

**COLUMBUS COUNTY BOARD OF COMMISSIONERS****Monday, June 6, 2022****6:30 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster Street, Whiteville, North Carolina 28472, for the purpose of conducting a Regular Session Meeting.

**COMMISSIONERS PRESENT:**

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

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
 Amanda B. Prince, **Staff Attorney/Clerk to Board**  
 Jay Leatherman, **Finance Director**  
 Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT:**

Chris Smith

**Agenda Item #1: MEETING CALLED to ORDER:**

At 5:46 P.M., Chairman Ricky Bullard called the Monday, May 2, 2022 Columbus County Board of Commissioners Regular Session Meeting to order.

**RECESS REGULAR SESSION and enter into CLOSED SESSION IN ACCORDANCE with N.C.G.S. § 143-318.11(A)(3) ATTORNEY-CLIENT PRIVILEGE:**

At 5:47 P.M., Commissioner McDowell 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, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #2: CLOSED SESSION IN ACCORDANCE WITH N.C.G.S. § 143.318.11(A)(3) ATTORNEY-CLIENT PRIVILEGE:**

No official action was taken.

**RECESS CLOSED SESSION:**

At 6:20 P.M., Commissioner McDowell made a motion to recess Closed Session, seconded by Commissioner Coleman. The motion unanimously passed.

**6:30 P.M. – PUBLIC HEARING – FY 2022-2023 Budget Ordinance:** the purpose of this Public Hearing is to receive oral and written comments from the public regarding the proposed FY 2022-2023 Budget Ordinance.

**PUBLIC HEARING OPENED:**

At 6:30 P.M., Chairman Bullard called the Public Hearing to order and opened the floor for comments.

**COMMENTS:**

**Emory Worley, 115 Tucker St, Whiteville, NC** stated the following:

- I thank you for letting us speak and leaving the meeting open so that we can speak.
- I also would like to thank you for supporting the Ramps and Rails community.
- We built a ramp this morning, 48 feet, for a proud lady who couldn't get down her steps to go anywhere.
- Every week we do that, I think we built 63 or 65 last year, and there are other groups in town who are doing that.
- I want to say thank you for supporting us, it is very important and we enjoy doing it.
- It's really a hobby or recreational thing for us.
- My concern tonight is about economic development.
- People in Whiteville are investing money in downtown Whiteville and opening businesses.
- They're putting their heart and their billfold into it, but if there aren't people shopping or there aren't people who can afford to shop then they won't have an existence.
- They're not going to make it.
- I don't know what's in the budget for economic development but I think we need to put some wheels on economic development in Whiteville.

- People need jobs and as you saw in the paper last week, we're losing population because they're going other places.
- I've heard these stories for a long time about things that are going to happen.
- And, maybe they are going to happen, I hope they do happen, but I haven't seen them happen.
- Maybe I'm just not in the right pipeline, but I ask you to please, please, review our economic development plans and funding so that we can get Columbus County on some wheels.
- Thank you very much.

**Dr. Marc Whichard, 1312 Spivey Rd, Whiteville, NC** stated the following:

- Mr. Chairman, Mr. Vice Chairman, members of the Board of County Commissioners, Mr. Madden, I would like to say thank you.
- This year during the budget preparation process, it has been a true pleasure to work with Mr. Madden.
- Mr. Leatherman and his entire team have met with us on a regular and ongoing basis.
- In fact, we've put together a group, where we work, talk and meet together monthly to discuss our needs; and this budget process this year, along with the one last year, was the most transparent, participatory processes that I've ever worked in, in my almost 24 years of education and working in business.
- And that's working with Pitt County Government and Edgecombe County Government; it has really been the best process I've seen overall.
- Thank you for your support to education, the amount of effort from the Commissioners, the amount of effort from Mr. Madden have been very impressive over the past several years, and on behalf of Whiteville City Schools I would just like to say thank you for your work towards improving education in this system.
- Thank you.

**Dr. Deanne Meadows, 817 Washington Street, Whiteville, NC** stated the following:

- In terms of the partnership that we have with the County we will be moving into our new building, hopefully within the next two months, that's our goal.
- I am here because I want to also say how much I appreciate the partnership we have with the county right now.
- The work of Mr. Madden and his staff has been very transparent, it's been very easy to work with them in terms of the budget process and anything else that we've done.
- We could not have this kind of partnership without Mr. Madden, his staff, but also the commissioners and their connection with our board of education.
- We really do appreciate that support.
- The budget this year, we need the help that you are going to provide to us, to be able to provide better door access controls at our schools.
- That's probably the biggest priority that we have right now, is trying to get new doors and that door access control so that no one can enter the buildings without actually being buzzed in at any of the doors.
- We appreciate the support because it will also help us recruit and retain staff.
- That was our other priority, so what you're doing in the budget or what is proposed in the budget will assist in that process.
- We know that we need, just as Mr. Worley was saying, we need people to come to this community and have jobs that are well paid and be able to support the community and support the economic development, and that's what we want to be able to do in terms of our education system.
- We're about educating kids but we also do employ people.
- We're one of the larger employers in the district, so we can help with economic development in that aspect.
- I want to say thank you, ahead of time, and we appreciate the relationship we have and the connection between the county and the school system.
- Thank you for your support in educating our kids.

**Dr. Chris English, 115 Miller Circle, Whiteville, NC** stated the following:

- It is an honor to stand before you tonight and on behalf of the board of trustees, faculty, staff and students I just want to say thank you.
- I say that because, and like the others have said, our partnership with the county, with the city schools, with the county schools, with Mr. Madden, and Mr. Leatherman is just phenomenal.
- They both have mentioned about our groups, and how we have come together and strategized about economic development and what that next workforce will look like.
- We're transparent with each other in what we want to do, we're not hiding back, because we know the pipeline exists from the school systems.
- Our goal is to get those who are unemployed or underemployed to good paying jobs.
- You know this and what I want to say is that this is your community college, this is your workforce training arm for this county and your investment goes so far at southeastern community college.
- We're so proud of the things that we have going on, we're starting automotive systems in the fall, we're working with you closely on that partnership right now for a temporary, maybe permanent lease option for us later on.
- Another great example has been our summer camps for welding, mechatronics, and construction trades that are full, busting at capacity.
- These are young students, young individuals that are coming through the pipeline from the high school.

- We can't do this work, without this partnership.
- It is so critical to us and economic and workforce development, so thank you for all that you do to support the college, but more than that to support this partnership that we have here at the county.
- Thank you.

**PUBLIC HEARING CLOSED:**

At 6:40 P.M., Commissioner McDowell made a motion to close the Public Hearing, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Items #3 and #4: INVOCATION and PLEDGE of ALLEGIANCE:**

The invocation was delivered by Commissioner Brent Watts. Everyone in attendance stood and pledged Allegiance to the Flag of the United States of America which was led by Commissioner Lavern Coleman.

**Agenda Item #5: BOARD MINUTES APPROVAL:**

- A. May 2, 2022 Closed Session Special Called Meeting
- B. May 2, 2022 Regular Session
- C. May 12, 2022 Preliminary Budget Meeting

**MOTION:**

Commissioner McDowell made a motion to approve the Board Minutes, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #6: APPROVAL of JUNE 6, 2022 AGENDA and CONSENT AGENDA ITEMS:**

**A. TAX REFUNDS AND RELEASES**

Name	Acct#	Date	Amt. Released	Prop. Value	Year	Bill#	Prop. #	User Fee	Late List	District	Discount	Total
Jacobs, Donna Jane 1356 Seven Creeks Hwy Whiteville, NC 28472	01-06756	5/16/2022	\$0.00	\$0.00	19-20	99999	00000	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Refund user fees. Home burned.												
Singletary, Sheila Gore 13246 Seven Creeks Hwy Tabor City, NC 28463	07-01060	5/16/2022	\$0.00	\$0.00	18-21	99999	00000	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
Refund user fees. No can at store.												

**B. MEMORIAL DAY PROCLAMATION**

**MEMORIAL DAY PROCLAMATION**

**WHEREAS**, since 1868, Americans have observed Memorial Day to honor the sacrifices of the brave women and men who gave their lives in defense of our great nation; **and**

**WHEREAS**, Columbus countians have proudly served and continue to serve in our nation's wars and conflicts, stepping into harm's way to protect our people, and safeguarding the ideals that have long sustained our democracy; **and**

**WHEREAS**, with courage and a love of country that knows no limits, America's women and men in uniform exemplify patriotism at its core, serving under the stars and stripes to embody the highest form of citizenship; **and**

**WHEREAS**, it is with heavy hearts and a sense of profound gratitude, we mourn these women and men who believed so deeply in what our country could be they were willing to give their lives to protect its promise; **and**

**WHEREAS**, our nation will never forget the valor and distinction of the women and men who defend freedom, justice, and peace; giving their last full measure of devotion for the values that bind us as one people; **and**

**WHEREAS**, in observance of Memorial Day, we pay solemn tribute to those brave Americans who laid down their lives to defend our freedom.

