteville, NC 28472	01-46121	8/16/2021	\$0.00	\$0.00	2020	4786	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00

**AGENDA ADD-ON:**

Chairman Bullard stated the following items needed to be added to the August 16, 2021 agenda:

**Agenda Item #12a: Social Services – Monthly Administrative Update:** Algernon McKenzie, Director, submitted a written report.

**Agenda Item # 12b: Discussion – Discussion on Interchange on Old Lake Rd and Chauncey Town Road:** Commissioner Byrd wished to discuss the interchange on Old Lake Rd and Chauncey Town Road.

Commissioner Byrd made a motion to accept the agenda with the above add-ons, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #6: PUBLIC INPUT:**

Chairman Bullard opened the floor for Public Input. The following spoke:

**Dr. Marc Whichard, Superintendent of Whiteville City Schools, 1312 Spivey Rd, Whiteville, NC,** stated the following:

- It's a pleasure to be before the Board tonight to thank each of you, including Mr. Madden, for the appropriations given this year to our school district.
- As you know from the budget presentation I made, we have a lot of longstanding needs that haven't been met for a long time.
- Roof repairs, of significant expense to the district, as well as issues with our parking lots are some of the items we will be able to address with the funds you allotted.
- This year, Whiteville City Schools received an additional appropriation to our capital expense fund of over \$300,000.
- In addition, to an increase in current expenses of over 3 percent.
- This is a significant amount of funds for a small school district.
- So, I would just like to say thank you.
- We've made signs to post at our schools letting our parents and the public know that these funds didn't come from the Federal government but right here in Columbus County.
- Edgewood School's parking lot will be finished this week.
- Central Services' lot is already completed.
- Central Middle School will receive a new bus lot.
- Whiteville High School, the entire lot on the side by the tennis court will be repaved, as well as the Bowers Auditorium lot, it will also receive new lighting.
- The gym at Central Middle School will get a new roof.
- Two roofs at Whiteville Primary School will be replaced.

**Agenda Item #7: PROCLAMATION – PROCLAMATION HONORING RIEGELWOOD DIXIE YOUTH BASEBALL MAJORS TEAM, WOLFPACK OPTIMIST AAA DIXIE YOUTH BASEBALL TEAM, AND THE CENTRAL COLUMBUS DARLINGS ALL-STAR TEAM:**

The Commissioners presented Dixie Youth Teams with Proclamations Honoring their dedication and hard work in this season's league.

**PROCLAMATION HONORING RIEGELWOOD MAJORS ALL-STARS DYB TEAM**

**WHEREAS**, Dixie Youth Baseball seeks to promote the development of strong character, positive attitude, sense of responsibility and citizenship in youth using the game of baseball as a conduit; **and**

**WHEREAS**, athletes, coaches, and parents dedicate hours of their time and energy for practice and travelling for events to improve and strengthen collective talents and ensure the team's success; **and**

**WHEREAS**, the **RIEGELWOOD MAJORS ALL-STARS DYB TEAM** played undefeated to win the Dixie Youth Baseball DII Majors North Carolina State Tournament, and represented North Carolina in the 2021 Dixie Youth Baseball Division II World Series; **and**

**WHEREAS**, the **RIEGELWOOD MAJORS ALL-STARS DYB TEAM** through their discipline, hard work, team spirit, and genuine love for the game put forth amazing effort and won the 2021 Dixie Youth Baseball Division II World Series on August 04, 2021, in Laurel, Mississippi; **and**

**WHEREAS**, the **RIEGELWOOD MAJORS ALL-STARS DYB TEAM** was also presented with the highest honor of the Sportsmanship Award.

**NOW, THEREFORE, BE IT RESOLVED**, we the Columbus County Commissioners wish to recognize and show appreciation to the following players and coaches for their achievement in winning this World Series:

**Players: Braylon Waddell, Landon Jacobs, Gauge Simmons, Mack Freeman, Eli Jacobs, Ethan Stanley, Zayvaan Hines, Khari Bowens, Adrian Jenrette, Devon Jenrette, Xavier King**

**Coach: Greg Jacobs**

**Coach: Josh Simmons**

**Coach: Tyrell Waddell**

Adopted this the 16<sup>th</sup> day of August, 2021.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

/s/ **RICKY BULLARD, Chairman**

/s/ **JEROME MCMILLIAN, Vice Chairman**

/s/ **CHRIS SMITH**

/s/ **GILES E. BYRD**

/s/ **LAVERN COLEMAN**

/s/ **BRENT WATTS**

/s/ **CHARLES T. MCDOWELL**

/s/ **EDWIN H. MADDEN, JR., Manager**

/s/ **BOYD WORLEY, Board Attorney**

/s/ **AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**PROCLAMATION HONORING WOLFPACK OPTIMIST AAA DYB TEAM**

**WHEREAS**, Dixie Youth Baseball seeks to promote the development of strong character, positive attitude, sense of responsibility and citizenship in youth using the game of baseball as a conduit; **and**

**WHEREAS**, athletes, coaches, and parents dedicate hours of their time and energy for practice and travelling for events to improve and strengthen collective talents and ensure the team’s success; **and**

**WHEREAS**, the **WOLFPACK OPTIMIST AAA DIXIE YOUTH BASEBALL TEAM** played undefeated to win the Dixie Youth Baseball AAA North Carolina Division II State Tournament in Dunn, and represented North Carolina in the 2021 Dixie Youth Baseball AAA Division II World Series; **and**

**WHEREAS**, the **WOLFPACK OPTIMIST AAA DIXIE YOUTH BASEBALL TEAM** through their discipline, hard work, team spirit, and genuine love for the game put forth amazing effort and won the 2021 Dixie Youth Baseball AAA Division II World Series on August 04, 2021, in Laurel, Mississippi.

**NOW, THEREFORE, BE IT RESOLVED**, we the Columbus County Commissioners wish to recognize and show appreciation to the following players and coaches for their achievement in winning this World Series:

**Players: Luke McLean, Sidney Miller, Issac Price, Ty’Lae Rose, Jaquan McKinnis, Noah Jones, Gage Canady, Conrad Martinez, Alzavion Baldwin, Bryce Moore, Swift Pridgen and Knox Price**

**Head Coach/Manager: Matt McLean**

**Coach: Quamain Rose  
Martinez**

**Coach: Dwight**

Adopted this the 16<sup>th</sup> day of August, 2021.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

/s/ **RICKY BULLARD, Chairman**

/s/ **JEROME MCMILLIAN, Vice Chairman**

/s/ **CHRIS SMITH**

/s/ **GILES E. BYRD**

/s/ **LAVERN COLEMAN**

/s/ **BRENT WATTS**

/s/ **CHARLES T. MCDOWELL**

/s/ **EDWIN H. MADDEN, JR., Manager**

/s/ **BOYD WORLEY, Board Attorney**

/s/ **AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**PROCLAMATION HONORING CENTRAL COLUMBUS DARLINGS ALL-STAR TEAM**

**WHEREAS**, Dixie Softball, Inc. seeks to promote fair play among teams and encourages players to give one hundred percent each time they step on the field; **and**

**WHEREAS**, athletes, coaches, and parents dedicate hours of their time and energy for practice and travelling for events to improve and strengthen collective talents and ensure the team’s success; **and**

**WHEREAS**, the **CENTRAL COLUMBUS DARLINGS ALL-STAR TEAM** played undefeated in the district tournament to earn the title of 2021 District 9 Dixie Darlings Champions; **and**

**WHEREAS**, the **CENTRAL COLUMBUS DARLINGS ALL-STAR TEAM** through their discipline, hard work, team spirit, and genuine love for the game put forth amazing effort and won the 2021 Dixie Darlings State Championship in Cherryville going on to represent North Carolina in the 2021 Dixie Softball World Series in Prince George, Virginia.

**NOW, THEREFORE, BE IT RESOLVED**, we the Columbus County Commissioners wish to recognize and show appreciation to the following players and coaches for their amazing accomplishment this Softball season:

**Players: Ashland Batchelor, Paisley Batten, Kelbi Bowen, Brynleigh Coleman, Paisleigh Floyd, Grace Gore, Kyleigh Hewett, Layken Lancaster, Madison McLean, Emma Miller, Ryleigh Reagan, Karli Sullivan**

**Coach: Bryan Batten**

**Coach: Joey Butler**

**Coach: Zachery Floyd**

**Coach: Chase Lancaster**

Adopted this the 16<sup>th</sup> day of August, 2021.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

/s/ **RICKY BULLARD, Chairman**

/s/ **JEROME MCMILLIAN, Vice Chairman**

/s/ **CHRIS SMITH**

/s/ **GILES E. BYRD**

/s/ **LAVERN COLEMAN**

/s/ **BRENT WATTS**

/s/ **CHARLES T. MCDOWELL**

/s/ **EDWIN H. MADDEN, JR., Manager**

/s/ **BOYD WORLEY, Board Attorney**

/s/ **AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Vice Chairman McMillian made a motion to Approve the Proclamations for these 3 teams, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #8: CORRECTION TO JUNE 21, 2021 REGULAR SESSION MEETING MINUTES:**

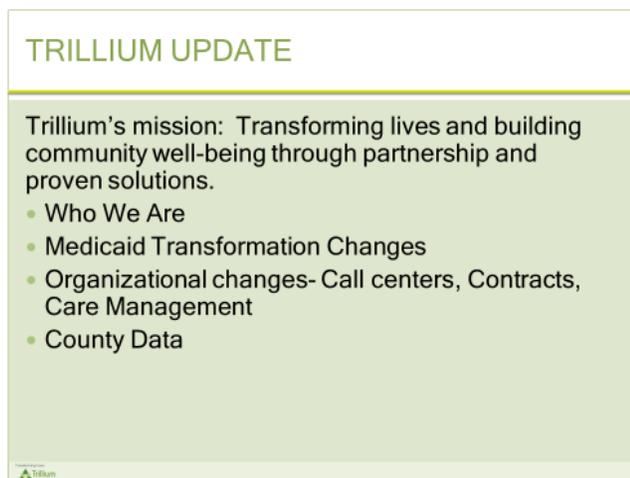
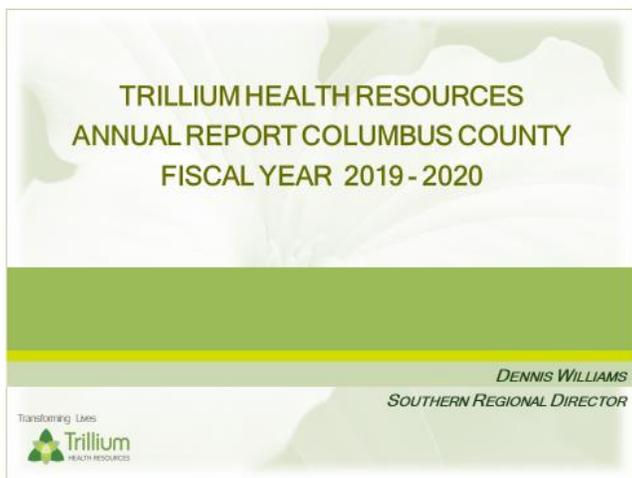
LaToya Williams, Sr. Admin. Support Specialist, requested the proposed text amendments to the Columbus County Code of Ordinances, Chapter 10, Parts 1, 2, 3 and 4 be added to the minutes.

Commissioner McDowell made a motion to make the correction, seconded by Commissioner Smith. The motion unanimously passed.

The proposed text amendments were added to the June 21, 2021 regular session meeting minutes.

**Agenda Item #9: TRILLIUM ANNUAL REPORT:**

Dennis Williams presented the Trillium Annual Report.



### Who We Are - Numbers

- 26 Counties
- 1,469,101 total population
- 266,000 Medicaid Eligible
- Served 58,452 individuals from mild to severe mental health needs
  - 70% with MH needs
  - 20% with SUD
  - 10% with IDD
- Approximately 500 Providers
- \$475,921,857.00 spent on services last year
- Smallest County- Tyrrell 3,665- Largest County -New Hanover 239,272
- Cover over 12,000 square miles



### Trillium Map per Region

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	201,969	3,511	10
Central	494,441	4,717	9
Southern	772,691	4,176	7



### Medicaid Transformation- Standard Plans

- Standard Plan- 5 companies were awarded
  - Amerihealth Caritas NC Inc.
  - Blue Cross Blue Shield of NC
  - UnitedHealthcare of NC Inc.
  - WellCare of NC Inc.
  - Carolina Complete Health- covers regions 3, 4 and 5
- ❖ These Plans will be managing the mild to moderate Medicaid behavioral health recipients



### Map of Standard Plan Regions

#### Managed Medicaid Coverage Regions



### Medicaid Transformation Standard Plans continued:

- Standard Plan Insurance Companies Timeline:
- March 15<sup>th</sup> through May 14<sup>th</sup> - Open Enrollment
- May 15<sup>th</sup>- Auto enrollment
- July 1<sup>st</sup> 2021- Standard Plans begin to serve Medicaid individuals with Low to Moderate needs



### Medicaid Transformation Tailored Plan:

- 5-7 Managed Care Organizations- NCACC recommended the current LME/MCO map
- Managing the high risk/high cost individuals with mental health, developmental disabilities and substance use
- DHHS released the RFA on November 13<sup>th</sup> 2020
- Managing the whole person- both physical health and behavioral health



### Behavioral Health I/DD Tailored Plan Regions



### Medicaid Transformation Tailored Plan Continued

- Applications were due back to the state on Feb 2<sup>nd</sup> 2021 and we submitted ours on time
- DHHS will award the contracts on June 11<sup>th</sup>, 2021 to 5-7 MCO's
- We will have a readiness review late fall
- July 1<sup>st</sup> 2022- Begin the Tailored Plan the more Severe behavioral Health, Substance use and IDD population like we do today



### What will it Look like

- Manage the whole person both Behavioral and Physical health
- Focus on the Social Determinants of Health-
  1. Transportation
  2. Housing
  3. Food Insecurities
  4. Employment
  5. Personal Safety
- Contract with every pharmacy in our 26 counties
- Contract with all primary care physicians that provide services to Medicaid consumers
- Provide Tailored Care Management



### Organizational changes

#### Call Centers

- Pharmacy
- Provider
- Nurse
- Current Call Center

#### Contracts

- Pharmacy
- Primary Care Offices

#### Care Management

- Whole Person Care



### Impact today

- Consumers will remain with the same services with their MCO
- We will still move forward with developing the infrastructure to serve the whole person
- Work towards contracting with pharmacies and primary care services



### COVID - 19 IMPACT

- Some rate increases extended ranging from 5% - 30% to Network Providers
- Respite for Children with IDD increased to 30 hours
- Telehealth continues to be provided when needed
- Trillium continues remote status with office usage limited to 15% of allowed capacity
- Access to Care continues to be in operation 24 hours per day.