**NOW, THEREFORE, BE IT RESOLVED**, we, the Columbus County Board of Commissioners, proclaim May 30, 2022, as Memorial Day in Columbus County and commend its observance to all citizens.

**APPROVED and ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**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/Clerk |
| /s/ LATOYA WILLIAMS, Deputy Clerk | to the Board                              |

**C. ARMED FORCES DAY PROCLAMATION**

**ARMED FORCES DAY PROCLAMATION**

**WHEREAS**, from our earliest days as a fledgling republic, the United States has relied on the unwavering courage and patriotism of our women and men in uniform to sustain us through wars, emergencies, and challenges at home and abroad; **and**

**WHEREAS**, The United States Armed Forces are the greatest fighting force in the history of the world, defending universal values and advancing the cause of freedom around the globe; **and**

**WHEREAS**, serving at home and in posts around the world, our service members represent America as ambassadors of our principles, displaying the honor, duty, and discipline of the finest fighting force the world has ever known; **and**

**WHEREAS**, their professionalism and unwavering dedication to supporting and defending our Constitution has been vital in allowing our democracy to flourish, safeguarding peace and growing prosperity for our citizens, and giving hope to oppressed peoples or those facing tyranny abroad; **and**

**WHEREAS**, it is not just our troops who are called to serve and sacrifice, but also their families, who give our service members the love and support they need to carry on the fight; **and**

**WHEREAS**, on Armed Forces Day, we salute the Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen who perform their duties with impeccable courage, commitment, and character, and recognize our moral obligation to serve them and their families as well as they have served us.

**NOW, THEREFORE, BE IT RESOLVED**, we, the Columbus County Board of Commissioners, proclaim May 21, 2022, as Armed Forces Day in Columbus County and encourage all citizens to celebrate this occasion.

**APPROVED and ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**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/Clerk |
| /s/ LATOYA WILLIAMS, Deputy Clerk | to the Board                              |

**D. EMS WEEK PROCLAMATION**

**EMS WEEK PROCLAMATION**

**WHEREAS**, every day, in communities across the country, Emergency Medical Service (EMS) providers put themselves on the line to save lives, safeguard dangerous situations, and deliver hope to families and communities in crisis; **and**

**WHEREAS**, with selflessness, professionalism, and grace under fire, they provide essential care, never more so, than during our battle with COVID-19 over the past two years; **and**

**WHEREAS**, in the face of unprecedented challenges, their expertise, endurance, and hard work have been a literal lifeline for families in every community; **and**

**WHEREAS**, EMS providers, many of whom are volunteers, assume heightened risks associated with emergency care during a pandemic and spend countless hours away from families and friends in order to serve their communities; **and**

**WHEREAS**, through service, compassion, and dedication, they represent the very best of the American spirit, and we extend our deepest gratitude to all EMS providers.

**NOW, THEREFORE, BE IT RESOLVED**, we, the Columbus County Board of Commissioners, proclaim May 15 through May 22, 2022, as Emergency Medical Services Week in Columbus County and encourage all citizens to celebrate this occasion.

**APPROVED and ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**Columbus County Board of Commissioners**

/s/ **RICKY BULLARD, Chairman**

/s/ **CHRIS SMITH**

/s/ **LAVERN COLEMAN**

/s/ **CHARLES T. MCDOWELL**

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

/s/ **LATOYA WILLIAMS, Deputy Clerk**

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

/s/ **GILES E. BYRD**

/s/ **BRENT WATTS**

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

/s/ **AMANDA B. PRINCE, Staff Attorney/Clerk to the Board**

**E. NATIONAL FOSTER CARE MONTH PROCLAMATION**

**NATIONAL FOSTER CARE MONTH PROCLAMATION**

**WHEREAS**, there are over 400,000 children in the foster care system in the United States, over 12,000 in the state of North Carolina, and currently 131 in Columbus County, all in need of a permanent home; **and**

**WHEREAS**, only half of children in foster care complete high school by age 18, and less than 5 percent graduate college. Young people who age out of foster care without a permanent home are often at higher risk of entering the criminal justice system and can face greater challenges to completing an education, obtaining high-quality health care, and securing gainful employment; **and**

**WHEREAS**, it is our duty to help vulnerable children, child welfare professionals, and the families they serve. Every child deserves to grow up in a supportive, loving home where they can thrive and prosper; **and**

**WHEREAS**, family is the bedrock of the American story and the commitment and dependability it provides can give foster youth the support they need to lead productive and fulfilling lives, limited by nothing but the power of their imaginations and the scope of their dreams; **and**

**WHEREAS**, this month, and every month, we should pay tribute to the children in foster care, and the dedicated parents and professionals who tirelessly work to shape their lives.

**NOW, THEREFORE, BE IT RESOLVED**, we, the Columbus County Board of Commissioners, proclaim the month of May as National Foster Care Month in Columbus County and encourage all citizens to celebrate foster youth and the people who provide them with love and support.

**APPROVED and ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**Columbus County Board of Commissioners**

/s/ **RICKY BULLARD, Chairman**

/s/ **CHRIS SMITH**

/s/ **LAVERN COLEMAN**

/s/ **CHARLES T. MCDOWELL**

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

/s/ **LATOYA WILLIAMS, Deputy Clerk**

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

/s/ **GILES E. BYRD**

/s/ **BRENT WATTS**

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

/s/ **AMANDA B. PRINCE, Staff Attorney/Clerk to the Board**

**F. RESILIENT & THRIVING COMMUNITIES WEEK PROCLAMATION**

**RESILIENT & THRIVING COMMUNITIES WEEK 2022**

**WHEREAS**, resilient and thriving communities are vital to our county's future health, success, and prosperity to ensure a strong foundation for everyone at all ages and stages of life; **and**

**WHEREAS**, the science is clear that resilience is built, and that communities and systems play a key role in promoting safe, secure, nurturing environments for all; **and**

**WHEREAS**, adverse childhood and life experiences, adverse community environments, and adverse climate events impact overall quality of life and wellbeing of an entire community; **and**

**WHEREAS**, it is our collective responsibility to promote positive experiences, secure relationships, and supportive environments to buffer stress and adversity; **and**

**WHEREAS**, investing in policies, programs, and strategies that address adversity and strengthen community resilience is essential to the health of our county; **and**

**WHEREAS**, the Columbus County Board of Commissioners encourage all agencies, schools, faith-based organizations, healthcare systems, elected leaders, businesses, and individuals to collaborate to strengthen our communities; **and**

**NOW, THEREFORE**, we, the Columbus County Board Commissioners do hereby proclaim June 6 through June 12, as Resilient & Thriving Communities Week in Columbus County and encourage all residents to become informed about the impact of adversity to create a county aware of and actively practicing resilience strategies that benefit all individuals toward communities of hope and healing.

**ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**Columbus County Board of Commissioners**

- |  |  |
|--|--|
| <b>/s/ RICKY BULLARD, Chairman</b>       | <b>/s/ JEROME MCMILLIAN, Vice Chairman</b>       |
| <b>/s/ CHRIS SMITH</b>                   | <b>/s/ GILES E. BYRD</b>                         |
| <b>/s/ LAVERN COLEMAN</b>                | <b>/s/ BRENT WATTS</b>                           |
| <b>/s/ CHARLES T. MCDOWELL</b>           | <b>/s/ EDWIN H. MADDEN, Jr., Manager</b>         |
| <b>/s/ BOYD WORLEY, Board Attorney</b>   | <b>/s/AMANDA B. PRINCE, Staff Attorney/Clerk</b> |
| <b>/s/ LATOYA WILLIAMS, Deputy Clerk</b> | <b>to the Board</b>                              |

**G. PROCLAMATION HONORING THE SERVICE OF MR. AMON MCKENZIE**

**PROCLAMATION HONORING MR. AMON MCKENZIE**

**WHEREAS**, Amon McKenzie, born and raised in Columbus County, attended Mt. Olive High School where he graduated in 1965; **and**

**WHEREAS**, Amon, following graduation, enlisted in the United States Army, dedicating over two decades of his life in service to his country, where he earned over 60 awards and decorations including two Bronze Stars and two Meritorious Service Medals; **and**

**WHEREAS**, after 24 years of military service that included wartime duty in Vietnam, Amon returned home to Columbus County, where he joined the National Association for the Advancement of Colored People (NAACP), serving as a member for over 28 years and as their local chapter president since 1993; **and**

**WHEREAS**, Amon, devoted to his community, ran for and was elected to the position of Columbus County Commissioner for District I in 1998 where he served his county for 20 years, helping the Board usher through numerous positive changes for Columbus County, including: consolidating the county school system to K-8 and 9-12 grade schools, providing homes for the homeless and housing assistance funds for those devastated by hurricanes, and improving the county water system; **and**

**WHEREAS**, Amon is being honored by the NAACP on June 11<sup>th</sup>, 2022 for his dedicated service to his community.

**NOW, THEREFORE**, we, the Columbus County Board Commissioners do hereby congratulate him on this recognition and thank him for his service to his community.

**ADOPTED this the 6<sup>th</sup> day of June, 2022.**

**Columbus County Board of Commissioners**

- |                                    |  |
|------------------------------------|--|
| <b>/s/ RICKY BULLARD, Chairman</b> | <b>/s/ JEROME MCMILLIAN, Vice Chairman</b> |
|------------------------------------|--|

/s/ CHRIS SMITH  
 /s/ LAVERN COLEMAN  
 /s/ CHARLES T. MCDOWELL  
 /s/ BOYD WORLEY, Board Attorney  
 /s/ LATOYA WILLIAMS, Deputy Clerk

/s/ GILES E. BYRD  
 /s/ BRENT WATTS  
 /s/ EDWIN H. MADDEN, Jr., Manager  
 /s/ AMANDA B. PRINCE, Staff Attorney/Clerk  
 to the Board

**MOTION:**

Commissioner Byrd made a motion to approve the Agenda and consent agenda items, seconded by Commissioner McDowell. The motion unanimously passed.

**Agenda Item #7: PUBLIC INPUT:**

Chairman Bullard opened the floor for Public Comment.

**Shannon Worrell, 719 Whitehall Rd, Whiteville, NC** stated the following:

- I just wanted to come before the Board and give you a couple of updates as far as Lake Waccamaw EMS.
- As you know we've had 3 significant water events in the course of the early part of this summer.
- I wanted to thank you because the county staff and the commissioners showing up on scene, helping us out, providing meals, providing support services has been greatly appreciated and definitely noticed.
- On behalf of our department, I wanted to let you know that as of today, Lake Waccamaw EMS has purchased a personal watercraft for quick response for events on the lake that will be stationed.
- We're working on something right now that will be on the lake 24 hours a day, 7 days a week during the summertime.
- The purpose of it is to get people out there, I'm hoping to mount it with Sidescan Sonar as well.
- We were able to purchase that through a recent fundraiser we did, a mail-out fundraiser, so it was not out of our county budget, but through the donations of our local people.
- I hope that's not confused, and I didn't know she was going to be here tonight, but Chief Nance from the fire department, she is also working on trying to get, and not speaking for her, I hope she doesn't mind, she's hoping to get a personal watercraft.
- Her and I have talked about putting one on each side of the lake, the locations that we're talking about would be on opposite sides and would cover it pretty strongly.
- We utilize the community, many of those guys are asking for help right now, I don't know if you know of any potential help that they may get but we're in complete support of her agency getting the same so that we can continue to work together.
- The togetherness of the two departments at the lake and the outside agencies who have come in to help, both in county and out of county, including the Columbus County Sheriff's Department with their dive team and we have an amazing relationship with them.
- We support everything the town fire department, the Sheriff's Department and our secondary agencies throughout the county are doing for us.
- Just ask that if you see a way, whether it's through the county or any way that you can, to assist the Lake Waccamaw Fire Department in purchasing the same thing we were able to, I think it will actually help to speed up our response.
- Lastly, not to get too personal with it, but this week we had a drowning on the lake, the recovery time, because of the county and the education that's been provided, the amount of stuff we have in this county right now, unfortunately we were not able to save the victim, in my opinion he was drowned at the time of the 911 call.
- I don't know that for sure, but we had 1 hour between the 911 call and recovering the body.
- The guy that's with me, Lamar, I put him and my wife Lynn on a jet ski and they were able to get out and relay information back to Brandie.
- It was a great event with a poor outcome.
- But it was due to the county that you guys are providing for us, and the knowledge that your 911 center has given us through their equipment and bringing in new technology.
- I appreciate it.

**Agenda Item #8: EMPLOYEE SPOTLIGHT – LENNIE CARTRETTE:**

County Manager Eddie Madden spotlighted Columbus County Sheriff's Office Senior Detention Officer, Mr. Lennie Cartrette.

**County Manager Eddie Madden**, stated the following:

- It's my pleasure to recognize Officer Lennie Cartrette.
- Officer Cartrette is here this evening and he is our spotlight recipient for this meeting.
- Officer Cartrette works for the Columbus County Detention Center and was recommended for this recognition by Major Bobby Faulk.
- Officer Cartrette has worked with Columbus County since 2009.

- He is primarily tasked with transporting inmates across the state for the purpose of housing, hearings and other judicial processes.
- He is always willing to help his fellow officers and is often called in on his days off to cover shifts for others.
- According to Major Faulk, Officer Cartrette makes it his personal goal to go above and beyond and always be the first to help when he is needed.
- For these and many other reasons we are honored to recognize Officer Lennie Cartrette as tonight’s Employee Spotlight recipient and we thank you for your service.

**Agenda Item #9: ADMINISTRATION – DISCUSSION and ADOPTION of FY 2022/2023 OPERATING BUDGET:**

Eddie Madden, County Manager, presented the Columbus County 2022-2023 Operating Budget and with the following Budget Ordinance. (The required Public Hearing was conducted today, at 6:30 P.M.).

**BUDGET ORDINANCE FISCAL YEAR 2022-2023  
COLUMBUS COUNTY, NORTH CAROLINA**

**BE IT ORDAINED** by the Board of Commissioners of Columbus County:

**SECTION I.** The following amounts are hereby appropriated in the General Fund for the operation of the Columbus County government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the same being adopted by department or agency and line item within each fund as listed in the following summary and schedules:

**General Government:**

Governing Body	
Administration	
Personnel	
County Garage	
Elections	
Finance	
Tax Administration	
Management Information Systems	
Legal & Professional	
Register of Deeds	
Public Buildings	
Total General Government	<u>\$ 8,473,284</u>

**Public Safety:**

Sheriff	
Sheriff’s Department Grant	
Law Enforcement Center	
Emergency Services	
Fire, Rescue, EMS	
Inspections	
Animal control	
Total Public Safety	<u>\$17,487,377</u>

**Economic and Physical Development:**

Economic Development/Planning	
Cooperative Extension	
Soil Conservation	
Airport	
Total Economic and Physical Development	<u>\$ 2,672,049</u>

**Human Services:**

Health	
Coroner and Medical Examiner	
Veteran Services	
Public Assistance Programs	
Special Assistance to the Aging/Senior Centers	
Total Human Services	<u>\$20,064,845</u>

**Cultural and Recreational:**

Recreation	
Library	
Total Cultural and Recreational	<u>\$ 2,325,302</u>

**Education (See Details under Section 30 of this ordinance):**

Public Schools	
Community College	
Total Education	<u>\$15,825,188</u>

**Special Appropriations** \$ 1,024,128

**Debt Service** \$ 2,260,538

**Transfer to other funds** \$ 94,036

**Total Appropriations – General Fund** \$70,226,747

**SECTION 2:** It is estimated that the following General Fund revenues will be available for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Ad Valorem Taxes	\$38,752,232
Sales and Use Taxes	13,633,601
Fees and Charges	4,978,088
Other Revenue	621,419
Intergovernmental Revenue – Federal, State, Other	11,560,880
Transfers from Other Funds	<u>680,527</u>
<b>Total Estimated Revenues – General Fund</b>	<u><u>\$70,226,747</u></u>

**SECTION 3:** The following amount is hereby appropriated in the Debt Service Fund (#30) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Debt Service	<u>\$15,536,002</u>
<b>TOTAL APPROPRIATION – DEBT SERVICE FUND</b>	<u><u>\$15,536,002</u></u>

**SECTION 4:** It is estimated that the following revenues will be available in the Debt Service Fund (#30) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

USDA Loan Proceeds	\$11,100,000
Sales Tax	1,315,776
Transfer from General Fund	2,260,538
Transfer from Water Fund	<u>859,688</u>
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<u><u>\$15,536,002</u></u>

**SECTION 5:** The following amounts are hereby appropriated in the Fire Districts Fund (#28) for the operation of fire departments for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Evergreen Fire District	\$79,745
St. James Fire District	25,074
North Whiteville Fire District	196,748
Nakina Fire District	119,072
Old Dock Fire District	68,733
Hallsboro Fire District	73,291
Roseland Fire District	97,675
Yam City Fire District	153,466
Acme Delco Fire District	436,785
Klondyke Fire District	141,735
Coles Service Fire District	100,589