### Project Updates

- DSS Respite Homes
- 1200 Naloxone kits
- COVID Kits for Providers and Consumers
- Increased Rates for providers Direct Care Staff
- Hand Sanitizer stations at Playgrounds
- Racial Equity Projects- internal and external
- Safe Schools/Healthy Kids- online training on a variety of topics



### Consumers served in Columbus County

Total Consumers served - 2355

- Mental Health - 1,689
- Substance Use - 561
- I/DD - 280

Total is unduplicated, since a single individual may receive services in more than one category



## QUESTIONS?



### Agenda Item #10: PLANNING – CODE ENFORCEMENT UPDATE:

John Ganus, Senior Code Administrator/Housing Inspector for N-Focus Inc., provided an update on the County’s code enforcement.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
<b>ABANDONED STRUCTURES</b>				
AS-2015-04	1	12583 Andrew Jackson Hwy SW (17429)	Frannie Gray Pittman c/o Frances Mindak 12-29-15	Abandoned dilapidated structure. Inspection conducted. Owners boarded up the structure pending further action. Structure continues to deteriorate. Notice issued with deadline of 05-31-21. Second Notice issued with deadline of 10-11-21.
AS-2015-05	6	14208 James B. White Hwy S (15719)	SJ Faircloth c/o Richard J. Faircloth 12-29-15	Abandoned dilapidated structures. Notice issued for the dilapidated dwelling with deadline of March 13, 2016. Second Notice issued with deadline of September 5, 2016. Owner has not been responsive to calls or notices. Planning Board recommended approval for demolition. The Board of Commissioners have approved the Ordinance to Demolish. Asbestos inspection completed, ACM found present. Demolition bids have been obtained. Released to contractor for demolition and abatement.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-16-13	2	3510/3554 Bladenboro Road (9745)	Jane H Hill & Laurie H Williamson 02-01-16	Several abandoned structures on the property. Inspections conducted. Mobile home is not in violation. White house and two story structure are severely dilapidated. Notice issued with deadline of June 11, 2017. Conditions are worse. Second Notice issued. Met owners on site to discuss conditions again. Still no action by owner. Will prepare for further actions.
AS-16-14	2	3197/3181 Bladenboro Road (9953)	Thetus Smith Ransom 02-01-16	Abandoned structures. (mobile home, house and barn). Inspections conducted with all being structurally sound. Minor actions to be taken by owner to stabilize and preserve the structures. Still no actions by owner. Will prepare for further actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-16-16	7	3604 New Britton Hwy (7233)	James Everett Peoples Margaret Peoples and W.C. Peoples 05-03-16	Abandoned Dilapidated Mobile Home. Unable to find current address for owners. Notice issued by posting on structure, with deadline of July 17, 2016. No action to date and no results on whereabouts of property owner. Planning Board has recommended approval for demolition. The Board of Commissioners have approved the Ordinance to Demolish. Asbestos inspection completed, ACM found present. Demolition bids have been obtained. Released to contractor for demolition and abatement.
AS-16-23	2	564 Whitehall Road (75838)	Linda Worrell 08-09-16	Abandoned dilapidated structure. Inspection conducted with owner. Partial exterior repair completed with new roof and front porch. Owner is maintaining the property. Will continue to monitor and communicate with owner.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-16-25	3	146 Thurman Road (19725)	Frederick A. Murphy 08-30-16	Abandoned dilapidated structure. Inspection conducted with owner. Has agreed to demolition. Pending asbestos inspection and further discussion. Spoke with owner son on status. Second Notice issued with deadline of 05-17-20. Will prepare for demolition process.
AS-16-29	3	386 Red Bug Road (19512)	Andrew & Louise Johnson c/o Zagchary Robinson 08-30-16	Abandoned dilapidated structure. Spoke to land owner. His intent is to remove or demolish the mobile home as soon as some legal arrangements can be made. Notice issued with a deadline of 04-19-20. Second Notice issued with deadline of 05-04-21. Presented to Planning Board with recommendation. To be presented to the Board of Commissioners on 08-17-21 for approval to demolish.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-16-31	1	1778 Dessie Road (23922)	Joseph A Palmer (as 08-12-19) 10-25-16	Abandoned fire damaged house. Property also being used as a dump site for trash and other debris. Notice issued with deadline of February 13, 2017. No change except additional trash and debris has been deposited there. Notice returned unclaimed. Second Notice issued with deadline of May 31, 2017. Second Notice returned as "Attempted Not known Unable to Forward". Found possible new address. Contact letter issued to new address. Notice returned also. Moved without forwarding address. Ownership has changed. Will contact new owner.
AS-17-02	2	209 Dale Lane (86040)	James H. & Penelope Oliver (Land) Damien Wilson (MH) 03-14-17	Mobile home has been severely fire damaged. Have spoken with the owners and arranging for abatement. Will obtain bids and prepare for abatement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-17-05	7	12212 New Britton Hwy East (7426)	Marlowe Family Trust (Life) 03-21-17	Abandoned dilapidated building. Met owners on site and they requested a list of contractors. List of Asbestos Inspectors and Demolition Contractors mailed to them. Owners are working toward demolition expenses. No action as of yet. Nuisance Notice issued. Owner has obtained asbestos inspection and has contracted to demolish and clear soon. Demolition by owner was delayed due to family emergencies. Will proceed to obtain abatement bids and prepare for removal.
AS-17-08	6	Hinson MHP (84810)	Bonnie K Prince and Prince Hardwick 07-11-17	one or more abandoned dilapidated mobile homes. Pending contact.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-17-09	5	Ridgeland Acres MHP (11483)	Bay One LLC 07-11-17	one or more abandoned dilapidated mobile homes. Several structures/dwellings to be repaired or removed. The dirt road in this neighborhood is hazardous and difficult. Continuing follow up visits with property manager on the structures, mobile homes, nuisance issues and the road. Progressing slowly and work has begun on the road. Will follow up on the abandoned dwellings.
AS-17-10	2	Rodell Walker MHP (5773)	Rodell Jason Walker Jr 07-11-17	one or more abandoned dilapidated mobile homes. Pending contact.
AS-17-14	4	4315 Sam Potts Hwy (19692)	Patricia Mitchell 08-28-17	Abandoned dilapidated dwelling. Partial inspection on November 21, 2017. House is in a severe condition and yard is full of trash and debris. Owner will prepare for demolition and clearance. No action by owner so far. Notice issued with deadline of 03-31-19. Owner has failed to respond. Will proceed with further enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-17-15	4	4363 Sam Potts Hwy (19597)	William J. Long (Deceased) 08-28-17	Abandoned dilapidated dwelling. Conducted inspection on November 21, 2017. Owner will demolish by hand as he wants to salvage some of the exterior wood. No action by owner other than to remove vehicles. Spoke with owner's son that will be taking over the abatement due to Dad's passing. No action since our conversation. Notice issued with deadline of 05-17-20. Owner is now deceased. Will contact heirs.
AS-17-17	7	14956 Seven Creeks Road Horne MHP (13400)	Wallace R Horne Harriett H Horne 19-17	Multiple abandoned mobile homes. Site is fully overgrown. Met with owner who related he will clear the area and remove the mobile homes soon. Owner has taken no action. Owner is now deceased. Will contact heirs soon.
AS-17-19	4	90 JM Bordeaux Lane (27554)	Billy Ray Aaron Sr and Janette Aaron (both Deceased) 11-14-17	Abandoned dilapidated mobile home. Attempting to find current address for owners/heirs..

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-18-07	1	1505 Hinsons Crossroads (82620)	Steven G. & Nancy Marie F. Wilson 05-29-18	Abandoned property with great amounts of junk, debris and vehicles. Inspection conducted and working with the family on actions.
AS-18-10	3	Little Creek MHP on Wildwood Rd (19052)	Neil C. Floyd 05-08-18	Multiple abandoned dilapidated mobile homes. Met with owner and his contractor on site. They will be cleaning up the property, removing excess vegetation and removing several of the dilapidated mobile homes. Work has begun as of 08-09-21. Will continue to monitor progress.
AS-18-11	6	310 Red Strickland Road (93930)	Phyllis Mae Crawford 04-12-18	Abandoned Mobile home. Met with owner who related they were to begin and renovations soon. Follow up indicates now action. Will issue notice.
AS-18-13	4	26211 Andrew Jackson Hwy East (27455)	SAW 3 Inc. c/o James Reaves 05-15-18	Abandoned commercial building/property with overgrowth and debris. Pending notice.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-18-15	2	5170 Chadbourn Hwy (25497)	Anderbax Properties LLC c/o Brett Baxley 05-08-18	Abandoned houses, overgrowth, trash and debris. Notice issued and owner has started actions. Yard issues have been addressed. Spoke with owners on several occasions as they are progressing slowly with project. Progress has halted. Will follow up and proceed as necessary.
AS-18-18	7	3 Stanley Circle Drive Ext (076238)	Anthony T. Bellamy 07-09-18	Abandoned dilapidated mobile home and camper trailer at the property. Met with owner on site. Pending owner actions. Will monitor.
AS-18-20	7	371 Stanley Circle Drive (77764)	Anthony Tyrone Bellamy 09-11-18	Abandoned dwelling. Notice issued with no actions. Will follow up with enforcement actions soon.
AS-18-21	7	114 Stanley Circle Drive (75449)	Charles (Jr) & Sharon Manning 09-11-18	Abandoned dwelling. Notice issued with no actions. Will follow up with enforcement actions soon.
AS-18-23	6	13326 James B. White Hwy South (76015)	Daniel Wayne Thomas Emily Denise Spivey 10-01-18	Abandoned dwelling. Various Nuisance issues. Notice issued with deadline of 07-31-21.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-18-24	3	224 Jefferson Road and 30 Old Lake Road Ext (14276)	David S Young Nilda Young 10-23-18	Abandoned dwelling and other structures. Inspection scheduled and no parties appeared. It has now been determined the property is going into bank foreclosure. Will reach out to the bank.
AS-19-02	1	5900 + 5902 Old Lumberton Road (94801)	Christopher Moyd (03-20-19)	Abandoned dilapidated mobile homes. Notice issued with deadline of 10-31-20. Owner is working on demolition of the homes slowly. Will follow up.
AS-19-03	1	5956 Old Lumberton Road (94801)	Christopher Moyd (03-20-19)	Abandoned dilapidated mobile homes. Notice issued with deadline of 10-31-20. Owner is working on demolition of the home slowly. Will follow up.
AS-19-04	1	5926 + 5928 Old Lumberton Road (95308)	Homewood Properties LLC (03-20-19)	Abandoned dilapidated mobile homes. Notice issued with deadline of 10-31-20. Owner is working on demolition slowly. Will follow up.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-19-05	2	504 Old Lumberton Road (3092)	Lillie Dale Berkley (03-20-19)	Abandoned dilapidated house. Spoke with owner who is arranging for demolition. Follow up found owner delayed by health issues and is preparing to readdress the removal of the structure. Will monitor.
AS-19-09	7	166, 180, & 200 Mollie Road (15656)	Lottie Lee Omie Cumber (07-24-19)	Abandoned dilapidated structures and mobile homes. Contacted the owners and some homes are being renovated. Will follow up for further actions needed.
AS-19-10	7	211 & 225 Mollie Road (Stanley MHP) (16936)	Selmon Stanley (07-24-19)	Abandoned dilapidated mobile homes. Contacted the owner who is attempting to have them demolished and removed. Follow up indicated the owner has had unexpected delays. Will follow up and take action as needed.
AS-19-11	7	3440 Happy Home Church Road (76164)	Ronald D Jackson (07-24-19)	Abandoned & junked mobile homes and other vehicles. Notice issued with deadline of 01-27-20. Pending follow up and enforcement.
AS-19-13	6	11742 Peacock Road (88696)	Deirdra N Shaw (10-02-19)	Abandoned house. Pending notice.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-19-15	3	1546 Sand Hole Road (29206)	Johnny Porter Jr Et Al (10-16-19)	Abandoned mobile home. Pending notice.
AS-20-01	7	2759 Crusoe Island Road (6592)	Lori Ann Parks (02-19-20)	Abandoned dilapidated structure. Notice issued with deadline of 08-10-21. Owner and her attorney called, will comply with additional time needed. Will follow up.
AS-20-02	3	36 Shortys Drive (26890)	Doris Moss Priest (03-25-20)	Abandoned dilapidated structure. Pending notice.
AS-20-03	2	396 Angelo Circle (87861)	Compass Properties & Rentals LLC (08-12-20)	Abandoned dilapidated structure. Notice issued with deadline of October 25, 2020. Owner called, will comply with additional time needed. No action thus far. Will follow up.
AS-20-04	6	3490 & 3500 Midway Drive	Tommy & Marcia Hobbs (Land owner) Jerry Dean Sellers (MH owner) (08-12-20)	Abandoned dilapidated mobile homes. Spoke with property owner who related the mobile homes belong to the occupant. Will follow up with the MH owner who lives in one and the other is vacant. Pending.
AS-20-05	7	2559 Crusoe Island Drive	Vernon L & Patricia A Long (Heirs) (08- 26-20)	Abandoned dilapidated mobile homes. Preparing to issue notice.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-20-06	2	Davis Estates MHP 44 Best Lane	Charles Wayne Davis II & Melissa Richardson Davis (10-14-20)	Abandoned dilapidated mobile homes. Inspection scheduled for 11-25-20 @ 3:30. Notice issued on nuisances and junked/nuisance vehicles. Vehicles and nuisance issued abated by owner. Mobile homes to be renovated soon. Have been secured to prevent vandalism and further damage. No further action by the owners. Will prepare for further enforcement measures.
AS-20-07	5	Mollie MHP 30 Lowery Land	Juan Fipps (10-14-20)	Abandoned dilapidated mobile homes. Inspection scheduled for 11-25-20 @ 1:30. Notice issued on nuisances and junked/nuisance vehicles. No action by owner and did not show for inspections. Will follow up with other enforcement action.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-20-08	6	Duke MHP 12 Beacon Lane	Hoffman Properties LLC (10-14-20)	Abandoned dilapidated mobile homes. Inspection scheduled for 11-25-20 @ 10:00. Notice issued on nuisances and junked/nuisance vehicles. Spoke with owner. Nuisance and vehicles abated by owner. Will begin renovation of MH when restrictions are eased.
AS-21-01	3	249 Sam Potts Hwy	Lance Tanner Christian	Abandoned dilapidated mobile home. Notice issued with deadline of 06-20-21.
AS-21-02	1	2655 Mount Olive Road	Geraldine Pridgen Boykin etal	Abandoned dilapidated mobile home. Notice issued with deadline of 07-31-21. Renovated by owner. CLOSED 08-11-21.
AS-21-03	1	7595 Old 74	Miguel Angel Landeta Soto	Abandoned dilapidated building. Notice issued with deadline of 06-20-21. Second notice issued with deadline of 09-20-21.
AS-21-04	1	2253 Red Store Road	Rosa Marie Odomes	Abandoned dilapidated mobile home. Pending investigation.
AS-21-05	2	1108 Old Lumberton Road	Walter David Simmons	Abandoned dilapidated mobile home. Notice issued with deadline of 07-31-21. See also PN-20-20.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
AS-21-06	6	8572 Andrew Jackson Hwy	Claude Brady Godwin	Abandoned dilapidated store. Conducted initial site visit and a family member came out. Will begin case work soon.
AS-21-07	7	4514 New Britton Hwy East	Mary Jeanette W Formyduval	Abandoned dilapidated house and fully overgrown. Will begin case work soon.
<b>LAND USE REGULATION</b>				
<b>PUBLIC NUISANCES</b>				
PN-17-01	7	12224 New Britton Hwy (7437)	Larry Lephone Arnette 21-17	Open storage of collections of junk, pallets, and other items. Notice issued and owner called agreeing to clean up. Over time conditions have become worse. Will follow up with notice and enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-18-05	7	155 Pineland Woods Road (6840)	Tabitha Kay Lund & Dolphus Jay Suggs III 05-15-18	Various forms of trash, debris and possible abandoned pool. Notice issued and have spoken with the owner on several occasions. Follow up notice issued and will be monitoring progress.
PN-18-09	1	362 Dessie Road (23462)	Gloria Ann McDuffie 07-10-18	Burned house, overgrowth and debris. Notice issued and have spoken with the owner. No action by owner. Will prepare for other enforcement actions and follow up.
PN-18-11	2	766 Whitehall Road (18783)	Shirley A. Phipps 07-12-18	Junked/Nuisance vehicles, overgrowth, furniture, trash and debris. Owners have began repeated nuisance issues again. Following up with contact and other enforcement actions as needed.
PN-18-12	7	45 Stanley Circle Drive Ext (90835) 63 Stanley Circle Drive Ext (84585)	Anthony Tyrone Bellamy 07-09-18 Lena Maae McMillian 07-09-18	The remains from a fire damaged house which appears to have been placed across both properties. Additional debris on the properties. Notice issued with no action by owners. Pending further enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-18-17	6	1637 Sidney Cherry Grove Road (88006)	Michael Williams 10-15-18	junked/nuisance vehicles, various forms of trash and debris. Notice issued and met with owner. Follow up inspection revealed little or no action. Second notice issued and will prepare for other enforcement actions,
PN-18-18	6	6049 Princess Ann Road (21078)	Bobby Ray Prevatte Jr c/o Bobby Ray Prevatte Sr. 10-23-18	Dilapidated singlewide mobile home, tires, trash, general debris and junked vehicles. Notice issued with no action by owners. Second Notice issued with no action by owner. 02-24-21 Civil Penalties initiated. Will obtain estimates for abatement.
PN-19-05	2	1218 Mrs. Tate's Road	Jacqueline G Watson (05-07-19)	various forms of trash and debris. Notice issued by hand delivery. The owners do a partial clean up then mess it again. Pending enforcement actions.
PN-19-09	6	2065 Cedar Branch Road	Sandra Lee Jones Thompson (03-13-19)	trash and debris. Pending enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-19-10	4	108 Church Road	June Westfall (03-27-19)	unsafe, unkept pool, overgrowth, trash, debris, and junked/nuisance vehicles. Met with owner, notices issued, with no action. Property now is facing foreclosure. Have spoken with the bank and followed up with owner. Will have contractor estimates and prepare for abatement in the next few weeks.
PN-19-11	3	3599 Whitehall Road	Jerry R White Jr (03-27-19)	severely damaged mobile home. Notice issued to new owner. Abated 08-11-21. CLOSED.
PN-19-16	6	109 Joshua Drive	Monica Lyn Stewart (et al) (05-08-19)	Large piles of shingles and other debris. Notice issued, pending enforcement actions. Owner progressing with abatement actions. Will continue to monitor for completion.
PN-19-20	5	1086 Emerson Church Road	Oscar Mitchell Soles & Shirley Soles (07-01-19)	Various forms of trash and debris. Notice issued. Pending follow up.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-20-04	6	71 Dave Mears Road	Sara Jenkins Alford (01-24-20)	overgrowth and junked/nuisance vehicles. Notice issued and met with owners. Working on compliance measures. Partial abatement completed. Will follow up with owners again.
PN-20-07	3	211 Crown Point Drive	Edward W. Fant (02-26-20)	building material debris, household debris, and other trash/debris. Notice issued with deadline of 04-05-20.
PN-20-08	3	197 Blue Bird Lane (19459)	Clifton O Davis Carolyn Davis (03-25-20)	various forms of trash, debris and possible junked/nuisance vehicles. Notice issued and in discussion with owner reference abatement actions. Slow progression but will continue to monitor their progress.
PN-20-10	7	133 Crusoe Island Road	George O & Arlene Garner	Junked/nuisance vehicles, junk, trash, debris and old MHs all over the property. Met with owners to discuss clean up actions. Some abatement has been completed but property is extremely covered with nuisance violations, vehicles and other violations. Will continue to monitor and take actions as needed.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-20-11	2	8383 Red Hill Road	Christopher & Christian McPherson	Trash, debris, and burned vehicle. House is now vacant. Notice issued with no actions taken. Will schedule abatement in the next few weeks.
PN-20-12	2	8417 Red Hill Road	Robert & Donna Ward	Vacant MH with overgrowth. Notice issued with no action taken. Will schedule abatement in the next few weeks.
PN-20-15	1	Baldwin Circle	Fisher Brothers LLC	various forms of trash and debris. Notice issued with owner beginning clean up. Will follow up again.
PN-20-16	1	Baldwin Circle	Betina Baldwin Allen	various forms of trash and debris. Notice returned. Pending further investigation.
PN-20-17	1	Lloyd Davis MHP The Hill #2 (4 MHs)	Lloyd G Davis	four severely dilapidated mobile homes, one being occupied and the others recently vacated. Property overgrown, various forms of trash and debris, and a junked/nuisance vehicle on site. Notice issued to owner and they agreed to clean up the property and remove the overgrowth and junked/nuisance vehicles.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-20-20	2	1108 Old Lumberton Road	Walter David Simmons	Dilapidated singlewide mobile home, trash, general debris and junked vehicles. Met with owner with little to no interest in complying. Notice issued with no action by owners. Pending enforcement actions. See also AS-21-05.
PN-20-27	7	7345 Seven Creeks Hwy	Mary Floyd & Daniel Hornbuckle	Various forms of trash, debris, junked vehicles. Met on site with occupant. Notices issued with no action. Pending enforcement actions.
PN-21-01	5	119 River View Lane and adjoining lot	Patricia Savage Harrelson & Billy Floyd	excessive amounts of trash, debris, building material debris, and other similar materials and junk. Several junked vehicles. One owner was unavailable and the other made great efforts in cleaning up. Work still to be completed. Will follow up to determine status soon.
PN-21-02	6	14106 James B White Hwy South	Joseph Niles Spivey Jr	appliances, trash, and debris. Notice issued and met family members on site. No further actions by owners. Pending other enforcement actions.
PN-21-03	7	324-346 Crusoe Island Road	George Oscar Garner Jr	appliances, trash, and debris. Pending notice.
PN-21-04	5	4200 Swamp Fox Hwy W	Willard Dale Nobles	appliances, trash, and debris. Pending notice.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-21-05	6	5228 Swamp Fox Hwy W	Terry & Judy King	abandoned severely dilapidated mobile home. Pending notice.
PN-21-06	7	245 Singletary Road	William H Rockwell	old furniture, trash and debris. Notice issued with deadline of 06-30-21. Pending follow up visit.
PN-21-07	7	41 Pine Way Lane	Doris Martin	severely dilapidated accessory building. Met with owner. Notice issued with deadline of 08-01-21. Pending follow up visit.
PN-21-08	7	264 Mill Pond Road	Lewis S (Jr) and Nettye Cokley	old furniture, trash,, debris and junked vehicles. Pending notice.
PN-21-09	6	66 Pleasant Hill Drive	Jerome & Barbara Rooks	appliances, old mowers, toilets, building material debris etc. Notice issued with deadline of 07-25-21. Pending follow up visit.
PN-21-10	7	1384 Antioch Church Road	James & Linda Thomas	trash and debris. Pending notice.
PN-21-11	7	60 Campbell MHP	Tony Craig Stanley	old furniture, trash,, debris and junked vehicles. Pending notice.
PN-21-13	2	5650 James B White Hwy North	Alexis Destinee Ann Kirt	overgrowth, trash, debris and junked/nuisance vehicles. Pending notice.
PN-21-14	7	68 Hull Street	Jason & Izetta Smith	trash, debris and appliances. Notice issued and occupant called. Agreed to clean up. Pending follow up site visit.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
PN-21-15	7	44 Short Street	Marcia W Sibbett	Abandoned severely dilapidated mobile home, with large amounts of trash, appliances, furniture and building material debris in the yard. Notice issued with deadline of 07-23-21. Pending follow up visit.
PN-21-16	4	5410 General Howe Hwy	James D Davis	building material debris and trash on edge of property and river. Pending notice.
<b>JUNKED/NUISANCE VEHICLES</b>				
MVO-17-01	2	121/139 Angelas Court (91346 & 91364)	Ignacio Flores Rivon 11-27-17	multiple (20+/-) junked/nuisance vehicles. Notice issued with no action by owner. Follow up notices issued and posted on the property. Owner called and began removing vehicles. Follow up visit later he was down to about 6 vehicles. Recent visit in January, they were back up several vehicles again. Will proceed with further actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
MVO-18-04	1	1873 Klondyke Road (24590)	Marty G. & Audrey R. Price 01-09-18	large quantity of Junked/Nuisance vehicles on the property. Courtesy letter issued to arrange meeting. Owner called and we discussed the conditions of the property and compliance measures. Owner advised he would comply and had contacted a car crushing company. No actions observed by the owner for some time but in recent months he has begun to remove many vehicles from the property. Will continue to monitor activities.
MVO-18-05	5	910 Miller Road (85056)	Christopher Mitchell Ward 01-09-18	large quantity of Junked/Nuisance vehicles on the property. Notice issued with a deadline of 04-01-18. Owner called and we discussed the conditions of the property and compliance measures. Owner advised he would notify his tenant to comply. No action and no further response from owner or tenant. Will proceed with enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
MVO-18-06	5	920 Miller Road (87644)	Jose Ruvio Luna 01-09-18	large quantity of Junked/Nuisance vehicles on the property. Notice issued with a deadline of 04-01-18. Owner called and we discussed the conditions of the property and compliance measures. Owner has not take action. Met owner on site and he advised he will not comply. Will prepare for enforcement actions.
MVO-18-07	7	444 Fox Estates Drive (91825)	Jonathan & Samantha Dorsch 02-09-18	one or more Junked/Nuisance vehicles on the property. Notice issued and owner responded. Spoke with tenants who are willing to comply and have made some minor progress. Recent site visits revealed little or no further action. Still a large number of junked/nuisance vehicles on site. Will prepare for enforcement actions.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
MVO-18-08	4	224 Carroll Street (75188)	Richard Gene Reynolds Sue Albertson 04-19-18	Multiple junked/nuisance vehicles. Notice issued and the owner called. Tenant called to discuss removal. Progressing slowly. Recent site visits revealed little or no further action. Will prepare for enforcement actions.
MVO-18-09	5	629 Tom Fork Road (11970)	Harry Lee & Janey Soles etal 05-17-18	Multiple junked/nuisance vehicles. Notice issued. Met with owner onsite to discuss options. No action by owner. Deed transfers and property subdivision has taken place within the family. Reviewing deeds and subdivision for further action on abatement of other parcels that have been cut out of the original. Will prepare for enforcement actions.
MVO-18-11	1	1505 Hinsons Crossroads (82620)	Steven G. Wilson & Nancy Marie F. Wilson 05-29-18	Junked/nuisance vehicles. Pending.