Cerro Gordo Fire District	98,580
Williams Township Fire District	120,729
White Marsh-Welch Fire District	56,710
Brunswick Fire District	178,630
Bolton Fire District	48,243
Buckhead Fire District	23,851
Remit to District	<u>15,041</u>
<b>TOTAL ALL FIRE DISTRICTS</b>	<b><u>\$2,034,697</u></b>

**SECTION 6:** It is estimated that the following revenues will be available in the Fire Districts Fund (#28) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Special Fire Tax	<u>\$2,034,697</u>
<b>TOTAL ESTIMATED REVENUE – FIRE DISTRICT</b>	<b><u>\$2,034,697</u></b>

**SECTION 7:** The following amounts are hereby appropriated in the Rescue Fund (#26) for the operation of the rescue departments for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Cerro Gordo Rescue	\$78,582
Acme Delco Riegelwood Rescue	78,582
Buckhead Rescue	78,582
Chadbourn; Rescue	78,582
Fair Bluff Rescue	78,582
Lake Waccamaw Rescue	78,582
Nakina Rescue	78,582
Tabor City Rescue	78,582
Remit to District	<u>221,025</u>
<b>TOTAL ALL RESCUE UNITS</b>	<b><u>\$849,681</u></b>

**SECTION 8:** It is estimated that the following revenues will be available in the Rescue Fund (#26) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

County Rescue Tax \$0.02	\$628,656
Special District Tax – Whiteville	<u>221,025</u>
<b>TOTAL ESTIMATED REVENUE – RESCUE FUND</b>	<b><u>\$849,681</u></b>

**SECTION 9:** The following amounts are hereby appropriated in the NC 911 Fund (#44) for the emergency telephone system for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Emergency Telephone System	<u>\$694,600</u>
<b>TOTAL APPROPRIATIONS – NC 911 FUND</b>	<b><u>\$694,600</u></b>

**SECTION 10:** It is estimated that the following revenues will be available in the NC 911 Fund (#44) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

NC 911 Board Revenues	<u>\$694,600</u>
<b>TOTAL ESTIMATED REVENUE – NC 911 FUND</b>	<b><u>\$694,600</u></b>

**SECTION 11:** The following amounts are hereby appropriated in the Tabor City Incubator Fund (#67) for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Tabor City Incubator Project	<u>\$30,000</u>
<b>TOTAL APPROPRIATIONS – TABOR CITY INCUB.</b>	<b><u>\$30,000</u></b>

**SECTION 12:** It is estimated that the following revenues will be available in the Tabor City Incubator Fund (#67) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Rents	\$24,000
Other funds	<u>6,000</u>
<b>TOTAL ESTIMATED REVENUE– TABOR CITY INCUB.</b>	<b><u>\$30,000</u></b>

**SECTION 13:** The following amounts are hereby appropriated in the Transportation Fund (#68) for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transportation expenditures	<u>\$1,166,568</u>
<b>TOTAL APPROPRIATIONS – TRANSPORTATION</b>	<b><u>\$1,166,568</u></b>

**SECTION 14:** It is estimated that the following revenues will be available in the Transportation (#68) Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

NC DOT funds	\$763,583
CARES Act reimbursement	235,183
Interagency transportation revenues	48,362
CCIT – Gasoline reimbursement	75,047
Appropriated Fund Balance	4,024
Transfer from General Fund	<u>40,369</u>
<b>TOTAL ESTIMATED REVENUE – TRANSPORTATION</b>	<b><u>\$1,166,568</u></b>

**SECTION 15:** The following amounts are hereby appropriated in the Tax Revaluation Fund (#20) for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Tax Revaluation	<u>\$ 20,000</u>
<b>TOTAL APPROPRIATIONS – TAX REVALUATION</b>	<b><u>\$ 20,000</u></b>

**SECTION 16:** It is estimated that the following revenues will be available in the Tax Revaluation Fund (#20) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Transfer from General Fund	<u>\$ 20,000</u>
<b>TOTAL ESTIMATED REVENUE – TAX REVALUATION</b>	<b><u>\$ 20,000</u></b>

**SECTION 17:** The following amounts are hereby appropriated in the Fines & Forfeitures Fund (#12) for redistribution to the County Schools for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

CSC Fines & Forfeitures	<u>\$141,000</u>
<b>TOTAL APPROPRIATIONS – FINES &amp; FORFEITURES</b>	<b><u>\$141,000</u></b>

**SECTION 18:** It is estimated that the following revenues will be available in the Fines & Forfeitures Fund (#12) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

CSC Fines & Forfeitures	<u>\$141,000</u>
<b>TOTAL ESTIMATED REVENUE–FINES &amp; FORFEITURES</b>	<b><u>\$141,000</u></b>

**SECTION 19:** The following amounts are hereby appropriated in the HUD Fund (#50) for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

HUD expenses	<u>\$1,862,900</u>
<b>TOTAL APPROPRIATIONS – HUD</b>	<b><u>\$1,862,900</u></b>

**SECTION 20:** It is estimated that the following revenues will be available in the HUD Fund (#50) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

HUD annual contract	\$1,518,500
Appropriated Fund Balance	115,050
Admin and other revenue earned	<u>229,350</u>
<b>TOTAL ESTIMATED REVENUE – HUD</b>	<b><u>\$1,862,900</u></b>

**SECTION 21:** The following amounts are hereby appropriated in the various Columbus County Water Districts for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Water District 1 (#60) Operations	\$ 813,950
Water District 2 (#61) Operations	872,933
Water District 2 (#61) Transfer to Debt Service Fund	349,750
Water District 3 (#62) Operations	482,950
Water District 3 (#62) Transfer to Debt Service Fund	279,263
Water District 4 (#63) Operations	908,500
Water District 5 (#64) Operations	513,925
Water District 5 (#64) Transfer to Debt Service Fund	<u>249,425</u>
<b>TOTAL APPROPRIATIONS – WATER FUND</b>	<b><u>\$4,470,696</u></b>

**SECTION 22:** It is estimated that the following revenues will be available in the Columbus County Water Districts Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

District 1 – Water sales (#60)	\$ 725,700
District 1 – Other fees (#60)	88,250
District 2 – Water sales (#61)	1,063,950
District 2 – Other fees (#61)	158,733
District 3 – Water sales (#62)	634,680
District 3 – Other fees (#62)	29,700
District 3 – Appropriated Retained Earnings	97,833
District 4 – Water sales (#63)	854,850
District 4 – Other fees (#63)	53,650
District 5 – Water sales (#64)	701,100
District 5 – Other fees (#64)	<u>62,250</u>
<b>TOTAL ESTIMATED REVENUE – WATER FUND</b>	<b><u>\$4,470,696</u></b>

**SECTION 23:** The following amounts are hereby appropriated in the Solid Waste Fund (#69) for the operation of County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Solid Waste Fund expenses	<u>\$6,016,446</u>
<b>TOTAL APPROPRIATIONS – SOLID WASTE FUND</b>	<b><u>\$6,016,446</u></b>

**SECTION 24:** It is estimated that the following revenues will be available in the Solid Waste Fund (#69) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Landfill User Fees	\$4,778,446
Tipping Fees	1,090,500
Miscellaneous Fees	<u>147,500</u>
<b>TOTAL ESTIMATED REVENUES – SOLID WASTE</b>	<b><u>\$6,016,446</u></b>

**SECTION 25:** The following amounts are hereby appropriated in the Municipal Tax Fund (#27) for distribution to the following municipalities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Reiglewood Sanitary District	\$ 83,784
Drainage/Dunn Swamp	\$ 11,334
Bolton	\$ 108,264
Brunswick	\$ 111,889
Cerro Gordo	\$ 19,848
Chadbourn	\$ 585,880
Fair Bluff	\$ 299,100
Lake Waccamaw	\$ 597,855
Tabor City	\$1,230,153
Whiteville	\$3,105,048
Sandy Field	\$ 86,536
Boardman	<u>\$ 3,586</u>
<b>TOTAL APPROPRIATIONS – MUNICIPAL TAX</b>	<b><u>\$6,243,277</u></b>

**SECTION 26:** It is estimated that the following revenues will be available in the Municipal Tax Fund (#27) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Municipal Tax	<u>\$6,243,277</u>
<b>TOTAL ESTIMATED REVENUES – MUNICIPAL TAX</b>	<b><u>\$6,243,277</u></b>

**SECTION 27:** The following amounts are hereby appropriated in the Entrepreneurship Center Fund (#96) for the operation for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Entrepreneurship Center Expenses	<u>\$486,000</u>
<b>TOTAL APPROPRIATIONS – ENTREPRENEURSHIP</b>	<b><u>\$486,000</u></b>

**SECTION 28:** It is estimated that the following revenues will be available in the Entrepreneurship Center Fund (#96) for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Grant Revenues	\$450,000
Rents	<u>\$ 36,000</u>
<b>TOTAL ESTIMATED REVENUES –ENTREPRENEURSHIP</b>	<b><u>\$486,000</u></b>

**SECTION 29: Tax Levy** There is hereby levied for the Fiscal Year 2022-2023 a tax rate of **\$0.805** per \$100 of assessed valuation all of which is levied in the General Fund. Discounts will be allowed for early payment of taxes. The rate is based on an estimated collection rate of 97.78 percent and an estimated total valuation of property for the purpose of taxation of \$4,013,022,388.

There are hereby levied taxes at the rates indicated below per \$100 valuation of property located within the Fire Districts indicated below for the purpose of providing revenue for said Fire Districts.

<u>Fire District</u>	<u>Levied Tax Rate</u>
Evergreen Fire District	0.08
St. James Fire District	0.06
North Whiteville Fire District	0.08
Nakina Fire District	0.08
Old Dock Fire District	0.08
Hallsboro Fire District	0.06
Roseland Fire District	0.08
Yam City Fire District	0.10
Acme Delco Fire District	0.12
Klondyke Fire District	0.07
Coles Service Fire District	0.10
Cerro Gordo Fire District	0.10
Williams Township Fire District	0.06
White Marsh-Welch Fire District	0.08
Brunswick Fire District	0.07
Bolton Fire District	0.10
Buckhead Fire District	0.06
Remit to District	0.08

**SECTION 30:** The mileage reimbursement rate is per the IRS standard mileage rate.

**SECTION 31:** The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. The Budget Officer may transfer amounts between objects of expenditures and revenues within a function without limitation. The Finance Director or their designee is approved to transfer amounts between expenditures within the same cost center.
- b. The Budget Officer may transfer amounts up to \$24,999 between functions of the same fund. Amount of transfers in excess of \$25,000 between functions must be submitted to the Board of Commissioners for their approval.
- c. The Budget Officer may not transfer any amount between funds without action of the Board of Commissioners.

**SECTION 32:** The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Commissioners. Any advance that extends beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

**SECTION 33:** The hiring for new positions and the effective date of the COLA should be no earlier than July 1, 2022, and may be further delayed at the County Manager’s discretion.

**SECTION 34:** In accordance with the School Budget and Fiscal Control Act contained in G. S. 115-429 and G.S. 115C-430 of the General Statutes, the Board of Education appropriation is allocated as follows for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Current Expenses (Expended in the General Fund)	
Columbus County Schools	\$6,128,175
Whiteville City Schools	\$2,533,258
Southeastern Community College	\$1,779,580
Capital Outlay (Expended in the General Fund):	
Columbus County Schools	\$1,027,356
Whiteville City Schools	\$ - 0 -
Southeastern Community College	\$ 278,695
Debt Service (Expended in the Debt Service Fund):	
Columbus County Schools	\$ 631,461
Whiteville City Schools	\$ 684,315
Article 40 (Expended in the General Fund):	
Columbus County Schools	\$ 674,906
Whiteville City Schools	\$ 273,519
Article 42 (Expended in the General Fund):	
Columbus County Schools	\$1,186,746
Whiteville City Schools	\$ 482,177
ABC Profit Distributions	
Columbus County Schools	\$ 102,089
Whiteville City Schools	\$ 42,911
CSC Fines & Forfeitures	
Columbus County Schools	\$ 99,273
Whiteville City Schools	\$ 41,727
Total Disbursed to Units	
Columbus County Schools	\$9,218,545
Whiteville City Schools	\$3,373,592
Southeastern Community College	<u>\$2,058,275</u>
	\$14,650,412
Total Debt Service	
Columbus County Schools	\$ 631,461
Whiteville City Schools	<u>\$ 684,315</u>
	\$1,315,776
Grand Total Education Spending	<u><u>\$15,966,188</u></u>

**SECTION 35:** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Commissioners and to the Budget Officer and Finance Director to be kept on file by them for their direction in the disbursement of funds.

**SECTION 36:** There is hereby established, for the Fiscal Year 2022-2023, various fees and charges as set forth in the attached Columbus County Fee Schedule, effective July 1, 2022 that is hereby incorporated into this Budget Ordinance.

This Ordinance shall become effective on July 1, 2022.  
Adopted this the 6<sup>th</sup> day of June 2022.

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

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

**MOTION:**

Vice Chairman McMillian made a motion to adopt the FY 2022/2023 Operating Budget, seconded by Commissioner Watts. **Commissioner Smith called in to participate in this vote.** The motion unanimously passed.

**Agenda Item #10: TRANSPORTATION – APPROVAL OF GRANT APPLICATION:**

Joy Jacobs, Director, requested Board approval.

**EEO QUESTIONNAIRE**

**Threshold Requirements: Any applicant, recipient, or sub-recipient is required to comply with program requirements in Chapter III if it meets the following thresholds:**

- a. Employees 100 (+) or more transit-related employees\*; and
- b. Requests or receives capital or operating assistance under Sections 3, 4(i), or 9 of the FTA; assistance under 23 U.S.C. 142(a)(2) or 23 U.S.C. 103(e)(4), or any combination thereof, in excess of \$1 million in the previous Federal fiscal year; or
- c. Request and receives planning assistance under Sections 8 and/or 9 in excess of \$250,000 in the previous Federal fiscal year.

**Transit systems with 50 – 99 employees must keep a plan on file for review at next site visit.**

Name of Organization: Columbus County Transportation

\_\_\_\_\_ State DOT    \_\_\_\_\_ MPO     X  Transit Agency    \_\_\_\_\_ City

TrAMS ID: \_\_\_\_\_ (if applicable)

- 1. How many employees do you have in your organization?  15
- 2. How many of those employees are \*transit related?  15

**\*A transit related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency’s mass transit operation funded by FTA. For example, a city planner involved in a planning bus routes would be counted as part of the recipient’s work force, but a city planner involved in land use would not be counted.**

**\*\*If EEO requirement is not applicable check here  X , sign at the bottom, and submit, otherwise complete remaining questions.**

- 3. How much did your organization receive in capital or operating assistance the previous fiscal year?

\_\_\_\_\_

4. How much did your organization receive in planning assistance the previous fiscal year?

\_\_\_\_\_

5. Does your agency submit an EEO Program? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is the date of your last submission? \_\_\_\_\_

6. Do you contract out any of your transit services? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, skip to question 7. If yes,

a. What is the name of agency (s)? \_\_\_\_\_

b. How much does the agency receive in capital or operating assistance? \_\_\_\_\_

c. How much does the agency receive in planning assistance? \_\_\_\_\_

d. How many transit employees does the agency have? \_\_\_\_\_

e. Does the agency submit an EEO Program to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is the date of their last EEO submission? \_\_\_\_\_

7. What is the date of your last Triennial Review (If applicable)? \_\_\_\_\_

a. Were there any deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s) \_\_\_\_\_

\_\_\_\_\_

b. Are any of the deficiencies still open \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s)? \_\_\_\_\_

\_\_\_\_\_

8. What is the date of your last State Management review (If Applicable)? \_\_\_\_\_

a. Were there any deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s) \_\_\_\_\_

\_\_\_\_\_

b. Are any of the deficiencies still open \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s)? \_\_\_\_\_

\_\_\_\_\_

9. Has your agency participated in an EEO compliance review? \_\_\_\_\_

If yes,

a. Were there any deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s) \_\_\_\_\_

\_\_\_\_\_

b. Are any of the deficiencies still open \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, in what area(s)? \_\_\_\_\_

\_\_\_\_\_

I declare (or certify, verify, or state) that the foregoing is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title Chairman, Columbus County Commissioners

### FY 2024 Delegation of Authority

Date: \_\_\_\_\_

I Ricky Bullard Chairman, Columbus County Commissioners  
(Authorized Official's Typed/Printed Name) (Authorized Official's Title and Agency)

as the designated party Columbus County  
(Grant recipient/Applicant Agency)

with authority to submit funding applications and enter into contracts with the North Carolina Department of Transportation and execute all agreements and contracts with the NCDOT Integrated Mobility Division hereby delegate authority to the individual(s) filling the positions as indicated below:

**Primary Designee:** Joy Jacobs, Director  
(Name and Primary Designee's Position Title)

Columbus County Transportation  
(Primary Designee's Agency)

- Reimbursement Requests:  Yes  No
- Budget Revisions:  Yes  No
- Budget Amendments:  Yes  No
- Period of Performance Extensions:  Yes  No
- Other \_\_\_\_\_:  Yes  No

**Alternate Designee #1** Jay Leatherman, Interim Finance Director  
(Alternate Designee's Name and Position Title)

Columbus County  
(Alternate Designee's Agency)

- Reimbursement Requests:  Yes  No
- Budget Revisions:  Yes  No
- Budget Amendments:  Yes  No
- Period of Performance Extensions:  Yes  No
- Other \_\_\_\_\_:  Yes  No

**Alternate Designee #2:** Edwin H Madden Jr, County Manager  
(Alternate Designee's Name and Position Title)

Columbus County  
(Alternate Designee's Agency)

Reimbursement Requests:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Budget Revisions:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Budget Amendments:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Period of Performance Extensions:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other _____:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Signature: \_\_\_\_\_

**DBE GOOD FAITH EFFORTS CERTIFICATION**

This is to certify that in all purchase and contract selections (*Legal Name of Applicant*) Columbus County is committed to and shall make good faith efforts to purchase from, and award contracts to, Disadvantaged Business Enterprises (DBEs).