Number	District	Violation Address (PID)	Owner and Start Date	Status or Conditions
MVO-18-15	2	619 Whitehall Road (26649)	Eddie Soles 08-14-18	Junked/Nuisance vehicles, overgrowth, trash and debris. Notice issued and owner responded that he will clean up. Recent visits indicate no further action by owners and several vehicles remain in violation. Will initiate enforcement actions soon.
MVO-19-03	5	559 Tom Fork Road	Jeremiah Lee Mitchell	Multiple junked/nuisance vehicles. Notice issued. No action by owner. Deed transfers and property subdivision has taken place within the family. Reviewing deeds and subdivision for further action on abatement of other parcels that have been cut out of the original. Will prepare for enforcement actions.
MVO-19-04	5	561 Tom Fork Road	Debra Jean Mitchell & Jeremiah Lee Mitchell	Multiple junked/nuisance vehicles. Notice issued. Deed transfers and property subdivision has taken place within the family. Reviewing deeds and subdivision for further action on abatement of other parcels that have been cut out of the original. Will prepare for enforcement actions.

**The following discussion took place:**

**John Ganus:** There are several mobile homes where the owners will have to tear down the majority of the homes because they haven't been lived in and are starting to cave in on themselves. Some of the properties listed are being demolished by hand by the homeowners, so those projects are taking a little longer to complete.

**Commissioner Byrd:** What are the requirements to be able to bid on demolishing a site?

**John Ganus:** The contractor must have insurance. They have to submit a W-9 to the county. We send out the bid to all the contractors on our list and to any new contractors who want to get on the list. We then schedule a bid date and the contract is usually offered to the lowest responsible bidder. Some things that can interfere with that are if there is asbestos present and the contractor is not licensed to remove asbestos. We would have to get a separate contractor for that. Just about any contractor who has the equipment, the wherewithal and the knowledge to tear down these structures can do that and get on our list.

**Commissioner Byrd:** How much asbestos do you find in mobile homes.

**John Ganus:** We find it in the roof coatings, in some of the tile. We normally go to the state’s website to see which contractors are licensed to handle that, in or near our area, and have them come out and do the inspection for asbestos. They pull samples, send them to the lab and then provide us with a detailed report of what was found.

**Commissioner Byrd:** Is that cost then transferred to the landowner?

**John Ganus:** Yes, it usually runs between \$350-\$500 for the asbestos inspection. If asbestos is found then the price can run upwards of a couple of thousand dollars.

**Commissioner McDowell:** Has anyone been hired to help you? I see you’re nodding yes. So that should enable you to be able to do these inspections and let someone else handle the filing/entering and all those things.

**John Ganus:** We were looking at having the new person to handle some of the smaller nuisance cases that come in.

**Chairman Bullard:** I have received several complaints about the landscaping around some of the solar farms in our county not being kept up.

**John Ganus:** I haven’t received any complaints on those but if they’re not following the landscape requirements of the plan that was approved then that’s a violation and we can approach them on that and require they take care of it. Penalties can be issued but it all depends on what was approved in their plan.

**Commissioner Byrd:** Thank you for such a detailed list, you’ve done a really good job here.

**Samantha Alsup, Planning Director:** One of the things we’re looking at getting our part-time person to handle is upkeep at the solar farms in the county. I have pulled all the special use permits so that we can view the requirements and see if any are in violation.

**Commissioner Smith:** Do you have Sheriff’s Deputies to escort you when you go out on a call?

**John Ganus:** No, most of the calls I’m able to have a conversation with the owner and work out any issues, but if I ever feel like I need them I won’t hesitate to call them for assistance.

**Agenda Item #11: PLANNING – ORDINANCE TO DEMOLISH AND REMOVE THE STRUCTURE AND DEBRIS LOCATED AT 386 RED BUG RD, HALLSBORO:**

John Ganus, Senior Code Administrator/Housing Inspector for N-Focus Inc., requested Board approval and adoption.

**COUNTY OF COLUMBUS**  
111 Washington Street  
Whiteville. North Carolina 28472

**File No. AS-16-29**

**VS.**

**Andrew & Louise Johnson**  
**c/o Zagchary Robinson**  
740 Jeffrey Street  
Chester, Pennsylvania 19013

Ordinance Number: \_\_\_\_\_

**AN ORDINANCE DIRECTING THE CODE ADMINISTRATOR TO REMOVE OR DEMOLISH THE PROPERTY HEREIN DESCRIBED AS ABANDONED AND UNFIT FOR HUMAN HABITATION AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED**

**WHEREAS,** the Board of Commissioners of the County of Columbus find that the structures described herein are Abandoned and unfit for human habitation under the County Abandoned Structures Code and that all the procedures of the Abandoned Structures Code have been complied with; and,

**WHEREAS,** the structures should be removed or demolished as directed by the Code Administrator and should be placarded by placing thereon a notice prohibiting use for human habitation; and,

**WHEREAS,** the owner of the structure has been given a reasonable opportunity to bring the structures into compliance with the Columbus County Code of Ordinances, Chapter 5, Part 4 (Abandoned Structures) and in

accordance with ~~NCGS 160A-443(5)~~, NCGS 160D, Article 12, and pursuant to an order issued by the Code Administrator on February 19, 2020 and February 24, 2021. The owner has failed to comply with such Order;

**NOW, THEREFORE, BE IT ORDAINED** by the County Board of Commissioners of the County of Columbus, that:

Section 1. The owner of such building(s), dwelling(s) and premises is hereby ordered to vacate any occupants and/or personal property therein on or before a date not later than 30 days from the adoption of this Ordinance.

Section 2. The Code Administrator is hereby authorized and directed to place placards containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."  
on the buildings located at the following addresses:

**386 Red Bug Road (PID# 19512)  
Hallsboro, North Carolina 28442**

Section 3. The Code Administrator is hereby authorized and directed to proceed to remove or demolish all the structures and accessory structures in accordance with his order to the owner thereof dated the 19<sup>th</sup> day of February 2021, and in accordance with the Columbus County Code of Ordinances, Chapter 5, Part 4 (Abandoned Structures) and NCGS ~~160A-443 and~~ 160D, Article 12;

Section 4. The costs of removal or demolition shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed in the office of the County Tax Collector, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A;

Section 5. Upon completion of the required removal or demolition, the Code Administrator shall sell the materials of the dwelling or structures and credit the proceeds against the cost of removal or demolition. The Code Administrator shall certify the remaining balance to the Tax Collector. If a surplus remains after the sale of the materials and satisfaction of the cost of removal or demolition, the Code Administrator shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by NCGS 160D Article 12

Section 6. It shall be unlawful for any person to remove or cause to be removed the placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein declared to be unfit for human habitation.

Section 7. This Ordinance shall become effective upon its adoption.

**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

\_\_\_\_\_  
Ricky Bullard, Chairman  
Columbus County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Amanda B. Prince, Deputy Clerk to the Board

**Attorney Boyd Worley** stated the following:

-If I can be heard before you vote, upon our review of the proposed ordinance, N.C.G.S. Section 160A.443 has been repealed and we will be asking for an amendment to the ordinance to remove any language referring to that statute before it can be adopted.

Commissioner McDowell made a motion that on recommendation from the attorney the ordinance can be adopted once any language referring to N.C.G.S. Section 160A.443 has been removed, seconded by Vice Chairman McMillian. The motion unanimously passed.

/s/ RICKY BULLARD, Chairman

/s/ AMANDA PRINCE, Staff Attorney/Deputy Clerk

**Agenda Item #12: SOLID WASTE – DEPARTMENTAL UPDATE:**

Harold Nobles, Solid Waste Director, submitted a written report.

**Columbus County Solid Waste Department**

**2021 Annual Report**

**January 1, 2021 thru August 6, 2021**



**Total Customers**

County Residents: 19,192 Customers

**Total Collected and Transferred to Sampson County**

MSW: 20,776.57 Tons  
 Brown Goods: 717.14 Tons  
 C&D/Roofing: 3,752.81 Tons  
 25,246.52 Tons

**Total Land-filled Locally**

Yard Waste: 615.64 Tons  
 LCID Convenience Centers: 312.01 Tons  
 927.65 Tons

**Total Recycled Materials**

Plastics & Glass: 10.16 Tons  
 Cardboard/Newsprint 21.72 Tons  
 Tires: 69.57 Tons  
 Televisions: 46.66 Tons  
 Other Electronics: 16.34 Tons  
 White Goods: 174.19 Tons  
 Pesticide Containers: 2.71 Tons  
 Auto Batteries: 3.82 Tons  
 Used Engine Oil: 60.04 Tons  
 405.21 Tons

**State Aid Funding**

White Goods Metals \$14,189.86  
 Scrap Tires \$58,816.47  
 Solid Waste \$11,143.39  
 \$84,149.72

**Noble Oil Services**

Used Oil Vendor

**Synergy Recycling**

Electronics Vendor

**Litter Enforcement**

Litter Enforcement Complaints: 16 Total

**Columbus County Landfill Repairs:**

Ongoing Maintenance Operation

**Compliance with NCDENR:**

No Violations

Vice Chairman McMillian made a motion to accept the written report, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #12a. SOCIAL SERVICES – MONTHLY ADMINISTRATIVE UPDATE:**

Algernon McKenzie, Director, submitted a written report for the Commissioners to review.