**DBE good faith efforts will include the following items that are indicated by check mark(s) or narrative:**

Required by IMD	Check all that apply	Description
*	<input checked="" type="checkbox"/>	Write a letter/email to Certified DBEs in the service area to inform them of purchase or contract opportunities;
*	<input checked="" type="checkbox"/>	Document telephone calls, emails and correspondence with or on behalf of DBEs;
	<input type="checkbox"/>	Advertise purchase and contract opportunities on local TV Community Cable Network;
*	<input checked="" type="checkbox"/>	Request purchase/contract price quotes/bids from DBEs;
	<input type="checkbox"/>	Monitor newspapers for new businesses that are DBE eligible
*	<input checked="" type="checkbox"/>	Encourage interested eligible firms to become NCDOT certified. Interested firms should contact the office of contractual services at (919) 707-4800 for more information
*	<input checked="" type="checkbox"/>	Encourage interested firms to contact the Office of Historically Underutilized Businesses at (919) 807-2330 for more information
*	<input checked="" type="checkbox"/>	Consult NCDOT Certified DBE Directory. A DBE company will be listed in the DBE Directory for each work type or area of specialization that it performs. You may obtain a copy of this directory at <a href="https://www.ebs.nc.gov/ VendorDirectory/default.html">https://www.ebs.nc.gov/ VendorDirectory/default.html</a>
	<input type="checkbox"/>	Other efforts: Describe:
	<input type="checkbox"/>	Other efforts: Describe:

You may obtain a copy of the USDOT Disadvantaged Business Enterprise Program Title 49 Part 26 at <https://www.ebs.nc.gov/ VendorDirectory/default.html>

**Reminder: Documentation of all good faith efforts shall be retained for a period of five (5) years following the end of the fiscal year.**

I certify that, to the best of my knowledge, the above information describes the DBE good faith efforts.

Signature of Authorized Official	Date
<u>Ricky Bullard, Chairman, Columbus County Commissioners</u>	
Type Name and Title of Authorized Official	

**Columbus County Transportation**

**Conflict of Interest Policy**

Created May 8<sup>th</sup>, 2006

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- His or her partner, or
- An organization that employs, or is about to employ, any of the above.

The agency’s officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.

Grantees may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.]

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Annual Education and Acknowledgement Form**

**Title VI Nondiscrimination Policy**  
*(Title VI and related nondiscrimination authorities)*

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Columbus County Transportation are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Joy Jacobs, Transportation Director/Title VI Coordinator at 910-641-3929.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

***Acknowledgement of Receipt of Title VI Program***

I hereby acknowledge receipt of Columbus County Transportation’s Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Columbus County Transportation’s programs, policies, services and activities on the basis of race, color, national origin, sex, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Thank you for your interest in participating in the Healthy Opportunities Pilot (HOP) as a Human Service Organization (HSO). All HSOs (community based or social service agencies) that engage in the application process must plan to join the HSO Network for the length of this pilot and be willing to invest time and resources using capacity building funds to participate in implementation, training, and service delivery. The HSOs in the Network will serve one or more counties in the approved six-county region in one or more approved service delivery areas.

If you have not yet connected with a member of the HOP Implementation Team prior to receiving this application or would like technical assistance in completing the application process, please contact Meaghan Lewis at [mlewis@capefearcollective.org](mailto:mlewis@capefearcollective.org). Sector Program Managers and Care Council Leads are available to assist HSOs throughout the implementation process. We will also have a recorded "How to" session available to all applicants including guidance on capacity building budgets, permissible uses of HSO capacity building funding, and the process for distributing funds.

Max number of characters per response is 32,000.

**Applications are due by midnight, October 12, 2021. Please download and save the documents below, if needed, before you begin application process.**

[Click this link to download HSO Capacity Building Funding Distribution Approach and Permitted Use of HSO Capacity Building Funds](#)

[Click this link to download the capacity building budget template.](#)

## SECTION A. AGENCY INFORMATION

Name of Organization: Columbus County Transportation

Primary Address (street, city, state, zip code): 290 Legion Dr, Whiteville, NC 28472

Mailing Address (street, city, state, zip code): 290 Legion Dr, Whiteville, NC 28472

Provide list of office/staff locations throughout the six county region and hours of operation:

The only office is the one here in Whiteville

Phone number: 910-642-7201

Website URL: [columbusco.org](http://columbusco.org)

Language(s) spoken: English

Do You currently have a 501(c)(3) nonprofit tax status? (yes/no): No

EIN Number/Tax ID Number: 56-6000289

Does your organization use, or plan to use, any subcontractors to deliver services?

Yes

If yes, please list those organizations:

We contract with First Transit for the operation of our system.

Primary Application Contact: Joy Jacobs

Title: Director

Primary Contact Phone Number: 910-641-3929

Primary Contact Phone Email: [joy.jacobs@columbusco.org](mailto:joy.jacobs@columbusco.org)

Please check to indicate all North Carolina counties your organization serves:

Bladen     Brunswick     Columbus     Bladen     New Hanover  
 Pender     Onslow     Other: \_\_\_\_\_

Service delivery for the Pilot is slated to begin on February 1, 2022. However, the NC Department of Health & Human Services is considering a phased approach in rolling out services. This means some HSOs accepted into the Network would begin all or a portion of the services in February while other HSOs that may require additional time to prepare for service delivery would phase in at a later time. There is no penalty or incentive given to HSOs depending on when they start service delivery.

The Implementation Team will be looking for early adopters to begin services on February 1, 2022. These organizations should consider the following when indicating their readiness to rollout services in February:

- NCCARE360, the platform through which a HSO receives and closes referrals and invoices for services will have some functionality on February 1, 2022 but we anticipate updates and improvements as the Pilot progresses. HSOs starting services in February may have to work with us on glitches and be flexible to iterations of the system as it progressively becomes fully functional.
- HSOs that are early adopters ideally should already be providing some services that align with the 29 reimbursable services. An HSO that is launching or starting new services, which is allowable under the Pilot, may not be prepared to deliver that service or services on February 1, 2022.
- Similar to the consideration above, HSOs should be providing services in the county or counties where they have applied to provide services in February. An HSO scaling to a new geographic region, also allowable under the Pilot, may have challenges being ready to deliver those services in a new county by February 1.

After reviewing the items above, would your organization like to be considered for Phase 1 delivery of services, beginning February 1, 2022? Saying yes does not commit you to Phase 1 delivery if approved for HSO Network and replying no will not be held against you in the assessment of your application.

No

## SECTION B: RELEVANT PROGRAM EXPERIENCE

Describe your current service programs including details regarding current services in the domains of services requested (food, transportation, housing, IPV, cross domain):

Transportation for all citizens of Columbus County

Number of years providing services/business: Almost 50 years

Current number of employees, volunteers. Please specify numbers of each: 15 employees, 0 volunteers

Volume of clients/members/patients currently serving: We currently are averaging 1900 trips/month but have been at about 2900/month before the pandemic.

Volume of Medicaid beneficiaries currently serving per year: Currently we average about 673 Medicaid trips/month but in pre-pandemic times it was around 1137 trips/month.

**Describe your experience with serving members with physical, behavioral and unmet resource needs:** Since we are a part of the Columbus County Government I work closely with all the other departments in the county that include DSS, the Department of Aging, and the Health Department. We also work with other organizations in the county such as the Columbus County Partnership for Children, Monarch, the local community college, RHA, Dialysis centers, the hospital and the public school systems. These relationships put us in contact with all types of people with different needs throughout the county. We also know who to refer people to when they need help since we work with these organizations.

**Describe your experience with developing community relationships, engaging and meeting the needs of the communities you serve:** In addition to staying in contact with the organizations listed above we also participate in different community events. Some of these include a health fair that the hospital holds annually, the annual Christmas Parade, we have held a trunk or treat here at our office for Halloween, and we participate in the Columbus County Partnership for Children's week of the young child event each year, just to name a few. I have even had sit down meetings with people at their home to discuss how we could help them with their transportation needs.

List any licensure, accreditation for services provided:

## SECTION C: PROPOSED PILOT SERVICES/SERVICE EXPANSION/CAPACITY

Select which of the approved HOUSING services you currently provide for HOP:

- Housing Navigation Support and Sustaining Services (PMPM)
- Inspection for Housing Safety and Quality (Cost-Base Reimbursement Up to a Cap)
- Housing Move-In Support (Cost-Based Reimbursement Up to a cap)
- Essential Utility Set-up (Cost-Based Reimbursement Up to a Cap)
- Home Remediation Services (Cost-Based Reimbursement Up to a Cap)
- Healthy Home Goods (Cost-Based Reimbursement Up to a Cap)
- One Time Payment for Security Deposit & First Month's Rent (Cost-based reimbursement up to a cap)

- Short-Term Post Hospitalization Housing (Cost-Based Reimbursement Up to a Cap)
- Home Accessibility and Safety Modifications
- Not applicable

Select the approved HOUSING services you plan to expand into (not currently provided) for HOP:

- Housing Navigation Support and Sustaining Services (PMPM)
- Inspection for Housing Safety and Quality (Cost-Base Reimbursement Up to a Cap)
- Housing Move-In Support (Cost-Based Reimbursement Up to a cap)
- Essential Utility Set-up (Cost-Based Reimbursement Up to a Cap)
- Home Remediation Services (Cost-Based Reimbursement Up to a Cap)
- Healthy Home Goods (Cost-Based Reimbursement Up to a Cap)
- One Time Payment for Security Deposit & First Month's Rent (Cost-based reimbursement up to a cap)
- Short-Term Post Hospitalization Housing (Cost-Based Reimbursement Up to a Cap)
- Home Accessibility and Safety Modifications
- Not Applicable

Select the Interpersonal Violence/Toxic Stress services which you currently provide for HOP:

- IPV Case Management Services (PMPM)
- Evidence-Based Parenting Curriculum (One Class)
- Dyadic Therapy
- Violence Intervention Services (PMPM)
- Home Visiting Services (One Home Visit)
- Not applicable

Select the approved Interpersonal Violence/Toxic Stress services you plan to expand into (not currently provided) for HOP:

- IPV Case Management Services (PMPM)
- Evidence-Based Parenting Curriculum (One Class)
- Dyadic Therapy
- Violence Intervention Services (PMPM)
- Home Visiting Services (One Home Visit)
- Not applicable

Select which of the approved HOP FOOD services you currently provide:

- Food and Nutrition Access Case Management Services (15 min interaction)
- Diabetes Prevention Program (One program)
- Fruit and Vegetable Prescription (cost-based reimbursement up to a cap)
- Healthy Food Box (For Pick-up) (One food box)
- Healthy Meal (For Pick-up) (One meal)
- Medically Tailored Home Delivered Meal (one meal)
- Not applicable
- Healthy Food Box (Delivered) (One food box)
- Healthy Meal (Delivered) (One meal)
- Evidence-Based Nutrition Classes

Select the approved FOOD services you plan to expand into (not currently provided) for HOP:

- Food and Nutrition Access Case Management Services (15 min interaction)
- Diabetes Prevention Program (One program)
- Fruit and Vegetable Prescription (cost-based reimbursement up to a cap)
- Healthy Food Box (For Pick-up) (One food box)
- Healthy Meal (For Pick-up) (One meal)
- Medically Tailored Home Delivered Meal (one meal)
- Not applicable
- Healthy Food Box (Delivered) (One food box)
- Healthy Meal (Delivered) (One meal)
- Evidence-Based Nutrition Classes

Select the HOP TRANSPORTATION services you currently provide and plan to provide for HOP:

- Reimbursement for Health-Related Public Transportation (cost-based reimbursement up to a cap)
- Reimbursement for Health-Related Private Transportation (cost-based reimbursement up to a cap)
- Transportation PMPM Add-On for Case Management Services (PMPM)
- Not applicable

Which of the HOP TRANSPORTATION services you plan to expand into (not currently provided):

- Reimbursement for Health-Related Public Transportation (cost-based reimbursement up to a cap)
- Reimbursement for Health-Related Private Transportation (cost-based reimbursement up to a cap)
- Transportation PMPM Add-On for Case Management Services (PMPM)
- Not applicable

Select the approved HOP CROSS-DOMAIN services you currently provide:

- Holistic High Intensity Enhanced Case Management (PMPM)
- Linkages to Health-Related Legal Supports (15min interactions)
- Medical Respite (Per diem)
- Not applicable

Select the HOP CROSS-DOMAIN services you plan to expand into (not currently provided):

- Holistic High Intensity Enhanced Case Management (PMPM)
- Linkages to Health-Related Legal Supports (15min interactions)
- Medical Respite (Per diem)
- Not applicable

Please check to indicate all North Carolina counties your organization plans to expand into:

- Bladen     Brunswick     Columbus     Bladen     New Hanover  
 Pender     Onslow     No expansion

Are there any services you listed above, either that you currently provide or plan to expand into, that may only be provided in some of the counties you've listed? Please use the space below to explain anything that couldn't be captured above: **No**

Is your HOP Pilot service delivery model in-person, telephonic/video, or both? **In Person**

## SECTION D: NON-DISCRIMINATION

NCDHHS and CCLCF are committed to prohibiting discrimination and will require all entities to comply with State and Federal laws, regulations, guidelines, and standards prohibiting discrimination. Provide your organizations non-discrimination policy to include:

- The definition of discrimination under Federal law;
- Policies and procedures to identify resources and address the needs of individuals with disabilities;
- Procedures to ensure that the policy is available to share with staff and program participants as requested.

Provide your organizations non-discrimination policy (**send as an attachment via email**) or, if you do not have one in place, move to the question below:

If you do not have a non-discrimination policy in place, please make a statement that your organization will agree to meet this sections requirement if approved for the HSO Network.

## SECTION E. CULTURAL COMPETENCY

Do you agree that your HOP selected staff will participate in training provided through CCLCF to ensure understanding of the demographics, background, health, and health-related needs of potential Pilot Participants in the region?

**Yes**

Describe efforts you use to recruit and employ staff (including volunteers, Community Health Workers) who reflect the population you serve. If you plan to expand into additional counties with potentially new populations, how will you meet this need? **First Transit uses Indeed.com to recruit employees.**

Do you have access to translation services? If no, CCLCF can provide assistance to access.

**Yes** We have someone at our local DSS and the Health Dept that we contact if we need a translator for Spanish.

Do you have resources currently available to support cultural and linguistic competency for your staff/volunteers? **We do initial and annual training with our staff on Customer Service, safety measures for driving and handling clients, as well as how to properly secure the wheelchairs so that the clients are comfortable and are not in any danger of falling or tipping over.**

**Yes**

If so, please describe:

## SECTION F. SERVICE DELIVERY

DHHS and CCLCF require that all HSOs in our regions network have the ability to meet time, distance, and wait time standards. In our network:

- All NCCARE360 referrals from PHP/Care Management Entities must be responded to within 2 business days (48 hours).
- HSOs must make best efforts to provide services within 3 business days (72 hours) or must contact client within 3 business days (72 hours) after accepting referral from NCCARE360.
- Services provided in which a client must travel to receive services should be within 10 miles of person's residence, if at all possible. If it is not possible (for example: in our more rural and underserved areas) an explanation should be provided.
- Where distance standards cannot be met, telephonic services, enhanced transportation services, or home-based delivery systems must be maximized.

With proper resources (staffing, capacity building) does your organization agree to the time, distance, and wait time standards listed above?

Yes

If you are unable to meet requirements based on service delivery, please explain.

Rejection of service can be made if a referral was made in error for an invalid service or population. If an HSO is at service capacity, the HSO must proactively notify the Network Lead of limited capacity in order rather than reject referral due to limited capacity. Do you agree to serve all pilot participants referred to your organization in accordance with capacity restraints and the HSO Network Lead contract?

Yes We will do our best to meet the needs of all the clients on a first come first serve basis. If the clients are willing to work with us on the scheduling, then we should be able to accommodate them.

Will your current hours of operation remain the same for HOP approved delivery services and in all counties served?

Yes

If no, please describe hours of operation for HOP approved delivery services and counties served.