**Monthly Administrative Update  
For July 2021  
August 16, 2021 Meeting**

Columbus County DSS has now entered a new budget year, 2021-2022. We continue to provide benefits to those who are eligible for services. We have been reviewing and completing our contracts with the various agencies that provide services for us. We have also submitted out our Energy Outreach Plan to the state and are getting vendor agreements signed with all of the participating utility and fuel providers for the CIP/LIEAP Programs.

Due to the continued impacts of Covid-19, DHHS is continuing to provide some additional Work First, Child Care, and Food and Nutrition benefits to families through December of this year. However, they may be extended depending upon the pandemic.

During the month of July, the implementation plan was sent to DSS agencies across the state to be shared with the citizens and community action agencies for their comments on the state's plan to implement the Low Income Household Water Assistance Program. Once this plan is finalized there will be training provided for local DSS staff who will be administering this program along with the state. This information was placed in our lobby, sent to partnering agencies, and put on our website.

On July 9, 2021, I participated in a zoom meeting to learn about a new housing assistance program called NC HOPE. This program will address renter needs due to Covid-19 by providing housing stability to vulnerable renters and will be paid directly to landlords, and/or utility companies. Approved applicants could receive up to 12 months of assistance by applying on-line at [www.hope.nc.gov](http://www.hope.nc.gov) or calling 1-888-9Ask-Hope. The North Carolina Office of Recovery and Resiliency received \$800 million to assist 88 Non-Metropolitan counties starting May 1, 2021 until funds are depleted.

On July 20, 2021, we met with our Regional Child Welfare Representative to begin working on our Continuous Quality Improvement Plan, which will address areas in child welfare that need improvements. Our consultant will be providing and trainings to staff on documentation and other areas as needed over the next few months. We will develop strategies to help guide this process.

Our Medicaid Staff has completed it's fourth of ten months of the States Audit of twenty cases per month. I am proud to say there were no errors sited. Staff continues to perform even in the mist of staff turnover and Covid-19 changes.

We continue daily with many safety precautions in place and our building is fogged each morning and cleaned throughout the day. We also provide mask to the public who need mask when they enter our building.

Lastly, I would like to say thank you to our County Management Staff and the Board of County Commissioners for our 7% increase this month. It is appreciated and hopefully will help to recruit and maintain staff.

**July 2021**  
**Human Services**

**Adult Services (APS)**

APS Reports Accepted: 14  
County Wards: 28  
Number of Payee Cases: 21  
Adults Served APS: 1  
Number of Medicaid Transportation Trips: 1,458  
Amount Requested for Reimbursement: \$28,730.29

**Children's Protective Services (CPS)**

Reports Accepted: 31  
Reports Screened out: 21  
Families Receiving In-Home Services: 52  
Children Served: 105  
Contacts with Families Monthly: 901  
Assessments: 16

**Foster Care**

Foster Children in Foster Homes: 96  
 Children Placed Outside County: 34  
 Agency Adoptions: 0  
 Pending Adoptions: 3  
 Total Foster Homes Licensed: 3  
 Total Children in Foster Care: 98

**Work First Employment (TANF)**

Applications Taken: 10  
 Applications Approved: 3  
 Individuals Receiving Benefits: 222  
 Entered Employments: 0  
 Number in Non-Paid Work Experience: 0

**Program Integrity**

Collections for Fraud: \$1,234.00  
 New Referrals: 7  
 Cases Established: 10

**Day Care**

Children Receiving Day Care Assistance: 408  
 Children on the Waiting List: 328  
 Amount Spent on Day Care Services: \$172,757.29

**July 2021**  
**Economic Services**

**Food & Nutrition**

Applications Taken: 144  
 Applications Approved: 285  
 Active Cases: 6,583  
 Benefits Issued: \$3,033,892.00  
 Participants Served: 13,075

**Adult Medicaid**

Applications Taken: 123  
 Cases Terminated: 22  
 Redeterminations: 331  
 Applications Processed: 141

**Family & Children's Medicaid**

Applications Taken: 128  
 Applications Processed: 306  
 Redeterminations: 1,140  
 Total Medicaid Cases: 14,545  
 Total Individuals Receiving: 42,179

**Child Support**

Absent Parents Located: 44  
 Orders Enforced: 887  
 Active Cases: 3,811  
 Collections: \$405,562.12

Respectfully submitted,  
 Algernon McKenzie

**MOTION:**

Commissioner Byrd made a motion to accept the written report, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item 12b. DISCUSSION – DISCUSSION ON INTERCHANGE ON OLD LAKE RD AND CHAUNCEY TOWN ROAD:**

Commissioner Byrd discussed the proposed Interchange on US Hwy 74 at Old Lake Rd and at Chauncey Town Road.

**Commissioner Byrd** stated the following:

- A couple of years ago we had a meeting to discuss dealing with DOT on the overpass, and the majority of people, especially on the Eastern End, wanted a cloverleaf at Old Lake Rd.
- At that time the State said you can't use federal funds if it's within a certain distance.
- Since then, there have been conversations with folks in Raleigh that a cloverleaf can be done.
- Even if you couldn't do a full cloverleaf then you could do what they call the "fish hook".
- They didn't want cars integrating into traffic from Old Lake Rd and then getting off at Chauncey Town Rd.
- After discussion, it turns out that the cost to build the service road through the wetlands is almost the same as the cost to build the overpass.
- I've been in contact with some of Lake Waccamaw's town officials, who have been very involved with this matter lately, and I would like to request that this Board write a letter to Mr. Drew Cox to see if we can reopen discussions about the interchange.
- There is more information available now.
- There seems to be enough room to even build a third lane so that traffic could just get on at Old Lake Rd and come straight down to get off at Chauncey Town Rd.
- We also need to take into consideration that Lake Waccamaw is the largest natural lake from Florida to Maine and that's the only two entrances from the four-lane.
- There's been a lot of emphasis that this needs to be reconsidered.
- If we can't get a full clover leaf, then let's get something where you can get on and off.
- It's especially important for the East End because if they were to get a rescue call out of Buckhead, there would be a time delay.
- What I would like to do is entertain discussion with this Board, DOT, the mayor of Lake Waccamaw and maybe some of the town council members.

**Chairman Bullard** stated the following:

- We will put something on the agenda for the next meeting.

**Agenda Item #13: HEALTH – UPDATE ON COLUMBUS COUNTY HEALTH RANKINGS:**

Daniel Buck, Health Education Supervisor, provided this update.

Columbus County Health Rankings  
2010-2019

FACTORS	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Mortality	98	96	98	99	99	98	99	100	97	97	95	93
Morbidity	96	97	98	98	99	99	89	90	91	90	88	89
Health Behaviors	91	94	85	85	79	67	80	75	78	88	88	94
Clinical Care	57	45	73	76	78	78	88	83	83	87	88	91
Social & Economic Factors	94	92	91	91	86	90	86	87	86	89	87	88
Physical Environment	94	71	56	94	81	76	91	94	99	64	89	49
Health Factor Overall	97	94	91	92	89	89	88	89	91	90	92	92
Overall Ranking	100	100	100	100	100	100	96	97	96	94	94	92

Improved in Rankings

Opportunities for Improvement

**Daniel Buck** stated the following:

- This factors in a lot of things like: mortality and morbidity rates, health behaviors, clinical care, economic factors, physical environment, income, transportation, jobs, access to parks, the level of care we can receive from healthcare organizations in the county, a lot of things factor in to these numbers.
- We're happy to see the improvement from 100 in 2015 to 92 in 2021.

**Commissioner McDowell** stated the following:

- I've attended a number of workshops dealing with this study and there are a number of factors that affect our rating outside of simply our health.
- For example, we get a negative impact to our rating because we don't have enough farmers markets, but many of our citizens grow their own foods.
- We don't have enough health club memberships, but many citizens work in their yards.
- Urban counties generally have better rankings because they have better access to these types of things.
- I'm not making excuses for Columbus County, we do have our issues and we do need to improve on our diet and exercise but I just wanted everyone to understand what goes into these numbers.

**Commissioner Byrd** stated the following:

- It also stated that we were scored lower because of the number of fast food restaurants we had versus the number of regular full-size restaurants and also the availability of alcohol.

**Commissioner McDowell** stated the following:

- If someone is travelling to the beach and is killed in a car accident in our county it affects our rating.

**August 16, 2021 COVID-19 Update**

**State of NC**

14,937,163 completed tests	Vaccines Statewide
1,107,414 total cases	1 <sup>st</sup> Dose 63%
6628 new cases Statewide (over night)	2 <sup>nd</sup> Dose 58% fully vaccinated
2483 in Hospital with 96% reporting	
13,826 total deaths	
11.6% positive rate	

**Columbus County**

- 66,132 completed tests (August 11, 2021)
- 8070 total cases (180 new cases since August 11) This total is as August 13 at 5pm.
- 35 in Hospital (that we are aware)
- 164 deaths (Have had reports of 2 additional deaths, we are researching at this time)
- 7155 Recoveries
- 716 Isolation
- 1790 Quarantine
- 129 Regional Hospital cases with 86% hospitals reporting
- 19.7% positive rate
- 1128 cases/100,000 residents/14 days OR 112.8 cases/10,000 residents/14 days

- 1st Dose 20,318 37% (according to my staff we have not had an increase in
- 2nd Dose 18,264 33% calls requesting the COVID vaccine)
- Total doses given at the Health Department 10,921

- \*Have 12 offenders and 1 employee at Columbus Correctional at this time, total of 13.
- \*Have 6 employees at Goshen Medical South Whiteville.
- \*Have 2 residents and 3 employees at Liberty Commons.
- \*Have 1 resident and 1 employee at Shoreland.
- \*Have 2 staff members at Tabor Commons
- \*Have 3 residents and 1 staff member at Premier Living
- So we have 6 outbreaks at this time.

**Case Counts Updated every Monday, these counts are March 1-**

<b>Cases</b>	<b><u>Aug 7</u></b>	<b><u>Aug 14</u></b>
0-1 year	66	
2-4 years	87	
5-7 years	186	
10-14 years	296	
15-17 years	258	

We are awaiting information/guidance from the State on 3<sup>rd</sup> Doses for moderately to severely immunocompromised people. We will not start this process until we have that information.

**VACCINE CLINICS** (that we are aware of at this time)

\*Confirmed from StarMed and WCS dates for vaccine clinic August 5 from 12n – 8PM 1<sup>st</sup> doses; 2<sup>nd</sup> doses August 26<sup>st</sup> same time. Location Whiteville High School—total of 84 given

\*Confirmed with StarMed August 7 from 9am-12noon 1<sup>st</sup> doses; 2<sup>nd</sup> doses September 4<sup>th</sup> same time Location is the Brunswick Waccamaw Association Center

Confirmed with StarMed East Columbus High School August 10 2p-6p—total of 40 given includes 6 students

Confirmed with StarMed West Columbus High School August 11 1p-5:30p—total of 30 given including 3 students

Confirmed with StarMed South Columbus High School August 12 from 1p-5:30p—total of 53 given including 26 students

\*Confirmed StarMed August 13 1p-5pm Location Mount Moriah Church 5333 Andrew Jackson Rd SW, Cerro Gordo

\*Confirmed StarMed August 14 from 9a-2p Location Central Baptist Church 443 West Virgil Street Whiteville

\*Confirmed with StarMed August 14 from 10am-3pm Back to School Event. Location Southeastern Community College

\*Confirmed with StarMed August 15 from 10am-2pm. Location Columbus County Fair Bluff Senior Center, in Fair Bluff

\*Every Friday at the Health Department we will hold a clinic. Please call and pre-register, walk-ins will be accepted as well

\*Local pharmacies currently giving COVID vaccine are-McNeill's, Baldwin Woods, Cross Roads, Village Prescription Center, Koonce Drug, Dameron Drug, Medicine Mart, Walgreens, Walmart, CVS

**Daniel Buck** stated the following:

-We have an update on new cases, we had 35 new cases on August 14, 2021, 16 new cases on August 15, 2021 and 63 new cases on August 16, 2021.

-I also spoke with a hospital representative at Columbus Regional who stated today (August 16, 2021) they had their highest ever number of inpatients with COVID at 33 and they were having to expand their capacity by 12.

-We received an update from Health and Human Services about a potential for a 3<sup>rd</sup> vaccine, a booster, as of now they are talking about doing that for immunocompromised people that have a number of different diseases but they're asking us to wait for further authorization on that. We're being prepared for it by the state but we have not been given clearance on it yet.

**Commissioner Smith** stated the following:

-What is our vaccination rate for both shots?

**Daniel Buck** stated the following:

-First dose was 20,318 people or 37% of the total population

-Second dose was 18,264 or 33% of the total population

**Commissioner Byrd** stated the following:

-I've heard people tell me that the reason they haven't gotten the shot is because most of the people ending up in the hospital with COVID are those people who received the two shots.

-Can you comment on that?

**Daniel Buck** stated the following:

-In terms of our hospital I can't comment, you would have to speak with one of their representatives, but I can tell you that overall, if you look at the data right now, it's somewhere between 96% and 98% of people testing positive for COVID are unvaccinated individuals. Only about 3% – 4% at the most are break through cases, that's both state and nationwide.

**Commissioner Coleman** stated the following:

-What would be your success rate of beating the virus if you've had both of your shots?

**Daniel Buck** stated the following:

-I don't know the exact number, but the odds would definitely be in your favor, I'm guessing in the high 90 percentiles.

**Commissioner Watts** stated the following:

-Is there one vaccination that you're seeing more of the break-thru cases?

**Daniel Buck** stated the following:

-I can't say for sure but there has been a lot of discussion about how Moderna and Pfizer have been very effective, more effective than the others.

**Commissioner Smith** stated the following:

-Pfizer is currently working on a vaccine for the youth, ages 2-11.

Daniel Buck stated the following:

-Yes, that’s true. They were the first to push 12 and up and the first to have the research there to prove that they could do it.

Agenda Item # 14: EASEMENT TO DUKE ENERGY:

Duke Energy Progress, LLC requested approval of an easement.

Prepared by: Duke Energy Progress, LLC  
Return to: Duke Energy Progress, LLC  
Attn: Will Johnson  
474 Charlie Watts Road  
Maxton, NC 28364

Parcel # 062062 & 090701

EASEMENT

State of North Carolina  
County of Columbus

THIS EASEMENT (“Easement”) is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, from COUNTY OF COLUMBUS (AKA COLUMBUS COUNTY [PRESENT INTEREST]) AND COLUMBUS COUNTY BOARD OF EDUCATION (FUTURE INTEREST) (“Grantor”, whether one or more), to DUKE ENERGY PROGRESS, LLC, a North Carolina limited liability company (“Grantee”).

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual and non-exclusive easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, “Facilities”). Grantor is the owner of that certain property described in those instruments recorded in Deed Book 1254, Page 605 and Deed Book 1262, Page 800, also shown as Lots A and B on a plat, entitled “Survey for County of Columbus, Columbus County Board of Education and Ricky J. Benton”, as recorded in Plat Book 109, Page 69, Columbus County Register of Deeds (“Property”). The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows: A strip of land thirty feet (30’) in uniform width for the overhead portion of said Facilities and a strip of land twenty feet (20’) in uniform width for the underground portion of said Facilities, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, along with an area ten feet (10’) wide on all sides of the foundation of any Grantee enclosure/transformer, vault and/or manhole, (hereinafter referred to as the “Easement Area”).

For Grantee’s Internal Use:  
Work Order #: 41543904

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and neighboring lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations at the widths defined in this Easement.
9. All other rights and privileges reasonably necessary, in Grantee’s sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

COUNTY OF COLUMBUS (AKA COLUMUS COUNTY) [PRESENT INTEREST])

(SEAL) Ricky Bullard, Chairman of the Board of Commissioners

Attest:

June B. Hall, Clerk to the Board of Commissioners

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of \_\_\_\_\_, certify that June B. Hall personally appeared before me this day and acknowledged that she is Clerk to the Board of Commissioners of the COUNTY OF COLUMBUS, and that by authority duly given and as the act of said COUNTY, the foregoing EASEMENT was signed in its name by its Chairman, sealed with its official seal, and attested by herself as its Clerk to the Board of Commissioners.

Witness my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_ Commission expires: \_\_\_\_\_

For Grantee's Internal Use: Work Order #: 41543904

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IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this 9th day of August, 2021.

COLUMBUS COUNTY BOARD OF EDUCATION

Worley T. Edwards (SEAL) Worley T. Edwards, Chairman of the Board of Education

Attest: Deanna Meadows, Secretary to the Board of Education

STATE OF North Carolina COUNTY OF Columbus

I, William W. Phipps, a Notary Public of Columbus County, State of North Carolina, certify that Deane Meadows personally appeared before me this day and acknowledged that she is Secretary of the COUNTY OF COLUMBUS (AKA COLUMUS COUNTY [PRESENT INTEREST]), and that by authority duly given and as the act of said BOARD OF EDUCATION, the foregoing EASEMENT was signed in its name by its Chairman, sealed with its official seal, and attested by herself as its Secretary of the Board of Education.

Witness my hand and notarial seal, this 9th day of August, 2021.

Notary Public: William W Phipps Commission expires: 11/25/2023



For Grantee's Internal Use: Work Order #: 41543904

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/s/ RICKY BULLARD, Chairman /s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

MOTION:

Commissioner Byrd made a motion to approve the easement, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #15: FINANCE – MONTHLY FINANCE REPORT:**

Jay Leatherman, Interim Finance Director, provided the Monthly Finance Report.

**COLUMBUS COUNTY  
Financial Summary  
July 31, 2021**

We have completed the first month, 8.33% of the 2021-2022 fiscal year. Following are highlights of July’s financial operations.

***FUND 10 – OPERATING FUND***

Revenues

Total General Fund revenue received for the current fiscal year was \$1,202,982, 1.81% of the budget. Revenue received in July is very low compared to the remainder of the year. The tax notices were mailed the beginning of August and the taxes for the coming year have not been received to date. This represents the single largest source of revenue that is expected to increase significantly as residents pay their taxes to take advantage of the discount offered.

The sales tax receipts in July of \$997,175 was the largest source of revenue received for the month.

Several of the higher revenue departments, Aging and Social Service, are awaiting third party funds for their operations performed to date.

Finance staff will be monitoring all receipts on a regular basis and assist departments in collecting revenue to meet the budget.

Expenditures

Total General Fund expenditures for July was \$3,485,932, 5.25% of the budget.

The majority of department’s expenses were under 8% of their total for the month. Those departments that exceeded the 8% average was the result of one-time expenses budgeted for the year but occurring in July. The Education department had the largest total expense of \$960,595.

***OTHER FUNDS***

I have attached a summary of revenue and expenditures to date for several other funds. Several of these funds report expenses exceeding revenue which is a result of the timing of receiving the revenue for these funds.

<b>COUNTY OF COLUMBUS</b>				
<b>FINANCIAL SUMMARY REPORT</b>			Percent of Year Complete: 8.33%	
<b>July 31, 2021</b>				
<b>FUND 10 - OPERATIONS</b>	<b><u>FY 21/22</u></b>	<b><u>ACTUAL YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% COLLECTED</u></b>
<b><u>REVENUES</u></b>	<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
AD VALOREM TAXES	\$ 33,747,267	\$ 102,601	\$ 33,644,666	0.30%
COURT	\$ 90,000	\$ -	\$ 90,000	0.00%
SALES TAX	\$ 11,966,105	\$ 997,175	\$ 10,968,930	8.33%
NC JCPC PROGRAM - TEEN COURT	\$ 71,977	\$ -	\$ 71,977	0.00%
ELECTION FEES	\$ 31,700	\$ 171	\$ 31,529	0.54%
COLLECTION FEES	\$ 34,400	\$ -	\$ 34,400	0.00%
REGISTER OF DEEDS	\$ 377,000	\$ 55,635	\$ 321,365	14.76%
SHERIFF	\$ 1,932,958	\$ 9,603	\$ 1,923,355	0.50%
DETENTION CENTER	\$ 1,551,000	\$ -	\$ 1,551,000	0.00%
EMERGENCY MANAGEMENT	\$ 56,101	\$ 224	\$ 55,877	0.40%
FIRE DEPARTMENT	\$ 22,500	\$ 1,800	\$ 20,700	8.00%
INSPECTION	\$ 370,000	\$ 2,119	\$ 367,881	0.57%
ANIMAL CONTROL	\$ 21,000	\$ 1,679	\$ 19,321	8.00%
AIRPORT	\$ 538,500	\$ 975	\$ 537,525	0.18%

	PLANNING	\$ 9,800	\$ 1,245	\$ 8,555	12.70%
	SOIL CONSERVATION	\$ 37,180	\$ 348	\$ 36,832	0.94%
	DEPARTMENT OF AGING REVENUES	\$ 2,060,658	\$ 16,513	\$ 2,044,145	0.80%
	HEALTH DEPARTMENT	\$ 2,403,672	\$ 9,434	\$ 2,394,238	0.39%
	SOCIAL SERVICE	\$ 6,798,170	\$ 384	\$ 6,797,786	0.01%
	VETERANS SERVICE	\$ 2,000	\$ -	\$ 2,000	0.00%
	PUBLIC SCHOOLS	\$ 159,000	\$ -	\$ 159,000	0.00%
	LIBRARY	\$ 171,000	\$ 1,236	\$ 169,764	0.72%
	RECREATION	\$ 24,500	\$ 1,840	\$ 22,660	7.51%
	MISCELLANEOUS REVENUES	\$ 435,719	\$ -	\$ 435,719	0.00%
	INVESTMENT EARNINGS	\$ 600,000	\$ -	\$ 600,000	0.00%
	AMERICAN RECOVERY FUNDS	\$ 2,781,930	\$ -	\$ 2,781,930	0.00%
	FUND BALANCE APPROPRIATED	\$ 54,201	\$ -	\$ 54,201	0.00%
	<b>Total General Fund Revenues</b>	<b><u>\$ 66,348,338</u></b>	<b><u>\$ 1,202,982</u></b>	<b><u>\$ 65,145,356</u></b>	<b><u>1.81%</u></b>
		<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% EXPENSED</u></b>
	<b><u>EXPENDITURES</u></b>	<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
	GOVERNING BODY	\$ 342,490	\$ 30,094	\$ 312,396	8.79%
	ADMINISTRATION	\$ 487,497	\$ 31,810	\$ 455,687	6.53%
	PERSONNEL	\$ 167,583	\$ 12,271	\$ 155,312	7.32%
	PURCHASING	\$ 124,658	\$ -	\$ 124,658	0.00%
	FINANCE	\$ 469,003	\$ 61,888	\$ 407,115	13.20%
	TAX DEPARTMENT	\$ 1,936,057	\$ 134,535	\$ 1,801,522	6.95%
	LEGAL DEPARTMENT	\$ 226,006	\$ 32,526	\$ 193,480	14.39%
	NC JCPC PROGRAM - TEEN COURT	\$ 71,977	\$ 5,096	\$ 66,881	7.08%
	MAINTENANCE	\$ 1,773,253	\$ 77,831	\$ 1,695,422	4.39%
	ELECTIONS	\$ 582,932	\$ 16,488	\$ 566,444	2.83%
	REGISTER OF DEEDS	\$ 509,395	\$ 28,487	\$ 480,908	5.59%
	SPECIAL APPROPRIATIONS	\$ 713,309	\$ 63,516	\$ 649,793	8.90%
	MANAGEMENT INFORMATION SYSTEM	\$ 456,482	\$ 53,077	\$ 403,405	11.63%
	CENTRAL GARAGE	\$ 48,219	\$ 155	\$ 48,064	0.32%
	PUBLICLY OWNED TREATMENT WATER	\$ 43,924	\$ 7,574	\$ 36,350	17.24%
	SHERIFF'S DEPARTMENT	\$ 8,486,998	\$ 517,711	\$ 7,969,287	6.10%
	LAW ENFORCEMENT CENTER	\$ 5,061,114	\$ 197,231	\$ 4,863,883	3.90%
	EMS	\$ 15,350	\$ 1,250	\$ 14,100	8.14%
	EMERGENCY SERVICES	\$ 1,697,904	\$ 99,767	\$ 1,598,137	5.88%
	FIRE MARSHALL	\$ 174,521	\$ 11,367	\$ 163,154	6.51%
	CORONER MEDICAL EXAMINER	\$ 72,000	\$ -	\$ 72,000	0.00%
	ANIMAL CONTROL	\$ 760,056	\$ 29,510	\$ 730,546	3.88%
	AIRPORT	\$ 615,728	\$ 16,578	\$ 599,150	2.69%
	INSPECTIONS	\$ 333,599	\$ 24,596	\$ 309,003	7.37%
	PLANNING	\$ 232,807	\$ 10,280	\$ 222,527	4.42%
	ECONOMIC DEVELOPMENT	\$ 231,154	\$ 16,623	\$ 214,531	7.19%
	COOPERATIVE EXTENSION	\$ 525,472	\$ 185	\$ 525,287	0.04%
	SOIL CONSERVATION	\$ 242,297	\$ 24,863	\$ 217,434	10.26%
	DEPARTMENT OF AGING	\$ 2,858,635	\$ -	\$ 2,858,635	0.00%
	HEALTH DEPARTMENT	\$ 4,981,103	\$ 287,570	\$ 4,693,533	5.77%

	SOCIAL SERVICES ADMINISTRATION	\$ 9,408,762	\$ 617,868	\$ 8,790,894	6.57%
	PUBLIC ASSISTANCE PROGRAMS	\$ 1,916,891	\$ (96)	\$ 1,916,987	-0.01%
	VETERANS SERVICE OFFICER	\$ 159,489	\$ 11,193	\$ 148,296	7.02%
	EDUCATION	\$ 14,282,689	\$ 960,595	\$ 13,322,094	6.73%
	LIBRARY	\$ 1,637,919	\$ 106,235	\$ 1,531,684	6.49%
	RECREATION	\$ 589,194	\$ 33,943	\$ 555,251	5.76%
	TRANSFER TO	\$ 2,683,534	\$ -	\$ 2,683,534	0.00%
	NON DEPARTMENTAL	\$ 1,428,337	\$ (36,685)	\$ 1,465,022	-2.57%
	<b>Total General Fund Expenditures</b>	<b>\$ 66,348,338</b>	<b>\$ 3,485,932</b>	<b>\$ 62,862,406</b>	<b>5.25%</b>
	<b>Total Revenue over/(under) Expenditures</b>	<b>\$0</b>	<b>\$ (2,282,950)</b>	<b>\$ 2,282,950</b>	
-					
-	<b>HUD SECTION 8 RENTAL ASSISTANCE</b>	<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% Collected</u></b>
	<i>REVENUES</i>	<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
-	HUD SECTION 8 RENTAL ASSISTANCE				
-	ANNUAL CONTRA EARNED	\$ 1,500,000	\$0	\$ 1,500,000	0.00%
-	OTHER REVENUES	\$ 223,350	\$ 365	\$ 222,985	0.16%
-	TOTAL HUD REVENUES	\$ 1,723,350	\$ 365	\$ 1,722,985	0.16%
-					
	<i>EXPENDITURES</i>				
-	HUD Expenditures	\$ 1,723,350	\$ 137,529	\$ 1,585,821	7.98%
-					
-	Excess revenue over/(under) expenditures	\$0	\$ (137,164)		
-					
	<b>TRANSPORTATION</b>	<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% Collected</u></b>
-		<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
-	REVENUES	\$ 786,170	\$ 450	\$ 785,720	0.06%
-					
-	<i>EXPENDITURES</i>	\$ 786,170	\$ 6,292	\$ 779,878	0.80%
-					
-					
-	<b>EMERGENCY TELEPHONE SYSTEM</b>	<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% Collected</u></b>
-		<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
-	REVENUES	\$ 318,748	\$0	\$ 318,748	0.00%
-					
-	<i>EXPENDITURES</i>	\$ 318,748	\$ 17,280	\$ 301,468	5.42%
-					
-					
	<b>DEBT SERVICE</b>	<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% Collected</u></b>
-		<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
-	REVENUES	\$ 3,800,197	\$0	\$ 3,800,197	0.00%
-					
-	<i>EXPENDITURES</i>	\$ 3,800,197	\$ 131,974	\$ 3,668,223	3.47%
-					
-					
-	<b>WATER DISTRICTS I-V</b>	<b><u>FY 21/22</u></b>	<b><u>YTD</u></b>	<b><u>BALANCE</u></b>	<b><u>% Collected</u></b>
	<i>REVENUES</i>	<b><u>BUDGET</u></b>	<b><u>TOTALS</u></b>	<b><u>REMAINING</u></b>	<b><u>YTD</u></b>
-	COLUMBUS COUNTY COMBINED WATER DISTRICT	\$ 3,691,009	\$ 37,782	\$ 3,653,227	1.02%
-					

	<u>EXPENDITURES</u>				
-	COLUMBUS COUNTY COMBINED WATER DISTRICT	\$ 3,691,009	\$ 53,669	\$ 3,637,340	1.45%
-					
-	Excess revenue over/(under) expenditures	\$0	\$ (15,887)		
-					
	SOLID WASTE	<u>FY 21/22</u>	<u>YTD</u>	<u>BALANCE</u>	<u>% Collected</u>
-		<u>BUDGET</u>	<u>TOTALS</u>	<u>REMAINING</u>	<u>YTD</u>
-	REVENUES	\$ 5,567,405	\$ 8,610	\$ 5,558,795	0.15%
-					
-	<u>EXPENDITURES</u>	\$ 5,567,405	\$ 30,138	\$ 5,537,267	0.54%
-					
-	Excess revenue over/(under) expenditures	\$0	\$ (21,528)		
-					
	FIRE DEPARTMENTS	<u>FY 21/22</u>	<u>YTD</u>	<u>BALANCE</u>	<u>% Collected</u>
-	REVENUES	<u>BUDGET</u>	<u>TOTALS</u>	<u>REMAINING</u>	<u>YTD</u>
-		\$ 1,799,633	\$0	\$ 1,799,633	0.00%
-	EXPENDITURES				
-	Ad Valorem Taxes	\$ 1,799,633	\$0	\$ 1,799,633	0.00%
-	Special Appropriations	\$ 258,309	\$0	\$ 258,309	0.00%
-		\$ 2,057,942	\$0	\$ 2,057,942	0%
-					
	AMBULANCE AND RESCUE	<u>FY 21/22</u>	<u>YTD</u>	<u>BALANCE</u>	<u>% Collected</u>
-		<u>BUDGET</u>	<u>TOTALS</u>	<u>REMAINING</u>	<u>YTD</u>
-	REVENUES	\$ 751,618	\$0	\$ 751,618	0.00%
-					
-	EXPENDITURES				
-	Ad Valorem Taxes	\$ 751,618	\$0	\$ 751,618	0.00%
-	Special Appropriation	\$ 225,000	\$ 100,000	\$ 125,000	44.44%
-		\$ 976,618	\$ 100,000	\$ 876,618	44%

**MOTION:**

Commissioner Smith made motion to accept the Finance Report, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #16: FINANCE – RESOLUTION APPROVING AN AMENDMENT TO INSTALLMENT FINANCING CONTRACT BETWEEN FIRST BANK AND COLUMBUS COUNTY:**

**FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT  
BETWEEN  
FIRST BANK  
AND  
COUNTY OF COLUMBUS, NORTH CAROLINA**

Dated as of October 1, 2021

**THIS FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT**, dated as of October 1, 2021 (this "*Amendment*"), is between **FIRST BANK**, a North Carolina corporation (the "*Bank*"), and the **COUNTY OF COLUMBUS, NORTH CAROLINA**, a political subdivision duly created and existing under the Constitution and laws of the State of North Carolina (the "*County*").

**WITNESSETH:**

**WHEREAS**, the County has previously financed the renovation, expansion, equipping and improvement of an existing school facility known as Whiteville High School, as more particularly described in the Original Contract (the "*Project*");

**WHEREAS**, in order to finance the Project, the County and the Bank entered into an Installment Financing Contract dated November 5, 2019 (the "*Original Contract*" and as amended by this Amendment and as may be further amended from time to time, the "*Contract*"), pursuant to which the Bank advanced funds for such purpose and the County covenanted to make Installment Payments and Additional Payments in consideration thereof;

**WHEREAS**, the Bank and the County have agreed to (i) amend the Payment Schedule and (ii) adjust the Interest Rate payable on the Amount Advanced, all as set forth herein;

**WHEREAS**, the Bank and the County have determined to amend the Original Contract, pursuant to Section 16.6 thereof, to make those and related changes;

**WHEREAS**, all acts and things necessary to constitute this Amendment a valid agreement according to its terms have been done and performed;

**WHEREAS**, capitalized terms used in this Amendment and not defined herein shall have the meanings given such terms in the Original Contract;

**NOW, THEREFORE**, in consideration of the premises and of the covenants and undertakings herein expressed, the parties hereto agree as follows:

Section 1. Amendments. The Original Contract is hereby amended as follows:

a. The Payment Schedule attached to the Original Contract is deleted in its entirety and the Payment Schedule attached hereto as Exhibit A is substituted therefor.

b. The definition of "Interest Rate" in Section 1.1 is deleted in its entirety and the following is substituted therefor:  
"Interest Rate" means 1.48% per annum calculated on the basis of a 360-day year of twelve 30-day months.

Section 2. Ratification. As amended hereby, the Contract is in all respects ratified and confirmed and the Contract as so amended shall be read, taken and construed as one and the same instrument.

Section 3. Governing Law. This Amendment shall be construed and governed in accordance with the laws of the State.

Section 4. Severability. If any portion of this Amendment is determined to be invalid under any applicable law, such provision shall be deemed void and the remainder of this Amendment shall continue in full force and effect.

Section 5. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6. E-Verify Covenant. The Bank understands that (i) "E-Verify" is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and (ii) Article 2 of Chapter 64 of the General Statutes of North Carolina, as amended (the "E-Verify Statute"), requires employers (as defined in the E-Verify Statute) to verify the work authorization of an employee (as defined in the E-Verify Statute) hired to work in the United States through E-Verify. The Bank and the Bank's subcontractors under the Contract shall comply with the requirements of the E-Verify Statute.

Section 7. Companies that Boycott Israel Act Certification. The Bank hereby certifies that it is not on any list created and maintained by the North Carolina Department of State Treasurer pursuant to the Divestment from Companies that Boycott Israel Act, Article 6G, as amended, of Chapter 147 of the General Statutes of North Carolina.

Section 8. Bank's expenses. The County shall pay all costs incurred by the Bank in connection with this Amendment, including a renewal fee of \$2500 and the fees of Bank's outside counsel.

*IN WITNESS WHEREOF*, the Bank and the County have caused this Amendment to be executed by their respective duly authorized officers, all as of the date first above written.

**FIRST BANK**

By: \_\_\_\_\_  
 Michael D. Coleman  
 Senior Vice President

[COUNTERPART SIGNATURE PAGE TO FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT]

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

**COUNTY OF COLUMBUS, NORTH CAROLINA**

[SEAL]

Attest:

By \_\_\_\_\_  
 Ricky Bullard  
 Chair of the Board of Commissioners  
 of the County

\_\_\_\_\_  
 June B. Hall  
 Clerk to the Board of Commissioners  
 of the County

[COUNTERPART SIGNATURE PAGE TO FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT]

**EXHIBIT A**

**PAYMENT SCHEDULE**

**AMORTIZATION SCHEDULE**

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$14,609,000.00	10-01-2021	04-01-2022		NONE		MC9	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item.  
 Any item above containing "\*\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** COUNTY OF COLUMBUS  
 111 WASHINGTON STREET  
 WHITEVILLE, NC 28472

**Lender:** FIRST BANK  
 WHITEVILLE  
 1104 NORTH J K POWELL BLVD  
 WHITEVILLE, NC 28472

**Disbursement Date:** October 1, 2021  
**Interest Rate:** 1.480

**Repayment Schedule:** Single Pay  
**Calculation Method:** 365/360 Actuarial

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	04-01-2022	14,718,307.79	109,307.79	14,609,000.00	0.00
<b>TOTALS:</b>		<b>14,718,307.79</b>	<b>109,307.79</b>	<b>14,609,000.00</b>	

**NOTICE:** This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

/s/ RICKY BULLARD, Chairman

/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

**MOTION:**

Commissioner Byrd made a motion to approve the amendment, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #17: FINANCE – MULTI-BANK SECURITIES, INC. NON-CORPORATE RESOLUTION FORM:**



**NON-CORPORATE RESOLUTION FORM**

**I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY**

LEGAL NAME OF ORGANIZATION: County of Columbus

TYPE OF ORGANIZATION: Local Government

ACCOUNT NUMBER: RMB030560

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

<u>Jay Leatherman</u> (Name of Authorized Person)	<u>Interim Finance Director</u> (Title)
<u>Heather Woody</u> (Name of Authorized Person)	<u>Assistant Finance Director</u> (Title)
<u>Eddie Madden</u> (Name of Authorized Person)	<u>County Manager</u> (Title)

**II. CERTIFICATION**

I, Ricky Bullard, Chairman of  
(Name and Title of Officer or Partner signing this Non-Corporate Resolution)

County of Columbus hereby certify that said organization is duly and legally  
(Name of Organization)

organized and existing and that a quorum of the Columbus County Commissioners  
(Name of Governing Body of Organization)

of said Organization attended a meeting duly held on the 16th day of August, 2021

at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this date and do not conflict with the N.C. General Statues 159-30 of said organization.  
(Name of Governing Rules)

I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Columbus County Commissioners of the Organization which took the action called for by the  
(Name of Governing Body of Organization)  
resolutions annexed hereto has the power to take such action.

\*SIGNATURE: \_\_\_\_\_ DATE: August 16, 2021

TITLE: Chairman

\*The signer should be someone other than one of the authorized person(s) named above. However, if signed by an authorized person named above, the Fed Wire Letter of Authorization and/or ACH Authorization Agreement must be signed by an authorized person other than the signer of this document.

**III. RESOLUTIONS****Certified Copy Of Certain Resolutions by the Governing Body of Said Organization Whereby the Establishment and Maintenance of Accounts Have Been Authorized.**

RESOLVED –

**FIRST:** That the named Authorized Persons of this organization or \_\_\_\_\_ of \_\_\_\_\_ be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization (herein called the “Organization”), to establish and maintain one or more accounts with Multi-Bank Securities, Inc. (herein called the “Brokers”) and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with;

**(a) THIS PARAGRAPH PERMITS CASH TRANSACTIONS IN SECURITIES**

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise;

**(b) THIS PARAGRAPH PERMITS CASH AND MARGIN TRANSACTIONS IN SECURITIES**

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise; and margin transactions, including short sales;

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said Authorized Persons and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such Authorized Persons and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said accounts to deposit funds with the Brokers; to deliver securities and/or contracts to the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer record of any securities, or contracts, or titles, to any name selected by any of the said Authorized Persons or agents; to affix the Organization’s seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities, to borrow money and securities, if applicable, and to secure repayment thereof with the property of the Organization; to appoint any other person or persons to do any and all things which any and all things which any of the said Authorized Persons and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such Authorized Persons and/or agents with respect thereto.





## UTILITIES DEPARTMENT

### A. SERVICE APPLICATION

#### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

#### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the "Residential Service" policy mentioned above. Deceased customer's security deposit or credit balance is refunded to their estate through the Clerk of Court.

#### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

#### **The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the "Commercial Application for

Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- Once a customer’s account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

### **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc..) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

### **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

### **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in “good fiscal standing” with the Public Utilities Department. A customer in “good fiscal standing” shall be defined as any customer with no prior extensions, no returned check(s), and no service terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer’s account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer’s Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer’s indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

**1. DEFINITIONS**

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County’s side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.

- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## **2. LEAKS ON CUSTOMER'S SIDE OF METER:**

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## **3. REPAYMENT:**

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## **E. DAMAGED LIABILITY:**

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

## **F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.

3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.
5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

\_\_\_\_\_  
AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

\_\_\_\_\_  
RICKY BULLARD, Chairman

/s/ RICKY BULLARD, Chairman

/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

This information will be recorded in Minute Book Number 2 for each Water District, respectively.

**Agenda Item #22: WATER & SEWER DISTRICT V – RESOLUTION FOR MAINTENANCE AND UPKEEP FOR PUMP STATION AND FORCE MAINS INSTALLED TO SERVE OLD DOCK ELEMENTARY SCHOOL:**

**COLUMBUS COUNTY  
RESOLUTION FOR  
MAINTENANCE AND UPKEEP OF FOR PUMP STATION  
AND  
FORCE MAINS INSTALLED  
TO SERVE OLD DOCK ELEMENTARY SCHOOL  
CDBG-I Project No. 11-D-2944**

**WHEREAS**, Columbus County applied for and received \$1,100,000 in Community Development Block Grant (CDBG) Grant Funding from the North Carolina Department of Environmental Quality effective May 29, 2018 and Columbus County also committed approximately \$383,000 in order to install one (1) wastewater pumping station and approximately 32,000 LF of 6-inch force main and appurtenances to serve Old Dock Elementary School; and,

**WHEREAS**, Columbus County–will convey all sewer improvements made as a result of this project, over to Grand Strand Water and Sewer Authority for operation and maintenance of the system; and,

**WHEREAS**, Grand Strand Water and Sewer Authority agreed prior to the submittal of the Columbus County grant application to the CDBG Program and the State Water Infrastructure Authority to accept, maintain, and treat all public sewer received as a result of this project, and to own and maintain all lines and pump stations; and,

**WHEREAS**, in order to receive permitting for the Columbus County Old Dock Elementary School Wastewater Project, Grand Strand Water and Sewer Authority was required to commit to following all guidelines set forth in the permitting requirements by the North Carolina Division of Water Resources Water Quality Permitting Section (Permit No. WQ0039541 Modification); and,

**WHEREAS**, Columbus County Board of Education will grant Grand Strand Water and Sewer Authority, as part of this project, access to the wastewater pumping station and portion of the force main installed on the Old Dock Elementary School property for operation and maintenance services;

**NOW, THEREFORE, LET IT BE RESOLVED**, in accordance with sewer permitting regulations governing this project set forth by NCDEQ, Columbus County hereby conveys and assigns responsibilities relating to all maintenance and upkeep of wastewater pumping station, force main and associated appurtenances installed as a result of this project over to Grand Strand Water and Sewer Authority.

Adopted this the 16th day of August 2021.

\_\_\_\_\_  
Ricky Bullard, Chairman  
Columbus County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Amanda Prince, Staff Attorney/Clerk to the Board

/s/ **RICKY BULLARD, Chairman**

/s/ **AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

This information will be recorded in Minute Book Number 2 for Water District V.

**MOTION:**

Commissioner McDowell made a motion to adopt the resolution, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #23: WATER & SEWER DISTRICT V – CLOSE-OUT OF OLD DOCK ELEMENTARY SCHOOL SEWER PROJECT:**

Columbus County, North Carolina  
CDBG-Infrastructure Project #11-D-2944  
Old Dock School Wastewater Extension Project  
Closeout Public Hearing Minutes  
August 16, 2021

The Columbus County Board of Commissioners conducted a Closeout Public Hearing on Monday, August 16, 2021 for the Community Development Block Grant-Infrastructure (CDBG-I) Project that provided public sewer service to the Old Dock School located at 12489 New Britton Highway East, Whiteville, NC. The purpose of the public hearing was to inform the citizens of Columbus County of the accomplishments, beneficiaries and expenditures resulting from this project.

Board Members present were Ricky Bullard, Chairman, Jerome McMillian, Vice Chair, Chris Smith, Giles E. Byrd, Lavern Coleman, Brent Watts, and Charles T. McDowell.

County Staff Attorney/Clerk to Board Amanda Prince, was present to discuss the following project details:

**I. Project Summary**

**Original Project Scope:** The original project scope was to replace a 30-year-old Recirculating Sand Filtration wastewater treatment system at the Old Dock School. Because of the systems age, there was concern for the health and safety for the students, faculty, staff, and surrounding community. This system was last upgraded in 1995 and its reasonable usable life had been exceeded. Because of the limited remaining life expectancy of the system, the very close proximity to the school and students and the condition of the soils the Columbus County Board of Commissioners determined that the only plausible solution for the school's wastewater treatment was to connect to a public sewer system.

In order to provide an adequate wastewater disposal system for the Old Dock School, Columbus County proposed to construct an onsite wastewater pump station at the school and to construct

approximately 32,000 feet of 6-inch diameter sewer force main to connect with an existing regional sewer system serving this section of the county.

Final Project Accomplishment and Expenditures: The final construction activities included the installation of 33,940 feet of 6-inch sewer force main and appurtenances and a wastewater pump station at the Old Dock School. The existing Recirculating Sand Filtration wastewater system was shut down and abandoned.

The total project costs were as follows:

Project Activity	Proposed Costs	Actual Costs
Construction	\$1,238,362.00	\$1,197,342.92
Engineering	\$199,838.00	\$199,838.00
Administration	\$81,450.00	\$81,450.00
<b>Total</b>	<b><u>\$1,519,650.00</u></b>	<b>\$1,478,630.92</b>

The total project revenues were as follows:

Project Component	CDBG-Infrastructure Funds	Columbus County Funds
Construction	\$1,100,000.00	\$97,342.92
Engineering	\$0.00	\$199,838.00
Administration	\$0.00	\$81,450.00
<b>Total</b>	<b>\$1,100,000.00</b>	<b>\$378,630.92</b>

Total project benefit for Low to Moderate-Income Households:

The CDBG program is predicated on providing benefit to Low to Moderate-Income (I-MI) persons and households. The minimum percentage of I-MI persons/households a recipient of CDBG funds must meet to qualify for funding is 51%. The LMI income limits are provided by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. These income limits are based on the most recent year's County Median Family Income (MH). Families with incomes 80% or less of the County MFI are considered I-MI.

The Columbus County CDBG-Infrastructure project was intended to provide improved wastewater treatment services students, faculty and staff of Old Dock School. The resulting beneficiaries of this project were as follows:

Income Levels	Persons Benefitting	Percentage of Total above MFI	Percentage of Total 80% or below MFI
Above MFI	283		
51-80% MFI	30		
30-50% MFI	129		18%
Less than 30% MFI	278		38%
<b>Total</b>	<b>720</b>	<b>400/0</b>	

As depicted in the table above, 60% of the persons associated with Old Dock School were considered to meet HUD I-MI income levels. It should be noted that income verification was accomplished through individual surveys conducted for all Old Dock School affected persons.

II. Changes to the Project

There were no changes to the project scope or beneficiaries as proposed. As noted above, the total expenditures for the project were \$41,019.08 below the original budget. The primary reason for the reduction in expenditures was a result of less requirements for driveway repair than was anticipated in the original cost estimates.

Further, there was an amendment to the original CDBG grant amount from \$1,000,000 to \$1,100,000. This resulted from additional deobligated CDBG funds becoming available from the NC Department of Environmental Quality, Water Infrastructure Division.

### III. Project Monitoring

A final monitoring of the project was conducted by the NC Department of Environmental Quality, Water Infrastructure Division on April 8, 2021. This monitoring covered project compliance areas such as Financial, Fair Housing, Labor Standards, Procurement and CDBG program Compliance. The result of this monitoring was that Columbus County was in complete compliance with CDBG program requirements.

Additional information regarding this project is available from the Gail Edwards, Senior Advisor to the Manager, at (910) 640-6630. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed in writing to the address mentioned above within 10 business days or by August 26, 2021. A written response to the written complaints and/or grievances will be sent by the County within 10 business days, where practicable.

Motion was made by Commissioner Lavern Coleman to close the public hearing.

Motion was seconded by Vice Chairman Jerome McMillian to close the public hearing.

Motion to close the public hearing was carried unanimously.

APPROVED BY:

*Amanda Prince*  
Amanda Prince, Staff Attorney/Deputy Clerk

*Rick Bullard*  
Rick Bullard, Chairman



**NOTICE OF RESCHEDULED PUBLIC HEARING  
RELATIVE TO PROJECT CLOSE-OUT  
2011 COMMUNITY DEVELOPMENT BLOCK GRANT-INFRASTRUCTURE PROJECT  
OLD DOCK SCHOOL WASTEWATER EXTENSION  
COLUMBUS COUNTY, NC**

Notice is hereby given that the Columbus County Board of Commissioners will conduct a Close-out public hearing on Monday, August 16, 2021, at 6:30 PM, or as soon thereafter as the agenda will allow, at the County Commissioners Meeting Room located at 112 W. Smith St., Whiteville, NC. The purpose of this Close-out Public Hearing is to inform the citizens of Columbus County of the final accomplishments and expenditures of the 2011 CDBG-Infrastructure Project to extend wastewater collection service to the Old Dock Elementary School with funds received from the NC Department of Environmental Quality under Title I of the Housing and Community Development Act of 1974, as amended.

Columbus County received a total of \$1,100,000 in CDBG-Infrastructure grant funds from the NC Department of Environmental Quality to fund, in part, the wastewater extension project. These funds were combined with \$383,567.99 of County Funds for a total project cost of \$1,483,567.99.

The following is a summary of project costs:

<b>Project Component</b>	<b>CDBG-Infrastructure Funds</b>	<b>Columbus County Funds</b>
Sewer main and Pump station	\$1,100,000.00	\$102,969.74
Engineering Services	\$0.00	\$199,838.00
Administration Services	\$0.00	\$80,760.25
Total	\$1,100,000.00	\$383,567.99

The project eliminated a failing on-site septic disposal system located adjacent to Old Dock Elementary School that presented health and safety conditions for the students, teachers and staff of the school. Ultimately, approximately 720 persons representing the households of students, teachers and staff at Old Dock School benefitted from this project of which 60% were low to moderate-income, according to the U.S. Department of Housing and Urban Development income guidelines.

If additional information is needed, please contact the Columbus County Manager’s Office at 910-640-6630. Formal written complaints or comments concerning this project that are submitted to the County Manager’s Office prior to or following the public hearing will be responded to within ten working days by the appropriate County official.

Persons with disabilities or who otherwise need assistance should contact Gail Edwards, at 910-640-6630 or gedwards@columbusco.org (email), or TDD # 1-800-735-2962 at least 48 hours prior to the public hearing. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Gail Edwards, at 910-640-6630 or at 112 W. Smith St., Whiteville, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Gail Edwards, al 910-640-6630 o en 112 W. Smith St., Whiteville, NC (location), de alojamiento para esta solicitud.

Ricky Bullard, Chairman  
Columbus County Board of Commissioners



This information will be recorded in Minute Book Number 2 for Water District V.

**MOTION:**

Commissioner McDowell made a motion to approve the close-out of Old Dock Elementary School Sewer Project, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURN COMBINATION MEETING of COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV and V BOARD MEETING:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn the combination meeting of Columbus County Water and Sewer Districts I, II, III, IV and V Board Meeting, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #24: COMMENTS:**

Chairman Bullard opened the floor for comments. The following spoke.

**A. Board of Commissioners:**

1. **Vice Chairman McMillian** stated the following:
  - We had a vaccination clinic this weekend and turnout was kind of low.
  - I just want to encourage everyone who has not had their vaccination to please think about yourself and your family and let’s try to get vaccinated.
2. **Commissioner Byrd** stated the following:
  - I would like to emphasize the same thing, the importance of getting your vaccination.

- We heard from the Health Department that maybe 3% of the people who get the vaccination end up in the hospital with the virus and that's contrary to what I was told by someone today.
- It's up to us to try and get it across to the people that it's only 3% of people who've taken their shots who end up in the hospital.
- So it's very important that people get vaccinated because it's not just you, it's your family, your friends, your colleagues, everyone you come in contact with.
- I've been vaccinated and as soon as they make the booster shot available I'll be in line for it too.

**3. Commissioner Watts** stated the following:

- I would just like to congratulate all the teams.
- School starts next week so everyone please watch out for buses and children.

**4. Commissioner Smith** stated the following:

- I would like to congratulate each team.
- We will be feeding the Whiteville team tomorrow night at 6:30 P.M. at Central Middle School and I'd like to invite the Commissioners.
- Unless you've coached before you don't realize how much work goes into those teams; and the dedication of the coaches, the time and money that they spend travelling and fundraising.
- So, if you ever see them around the Courthouse, please stop and offer a donation.

**5. Commissioner Coleman** stated the following:

- I just want to echo what the other Commissioners have said.
- If you haven't gotten the vaccine, get it.
- To the 3 teams that made it to the World Series, that's a big deal, it shows that you're the best of the best so hats off to the teams, the coaches and the parents.
- We're pushing for water and internet, especially at the Eastern End and I want people to understand that sometimes government is a bit slower than we are, but we're working on it.
- Also, if anyone can volunteer time or supplies to our area schools I know it would be greatly appreciated.

**6. Commissioner McDowell** stated the following:

- I'll echo what's been said about the ball teams.
- Many times if players can't afford to buy food while travelling or shoes or whatever they may need, it's the coaches who will buy it for them. Coaches sacrifice a lot and it's not just their time.
- I'd also like to mirror what everyone said about the shots.
- This virus is affecting young people, it is killing young people, so just think about that.
- I'd like to thank the department managers for the updates that are being placed in the back of our booklets.
- I knew we'd received accolades about our Veteran's Department but their report says they assist an average of 21 veterans and their families a day and that is a lot.
- We've heard for a while now that people come from surrounding counties because our Veteran's Department is so good, so I was amazed that we average that many.

**7. Chairman Bullard** stated the following:

- I'm very proud of our ball teams also.
- And, like everyone has said the coaches do give a lot of their time to the teams.
- I thank Dr. Whichard for his appreciation message to the Board for the funding we provided Whiteville City Schools.
- Both of our school systems received extra funding this year and it has done a lot of good.
- Yesterday we had prayer with every school in Columbus County, both public and private, and I appreciate the Baptist Association for heading that up along with Pastor Dave Heller.
- Next Sunday at 4:30 P.M., we will have prayer at Columbus Regional Hospital, so I wanted to let everyone know where they could attend it, also.
- I was asked to let everyone know that we are currently advertising for an Assistant County Manager position.

At 8:10 P.M., Commissioner Byrd made a motion to recess Regular Session and enter into Closed Session in accordance with N.C.G.S. § 143-318.11(A)(3) Attorney-Client privilege and (4) Economic Development, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #25: CLOSED SESSION in ACCORDANCE with N.C.G.S. § 143-318.11 (A)(3) ATTORNEY-CLIENT PRIVILEGE and (4) ECONOMIC DEVELOPMENT:**

No official action was taken.

**ADJOURN CLOSED SESSION and resume REGULAR SESSION:**

At 9:10 P.M., Commissioner McDowell made a motion to adjourn Closed Session and resume Regular Session, seconded Commissioner Coleman. The motion unanimously passed.

**READING and APPROVAL of CLOSED SESSION GENERAL ACCOUNT:**

Chairman Bullard requested Amanda Prince, Staff Attorney and Deputy Clerk to Board, to orally read the Closed Session General Account. Ms. Prince orally read the following: “The County Commissioners discussed Economic Development matters with Gary Lanier. Commissioners discussed opioid litigation, writ of Mandamus litigation, Thriving LLC litigation and possible future litigation with Boyd Worley. No action was taken by the Board of Commissioners.”

Commissioner Byrd made a motion to approve the Closed Session General Account, seconded by Commissioner Smith. The motion unanimously passed.

**Agenda Item #26: ADJOURNMENT:**

At 9:19 P.M., Commissioner Smith made a motion to adjourn, seconded by Commissioner Byrd. The motion unanimously passed. These minutes were recorded by Amanda Prince, Staff Attorney and Deputy Clerk to Board, and typed by LaToya Williams.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V  
COMBINATION BOARD MEETING  
Monday, August 16, 2021  
7:59 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of acting as the Columbus County Water and Sewer District I Board.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
Jerome McMillian, **Vice Chairman**  
Chris Smith  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
Amanda B. Prince, **Staff Attorney/Deputy Clerk**  
Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**MEETING CALLED TO ORDER:**

At 7:59 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District I Board Meeting to order.

**Agenda Item #20: COLUMBUS COUNTY WATER and SEWER DISTRICT I BOARD MEETING MINUTES:**

August 02, 2021 Columbus County Water and Sewer District I Board Meeting

Vice Chairman McMillian made a motion to approve the August 02, 2021 Columbus County Water and Sewer District I Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #21: SECOND READING for PUBLIC UTILITIES NEW CUSTOMER SERVICE POLICY for WATER DISTRICT I:**

Jay Leatherman requested Board acceptance for the new Customer Service Policy.

**COLUMBUS COUNTY**

**CUSTOMER SERVICE POLICY**

**UTILITIES DEPARTMENT**

**A. SERVICE APPLICATION**

### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be

reopened in his/her name by following all requirements of the “Residential Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

### **The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder’s estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the “Commercial Application for Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.

- Once a customer's account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

## **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc.,) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

## **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

## **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in "good fiscal standing" with the Public Utilities Department. A customer in "good fiscal standing" shall be defined as any customer with no prior extensions, no returned check(s), and no service

terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

## 1. DEFINITIONS

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County's side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## 2. LEAKS ON CUSTOMER'S SIDE OF METER:

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## 3. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## E. DAMAGED LIABILITY:

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

**F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.
3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.

5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**/s/ RICKY BULLARD, Chairman**

**/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

**ADJOURNMENT:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V  
COMBINATION BOARD MEETING  
Monday, August 16, 2021  
7:59 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of acting as the Columbus County Water and Sewer District II Board.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
Jerome McMillian, **Vice Chairman**  
Chris Smith  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
Amanda B. Prince, **Staff Attorney/Deputy Clerk**  
Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**MEETING CALLED TO ORDER:**

At 7:59 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus county Water and Sewer District II Board Meeting to order.

**Agenda Item #20: COLUMBUS COUNTY WATER and SEWER DISTRICT II BOARD MEETING MINUTES:**

August 02, 2021 Columbus County Water and Sewer District II Board Meeting

Vice Chairman McMillian made a motion to approve the August 02, 2021 Columbus County Water and Sewer District II Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #21: SECOND READING for PUBLIC UTILITIES NEW CUSTOMER SERVICE POLICY for WATER DISTRICT II:**

Jay Leatherman requested Board acceptance for the new Customer Service Policy.

**COLUMBUS COUNTY**

**CUSTOMER SERVICE POLICY**

**UTILITIES DEPARTMENT**

**A. SERVICE APPLICATION**

### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be

reopened in his/her name by following all requirements of the “Residential Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

**The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder’s estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the “Commercial Application for Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.

- Once a customer's account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

## **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc..) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

## **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

## **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in "good fiscal standing" with the Public Utilities Department. A customer in "good fiscal standing" shall be defined as any customer with no prior extensions, no returned check(s), and no service

terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

## 1. DEFINITIONS

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County's side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## 2. LEAKS ON CUSTOMER'S SIDE OF METER:

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## 3. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## E. DAMAGED LIABILITY:

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

**F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.
3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.

5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**/s/ RICKY BULLARD, Chairman**

**/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

**ADJOURNMENT:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V  
COMBINATION BOARD MEETING  
Monday, August 16, 2021  
7:59 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of acting as the Columbus County Water and Sewer District III Board.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
Jerome McMillian, **Vice Chairman**  
Chris Smith  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
Amanda B. Prince, **Staff Attorney/Deputy Clerk**  
Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**MEETING CALLED TO ORDER:**

At 7:59 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus county Water and Sewer District III Board Meeting to order.

**Agenda Item #20: COLUMBUS COUNTY WATER and SEWER DISTRICT III BOARD MEETING MINUTES:**

August 02, 2021 Columbus County Water and Sewer District III Board Meeting

Vice Chairman McMillian made a motion to approve the August 02, 2021 Columbus County Water and Sewer District III Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #21: SECOND READING for PUBLIC UTILITIES NEW CUSTOMER SERVICE POLICY for WATER DISTRICT III:**

Jay Leatherman requested Board acceptance for the new Customer Service Policy.

**COLUMBUS COUNTY**

**CUSTOMER SERVICE POLICY**

**UTILITIES DEPARTMENT**

**A. SERVICE APPLICATION**

### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be

reopened in his/her name by following all requirements of the “Residential Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

**The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder’s estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the “Commercial Application for Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.

- Once a customer's account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

## **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc.,) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

## **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

## **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in "good fiscal standing" with the Public Utilities Department. A customer in "good fiscal standing" shall be defined as any customer with no prior extensions, no returned check(s), and no service

terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

## 1. DEFINITIONS

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County's side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## 2. LEAKS ON CUSTOMER'S SIDE OF METER:

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## 3. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## E. DAMAGED LIABILITY:

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

**F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.
3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.

5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**/s/ RICKY BULLARD, Chairman**

**/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

**ADJOURNMENT:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V  
COMBINATION BOARD MEETING  
Monday, August 16, 2021  
7:59 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of acting as the Columbus County Water and Sewer District IV Board.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
Jerome McMillian, **Vice Chairman**  
Chris Smith  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
Amanda B. Prince, **Staff Attorney/Deputy Clerk**  
Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**MEETING CALLED TO ORDER:**

At 7:59 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus county Water and Sewer District IV Board Meeting to order.

**Agenda Item #20: COLUMBUS COUNTY WATER and SEWER DISTRICT IV BOARD MEETING MINUTES:**

August 02, 2021 Columbus County Water and Sewer District IV Board Meeting

Vice Chairman McMillian made a motion to approve the August 02, 2021 Columbus County Water and Sewer District IV Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #21: SECOND READING for PUBLIC UTILITIES NEW CUSTOMER SERVICE POLICY for WATER DISTRICT IV:**

Jay Leatherman requested Board acceptance for the new Customer Service Policy.

**COLUMBUS COUNTY**

**CUSTOMER SERVICE POLICY**

**UTILITIES DEPARTMENT**

**A. SERVICE APPLICATION**

### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be

reopened in his/her name by following all requirements of the “Residential Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

**The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder’s estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the “Commercial Application for Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.

- Once a customer's account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

## **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc.,) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

## **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

## **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in "good fiscal standing" with the Public Utilities Department. A customer in "good fiscal standing" shall be defined as any customer with no prior extensions, no returned check(s), and no service

terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

## 1. DEFINITIONS

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County's side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## 2. LEAKS ON CUSTOMER'S SIDE OF METER:

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## 3. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## E. DAMAGED LIABILITY:

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

**F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.
3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.

5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**/s/ RICKY BULLARD, Chairman**

**/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

**ADJOURNMENT:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

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AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

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RICKY BULLARD, Chairman

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V**  
**COMBINATION BOARD MEETING**  
**Monday, August 16, 2021**  
**7:59 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at the Dempsey B. Herring Courthouse Annex, 112 West Smith Street, Whiteville, North Carolina 28472, for the purpose of acting as the Columbus County Water and Sewer District V Board.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
 Jerome McMillian, **Vice Chairman**  
 Chris Smith  
 Giles E. Byrd  
 Lavern Coleman  
 Brent Watts  
 Charles T. McDowell

**APPOINTEES PRESENT:**

Boyd Worley, **Board Attorney**  
 Amanda B. Prince, **Staff Attorney/Deputy Clerk**  
 Jay Leatherman, **Interim Finance Officer**

**APPOINTEE ABSENT (EXCUSED):**

Edwin H. Madden, Jr., **County Manager**

**MEETING CALLED TO ORDER:**

At 7:59 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus county Water and Sewer District V Board Meeting to order.

**Agenda Item #20: COLUMBUS COUNTY WATER and SEWER DISTRICT V BOARD MEETING MINUTES:**

August 02, 2021 Columbus County Water and Sewer District V Board Meeting

Vice Chairman McMillian made a motion to approve the August 02, 2021 Columbus County Water and Sewer District V Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #21: SECOND READING for PUBLIC UTILITIES NEW CUSTOMER SERVICE POLICY for WATER DISTRICT V:**

Jay Leatherman requested Board acceptance for the new Customer Service Policy.

**COLUMBUS COUNTY**

**CUSTOMER SERVICE POLICY**

**UTILITIES DEPARTMENT**

**A. SERVICE APPLICATION**

### Residential Accounts

Columbus County requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. With the application, we will need a copy of your Driver's License or state issued ID, payment of \$50.00 for property owner and \$100.00 for renter's deposit, and copy of lease/purchase agreement or form entitled Property Owner/Landlord Transfer of Responsibility for Account Charges (attached). Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. Our customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-642-5257.

Same day service for existing customers can be done as long you stop by our office prior to 4:00 p.m., Monday through Friday. Otherwise, the service may be provided the following business day.

If the owner / resident has a meter (County owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Utilities Department for entry. The owner/resident is required to ensure the work area around the meter/water line is safe for workers to perform their duties and shall not block or impede access to the meter/water line. If the meter/water line is inaccessible to workers in the Public Utilities Department, services may be discontinued.

### **The security deposit is non-transferable and shall be non-interest bearing.**

The deposit will be applied to the final bill when the account is closed. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

If the customer disconnects one account to relocate to another account within the County, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Public Utilities staff, leaving a balance on their account, then the balance on the previous account can / will be transferred to the current account and will be required to pay in full at the time of the new account being established.

The customer shall receive a final bill reflecting the total amount owed to Columbus County for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be

reopened in his/her name by following all requirements of the “Residential Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

### **Commercial/ Industrial / Institutional Accounts**

Columbus County requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit and a copy of the rental agreement (if applicable) to start water service.

**The security deposit is non-transferable and shall be non-interest bearing.**

Upon notification of the death of the owner/representative, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder’s estate provides a death certificate along with one of the following: Letters Testamentary, Letters of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the “Commercial Application for Service” policy mentioned above. Deceased customer’s security deposit or credit balance is refunded to their estate through the Clerk of Court.

## **B. ACCOUNT BILLING**

Columbus County shall ensure that all customer meters are read in a manner which provides the County with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

### **1. UTILITY PAYMENT SCHEDULE REVISED**

In order to serve customers better and to have a clearer payment schedule, Columbus County is updating its Utility Payment Schedule/Policy. The changes are as follows:

- The billing date for Columbus County’s utility bill will be mailed by the 5th of each month following the billing month(s).
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6th of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6th (at the beginning of the business day 8:30 a.m.) of the month.
- If payment for the month that had a late fee applied is not received along with the late fee by the close of business (5 p.m.) on the 20th of the following month, a cut-off order shall be issued on the 21st (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.

- Once a customer's account is placed on the cut-off list, the past due amount including the late fee and the current balance must be paid in full before service is restored.

Columbus County is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in September. If anyone has any questions about this matter, please call the Finance Office at 910-642-5257.

## **2. WATER CONNECTIONS:**

Connections to the County water system may be authorized by the Public Utilities Department with payment of proper fees (deposits, late fees, reconnect fees etc.,) and the connection will be handled the next business day.

Water connections should be at the Public Utilities office by 4:00 p.m. to get connections handled the same day.

New water connections requiring a tap will be handled after completion of an APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 10 business days, weather permitting, after the customer request.

If water connections for a customer crosses other property lines, it is the responsibility of the customer to secure all easements and other legal documents at their expense to permit the connection to occur.

If more than one heir is identified for a property that is requesting a water connection, all identified heirs are required to provide signed permission to allow one of the heirs to request connection to the water system.

If a customer connected to the water system requests to be disconnected the following will apply. The customer will not be disconnected until they have been connected for at least five (5) years. If after five (5) years they request disconnection, they will need to prepay a \$250 fee prior to Public Utilities performing the disconnection.

## **3. FEES, PENALTIES, CHARGES:**

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be set from time to time by the Columbus County Board of Commissioners as deemed necessary.

## **4. EXTENSIONS:**

An extension of payment due date may be given to those customers determined to be in "good fiscal standing" with the Public Utilities Department. A customer in "good fiscal standing" shall be defined as any customer with no prior extensions, no returned check(s), and no service

terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with Columbus County, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement by a member of the Finance staff.

**5. AUTHORIZATION OF EXTENSION:**

The Finance Officer or their designee, shall have the authority to authorize customer extensions.

**C. ACCOUNT BALANCE:**

In the event a customer disconnects his or her service or the Public Utilities Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the County for water services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5TH of each month. If no response; then,
2. The Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from IRS for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the County.
5. All customers that have been disconnected with outstanding account balances shall NOT be reconnected until all indebtedness is paid in full to the County.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

**RELEASES OF UNCOLLECTED UTILITY BILLS:**

All utility bills are to be presented to Columbus County Board of Commissioners for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

**D. LEAK ADJUSTMENTS:**

## 1. DEFINITIONS

**The Customer** side shall be defined as that side of the meter (house side) where the customer connects to the meter provided by the County and beyond.

The County's side shall be defined as that side of the meter, including the meter, where the County service line (highway side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. Exposed piping leak will not be considered for a leak adjustment.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of repairs such as plumbing bills and/or a statement from a plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.

## 2. LEAKS ON CUSTOMER'S SIDE OF METER:

In the event that a leak occurred on the customer's side of the meter, customer is to make the repair(s) within (15) fifteen days of the leak and the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed and notarized by a licensed plumber that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past six months. Any leak repair(s) that are not completed within the (15) fifteen day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director or his designee.

## 3. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director or his designee. The period of time allowed for the repayment of this extraordinary balance shall not exceed three (3) consecutive billing periods.

## E. DAMAGED LIABILITY:

The County shall not be liable for damage of any kind resulting from water or the use of water on the customer's property, unless damage results directly from negligence on behalf of the County. The County shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The County shall not be responsible for negligence of third parties or forces beyond the control of the County resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage County meters (including all components thereof) and etc., will be reported to appropriate law enforcement and will be charged the appropriate fees as approved by the County Commissioners which will include the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Utilities Department for the termination of service.

Customers who intentional tamper with the meter a second time or steal water that is County property will have their service removed immediately and be reported to appropriate law enforcement agency for investigation. In order to reconnect to the County water system, they will be responsible for paying for new service at the current rate and pay all outstanding balances.

**F. SEPARATE WATER CONNECTIONS AND METERS REQUIRED:**

Each building shall have a separate meter, and where practicable, shall have a separate water lateral. In the event that one lateral is used for two (2) dwellings, commercial or industrial buildings, or used to serve two or more meters for the same dwelling, commercial or industrial buildings, a separate cut-off shall be provided for each meter.

However, there shall be an exception to the requirement for separate water meters in the case of groups of mobile homes or apartment developments under single ownership. In the case of said groups of mobile homes or apartment developments of more than ten (10) units, one (1) meter may be used for the entire project unless additional meters are requested by the property owner or deemed necessary by the proper District authority, and the following conditions shall be met:

1. All bills will be rendered to the Owner of the property.
2. The bill will be calculated by a minimum charge for the master meter, which shall be based on the number of units served times the minimum charge per standard  $\frac{3}{4}$  inch meter. The remaining bill shall be based on the total consumption passing through the master meter times the unit commodity charge.
3. Should any portion of the development be sold, the owners shall be responsible for paying whatever additional costs would be involved in bringing the divided development into compliance.
4. Cost of service shall be included in the rent/lease of each unit, and no individual meters shall be allowed.

5. In the case of group mobile homes or apartment developments where ten (10) or fewer units are involved, and where ownership is in one party, the owner may elect to have a single meter used for the entire project. Where such election is made the owner shall comply with the conditions set forth as 1, 2, 3, and 4 above.

**G. PROFANE, INDECENT, AND THREATING CALL:**

It is against North Carolina General Statute 14-196 to use “profane, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone.”

If a call of this nature is received, do the following:

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller’s name, address and telephone number, if known. Report incident to your supervisor, including the above information.
3. If the calls continue, notify your supervisor.

Adopted this 16<sup>th</sup> Day of August, 2021.

\_\_\_\_\_  
AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

\_\_\_\_\_  
RICKY BULLARD, Chairman

/s/ RICKY BULLARD, Chairman

/s/ AMANDA B. PRINCE, Staff Attorney/Deputy Clerk

**MOTION:**

Commissioner Watts made a motion to accept the Customer Service Policy, seconded by Commissioner Smith. The motion unanimously passed.

**Agenda Item #22: WATER & SEWER DISTRICT V – RESOLUTION FOR MAINTENANCE AND UPKEEP FOR PUMP STATION AND FORCE MAINS INSTALLED TO SERVE OLD DOCK ELEMENTARY SCHOOL:**

**COLUMBUS COUNTY  
RESOLUTION FOR  
MAINTENANCE AND UPKEEP OF FOR PUMP STATION  
AND  
FORCE MAINS INSTALLED  
TO SERVE OLD DOCK ELEMENTARY SCHOOL  
CDBG-I Project No. 11-D-2944**

**WHEREAS**, Columbus County applied for and received \$1,100,000 in Community Development Block Grant (CDBG) Grant Funding from the North Carolina Department of Environmental Quality effective May 29, 2018 and Columbus

County also committed approximately \$383,000 in order to install one (1) wastewater pumping station and approximately 32,000 LF of 6-inch force main and appurtenances to serve Old Dock Elementary School; and,

**WHEREAS**, Columbus County will convey all sewer improvements made as a result of this project, over to Grand Strand Water and Sewer Authority for operation and maintenance of the system; and,

**WHEREAS**, Grand Strand Water and Sewer Authority agreed prior to the submittal of the Columbus County grant application to the CDBG Program and the State Water Infrastructure Authority to accept, maintain, and treat all public sewer received as a result of this project, and to own and maintain all lines and pump stations; and,

**WHEREAS**, in order to receive permitting for the Columbus County Old Dock Elementary School Wastewater Project, Grand Strand Water and Sewer Authority was required to commit to following all guidelines set forth in the permitting requirements by the North Carolina Division of Water Resources Water Quality Permitting Section (Permit No. WQ0039541 Modification); and,

**WHEREAS**, Columbus County Board of Education will grant Grand Strand Water and Sewer Authority, as part of this project, access to the wastewater pumping station and portion of the force main installed on the Old Dock Elementary School property for operation and maintenance services;

**NOW, THEREFORE, LET IT BE RESOLVED**, in accordance with sewer permitting regulations governing this project set forth by NCDEQ, Columbus County hereby conveys and assigns responsibilities relating to all maintenance and upkeep of wastewater pumping station, force main and associated appurtenances installed as a result of this project over to Grand Strand Water and Sewer Authority.

Adopted this the 16th day of August 2021.

\_\_\_\_\_  
Ricky Bullard, Chairman  
Columbus County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Amanda Prince, Staff Attorney/Clerk to the Board

/s/ **RICKY BULLARD, Chairman**

/s/ **AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

**MOTION:**

Commissioner McDowell made a motion to adopt the resolution, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #23: WATER & SEWER DISTRICT V – CLOSE-OUT OF OLD DOCK ELEMENTARY SCHOOL SEWER PROJECT:**

Columbus County, North Carolina  
CDBG-Infrastructure Project #11-D-2944  
Old Dock School Wastewater Extension Project  
Closeout Public Hearing Minutes  
August 16, 2021

The Columbus County Board of Commissioners conducted a Closeout Public Hearing on Monday, August 16, 2021 for the Community Development Block Grant-Infrastructure (CDBG-I)

Project that provided public sewer service to the Old Dock School located at 12489 New Britton Highway East, Whiteville, NC. The purpose of the public hearing was to inform the citizens of Columbus County of the accomplishments, beneficiaries and expenditures resulting from this project.

Board Members present were Ricky Bullard, Chairman, Jerome McMillian, Vice Chair, Chris Smith, Giles E. Byrd, Lavern Coleman, Brent Watts, and Charles T. McDowell.

County Staff Attorney/Clerk to Board Amanda Prince, was present to discuss the following project details:

I. Project Summary

Original Project Scope: The original project scope was to replace a 30-year-old Recirculating Sand Filtration wastewater treatment system at the Old Dock School. Because of the systems age, there was concern for the health and safety for the students, faculty, staff, and surrounding community. This system was last upgraded in 1995 and its reasonable usable life had been exceeded. Because of the limited remaining life expectancy of the system, the very close proximity to the school and students and the condition of the soils the Columbus County Board of Commissioners determined that the only plausible solution for the school's wastewater treatment was to connect to a public sewer system.

In order to provide an adequate wastewater disposal system for the Old Dock School, Columbus County proposed to construct an onsite wastewater pump station at the school and to construct approximately 32,000 feet of 6-inch diameter sewer force main to connect with an existing regional sewer system serving this section of the county.

Final Project Accomplishment and Expenditures: The final construction activities included the installation of 33,940 feet of 6-inch sewer force main and appurtenances and a wastewater pump station at the Old Dock School. The existing Recirculating Sand Filtration wastewater system was shut down and abandoned.

The total project costs were as follows:

Project Activity		Proposed Costs	Actual Costs
Construction		\$1,238,362.00	\$1,197,342.92
Engineering		\$199,838.00	\$199,838.00
Administration		\$81,450.00	\$81,450.00
Total		<u>\$1,519,650.00</u>	<b>\$1,478,630.92</b>

The total project revenues were as follows:

Project Component	CDBG-Infrastructure Funds	Columbus County Funds
Construction	\$1,100,000.00	\$97,342.92
Engineering	\$0.00	\$199,838.00
Administration	\$0.00	\$81,450.00
Total	\$1,100,000.00	\$378,630.92

**Total project benefit for Low to Moderate-Income Households:**

The CDBG program is predicated on providing benefit to Low to Moderate-Income (I-MI) persons and households. The minimum percentage of I-MI persons/households a recipient of CDBG funds must meet to qualify for funding is 51%. The LMI income limits are provided by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. These income limits are based on the most recent year's County Median Family Income (MH). Families with incomes 80% or less of the County MFI are considered I-MI.

The Columbus County CDBG-Infrastructure project was intended to provide improved wastewater treatment services students, faculty and staff of Old Dock School. The resulting beneficiaries of this project were as follows:

Income Levels	Persons Benefitting	Percentage of Total above MFI	Percentage of Total 80% or below MFI
Above MFI	283		
51-80% MFI	30		
30-50% MFI	129		18%
Less than 30% MFI	278		38%
Total	720	400/0	

As depicted in the table above, 60% of the persons associated with Old Dock School were considered to meet HUD I-MI income levels. It should be noted that income verification was accomplished through individual surveys conducted for all Old Dock School affected persons.

**II. Changes to the Project**

There were no changes to the project scope or beneficiaries as proposed. As noted above, the total expenditures for the project were \$41,019.08 below the original budget. The primary reason for the reduction in expenditures was a result of less requirements for driveway repair than was anticipated in the original cost estimates.

Further, there was an amendment to the original CDBG grant amount from \$1,000,000 to \$1,100,000. This resulted from additional deobligated CDBG funds

becoming available from the NC Department of Environmental Quality, Water Infrastructure Division.

### III. Project Monitoring

A final monitoring of the project was conducted by the NC Department of Environmental Quality, Water Infrastructure Division on April 8, 2021. This monitoring covered project compliance areas such as Financial, Fair Housing, Labor Standards, Procurement and CDBG program Compliance. The result of this monitoring was that Columbus County was in complete compliance with CDBG program requirements.

Additional information regarding this project is available from the Gail Edwards, Senior Advisor to the Manager, at (910) 640-6630. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed in writing to the address mentioned above within 10 business days or by August 26, 2021. A written response to the written complaints and/or grievances will be sent by the County within 10 business days, where practicable.

Motion was made by Commissioner Lavern Coleman to close the public hearing.

Motion was seconded by Vice Chairman Jerome McMillian to close the public hearing.

Motion to close the public hearing was carried unanimously.

APPROVED BY:

Amanda Prince

Amanda Prince, Staff Attorney/Deputy Clerk

Rick Bullard

Rick Bullard, Chairman



**NOTICE OF RESCHEDULED PUBLIC HEARING  
RELATIVE TO PROJECT CLOSE-OUT  
2011 COMMUNITY DEVELOPMENT BLOCK GRANT-INFRASTRUCTURE PROJECT  
OLD DOCK SCHOOL WASTEWATER EXTENSION  
COLUMBUS COUNTY, NC**

Notice is hereby given that the Columbus County Board of Commissioners will conduct a Close-out public hearing on Monday, August 16, 2021, at 6:30 PM, or as soon thereafter as the agenda will allow, at the County Commissioners Meeting Room located at 112 W. Smith St., Whiteville, NC. The purpose of this Close-out Public Hearing is to inform the citizens of Columbus County of the final accomplishments and expenditures of the 2011 CDBG-Infrastructure Project to extend wastewater collection service to the Old Dock Elementary School with funds received from the NC Department of Environmental Quality under Title I of the Housing and Community Development Act of 1974, as amended.

Columbus County received a total of \$1,100,000 in CDBG-Infrastructure grant funds from the NC Department of Environmental Quality to fund, in part, the wastewater extension project. These funds were combined with \$383,567.99 of County Funds for a total project cost of \$1,483,567.99.

The following is a summary of project costs:

<b>Project Component</b>	<b>CDBG-Infrastructure Funds</b>	<b>Columbus County Funds</b>
Sewer main and Pump station	\$1,100,000.00	\$102,969.74
Engineering Services	\$0.00	\$199,838.00
Administration Services	\$0.00	\$80,760.25
Total	\$1,100,000.00	\$383,567.99

The project eliminated a failing on-site septic disposal system located adjacent to Old Dock Elementary School that presented health and safety conditions for the students, teachers and staff of the school. Ultimately, approximately 720 persons representing the households of students, teachers and staff at Old Dock School benefitted from this project of which 60% were low to moderate-income, according to the U.S. Department of Housing and Urban Development income guidelines.

If additional information is needed, please contact the Columbus County Manager's Office at 910-640-6630. Formal written complaints or comments concerning this project that are submitted to the County Manager's Office prior to or following the public hearing will be responded to within ten working days by the appropriate County official.

Persons with disabilities or who otherwise need assistance should contact Gail Edwards, at 910-640-6630 or gedwards@columbusco.org (email), or TDD # 1-800-735-2962 at least 48 hours prior to the public hearing. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Gail Edwards, at 910-640-6630 or at 112 W. Smith St., Whiteville, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Gail Edwards, al 910-640-6630 o en 112 W. Smith St., Whiteville, NC (location), de alojamiento para esta solicitud.

Ricky Bullard, Chairman  
Columbus County Board of Commissioners

**MOTION:**

Commissioner McDowell made a motion to approve close-out of Old Dock Elementary School Sewer Project, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURNMENT:**

At 8:01 P.M., Commissioner Coleman made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

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**AMANDA B. PRINCE, Staff Attorney/Deputy Clerk**

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**RICKY BULLARD, Chairman**