How many staff will you have dedicated to HOP service delivery (full time and/or part time FTE)? 0. We have several people on staff that work on the reservations and scheduling for all clients. We would not have any specified to just work on HOP clients.

Describe your plan for service delivery acknowledging the time and distance requirements. Describe how you plan to have dedicated staff available meet the service delivery needs for the HOP pilot. Our staff that currently handles the reservations and scheduling will also be trained to work with the NCCARE360 system to pull referrals from there just like they do for the other organizations we already do this for.

Do you agree to work with the Network Lead (CCLCF) to meet program's reporting requirements? Please note most reporting requirements will be captured in NCCARE360.

Yes

What will you provide electronically/remotely/telephonically vs. what will clients need to travel to receive? N/A

Are you willing to adhere to any Executive Order issued by the Governor of North Carolina to address the spread of COVID-19 and comply with any guidance or directives issued by the Department of Health and Human Services to prevent the spread of COVID-19?

Yes

## SECTION G. FINANCIAL/CAPACITY BUILDING FUNDING

Describe your plan for capacity building funding and amount requested - request may show need to ramp up service delivery based on referrals. Please detail proposed needs for capacity building funds in accordance with Revised Attachment E: Permitted Use of HSO Capacity Building Funds.

Right now we don't foresee any additional funding we will need to participate in this program.

Provide **(via email as an attachment)** a draft budget (option to use capacity building template provided or use your own).

What type of technology/equipment/operating systems will you need to support NCCARE360, Microsoft Office Suite, Zoom/other remote meeting platforms, cellular use, hot spotting? Please remember to include this into your draft budget.

Articulate your commitment to not supplant current funding – do you agree to not use Pilot funds to refinance or displace activities already in process or performed?

Yes

Describe any current experience with invoicing and payment for services rendered.

Provide **(via email as an attachment)** evidence of fiscal management including audited financials (most recent and year prior) or 2020 and 2019 tax returns. In addition, you may provide a Guidestar report.

Include at least two letters of support (via email as an attachment).

Indicate all federal or state funded programs that are related to your proposed delivery services.

## SECTION H. DESCRIBE EXPERIENCE WITH DATA REPORTING AND QUALITY IMPROVEMENT

Describe any experience with reporting process and outcome data or program integrity, quality improvement, and evaluation purposes. We currently have monthly, quarterly and annual reports that must be submitted to NCDOT. These reports track our trips, mileage, funds spent, our budget, basically every aspect of our transportation system and how we are managing the funds they are giving us each year. I request a budget amount each year by category and they let me know what I will be able to use. Then I have to make that amount last for 12 months.

What is your current data management system for tracking program participants and services rendered? I get monthly reports from First Transit and I use that information to fill out my own charts to track what is spent and where it was spent. This information is then used to fill out the reports that are requested by NCDOT.

Do you agree to meet program reporting requirements including reporting remediation, if identified?  
Yes

## SECTION I. COMMITMENT REVIEW

**In order to be considered to participate in the HSO Network, the following commitments must be made.**

### Commitment to NCCARE360 Platform

NCCARE360 is the first statewide coordinated care network to electronically connect those with identified needs to community resources and allow for a feedback loop on the outcome of that connection. Prepaid Health Plans (PHPs) and care management entities are expected to use NCCARE360 to connect all Medicaid Managed Care Members to necessary community resources and track closed loop referrals. HOP HSOs are required to use NCCARE360 as well. PHPs and care management entities will use NCCARE360 to connect Pilot Participants to HSOs that are in CCLCF's network for the delivery of authorized Pilot services. HSOs will also use NCCARE360 as an invoicing system for service delivery fee payment.

Are you currently on NCCARE360 platform and trained staff on its use? Please note that you do not have to currently be on NCCARE360 to apply.  
No

Do you agree to accepting referrals in NCCARE360 and respond within two business days (48 hours) of receiving each referral? However, we are not open on Saturday and Sunday so those 2 days cannot be counted in the 48 hours.  
Yes

Do you agree to closing the loop on referrals by reporting service delivery outcomes in NCCARE360?  
Yes

### Commitment to NCTracks

NCTracks is the multi-payor Medicaid Management Information System for the North Carolina Department of Health and Human Services. NCTracks processes health care claims for about 70,000 enrolled DHHS providers who serve over 1 million North Carolina citizens. All contracted HSO's must enroll as a Medicaid provider into NCTracks and adhere to any guidance issued by the Department or its NCTracks vendor to ensure timely enrollment.

Do you agree to enrolling in NCTracks? (If you are already enrolled, you will need a new enrollment for the pilot)  
Yes

### Program Integrity Exclusion List Monitoring

To promote program integrity, the Network Lead (CCLCF) will check the exclusion status of its own and the Pilot Network HOP HSO employees, directors, governing bodies, agents and subcontractors on a monthly basis to ensure that the Department and PHP's do not pay federal funds to excluded persons or entities, or persons or

entities otherwise prohibited from receiving such payments. The contracted HSO must agree for the Network Lead or the organization contracted to check exclusion status of all HOP HSO employees on a monthly basis. The following lists are:

- U.S. Department of the Treasury’s Office of Foreign Assets Control Sanction Lists
- Social Security Administration Death Master File
- System of Award Management
- U.S. Department of Health and Human Services, Office of Inspector General’s List of Excluded Individual and Entities
- North Carolina Medicaid Exclusion List

The Implementation Team will work to streamline this process to not create undue burden for an HSO. Do you agree to submit a roster for exclusion list monitoring for all HSO employees, volunteers, and/or subcontractors?

Yes

**Training and Technical Assistance**

Contracted HSO’s would commit to training and technical assistance in preparation for Service Delivery beginning February 1, 2022. Continued training and technical assistance will take place during Service Delivery. Training may include: health equity, cultural competency, Value Based Care 101, HIPAA, NCCARE360 referral, NCCARE360 invoicing, Network Lead/HSO/PHP collaboration and work flow, Fraud/Waste/Abuse, Community Resiliency Model training.

Do you agree to leadership/staff implementing HSO services attend training and technical assistance during the implementation phase (through January 2022) and intermittently during service delivery phase?

Yes

**REVIEW AND SUBMIT:**

Check the box for each attestation statement to indicate your agreement:

By submitting this application, I attest to my organization's willingness to serve all Pilot Participants referred (unless in error of invalid service or population) to my organization in accordance with our capacity constraints and our contract with Network Lead

By submitting this application, I attest that I will not use Pilot program funds to refinance or displace activities already in process or performed by my organization

**MOTION:**

Commissioner Byrd made a motion to approve the application to participate in the Healthy Opportunities Pilot (HOP) Program, seconded by Commissioner McDowell. The motion unanimously passed.

**Agenda Item #12: DSS – MONTHLY ADMINISTRATIVE UPDATE (MAY REPORT):**

Algernon McKenzie, Director, requested Board approval.

**Monthly Administrative Update  
For April 2022  
May 16, 2022 Meeting**

During the month of April, we celebrated the retirement of Program Manager Mrs. Melinda Lane. We are grateful for her many years of service to our agency and the citizens of Columbus County. We were fortunate to be able to promote Mrs. Dwella Hall from Foster Care Supervisor to the Social Work Program Manager position.

On April 14, 2022, I participated on the North Carolina monthly zoom meeting. During the meeting we were informed that the Public Health Emergency has been extended until July 16, 2022. This means that those individuals who are receiving Medicaid due to the pandemic will remain on. However, at some point staff will have to redetermine eligibility on these cases. The Center for Medicaid has not determined how this will be done when the Public Health Emergency ends or if individuals come up for redetermination before July 16, 2022. There is much concern from directors as this could cause additional work load on staff to complete redeterminations timely.

We were updated on the Children and Family Specialty Plan for children in Foster Care. The state is working on the request for proposals process. This would allow for a statewide provider to provide mental and

behavioral health service to children and assist with faster and appropriate placement. It has not been determined how DHHS will handle this process yet. However, the need for services continues to be a growing issue for local DSS agencies, having to keep children in our agencies day and night at times. The LME's/MCO's are requesting that the process be delayed.

We are also informed that the state is working on some changes in Child Welfare called Practice Standards. This will involve training for supervisors in Child Welfare starting in May 2022. DHHS acknowledged that it has experienced some turn over and recognized that local agencies facing challenges in being able to recruit and retain staff.

Lastly we were informed by leadership in the Division of Family and Child Well Being that the state has FNS American Recovery Public Assistance Funds that will be coming to counties later this year. These funds will be for the expansion of service delivery in the Food & Nutrition Program. Local DSS Directors will receive more information about the use of these funds and how they are claimed through the reimbursement process.

April was National Child Abuse Prevention Month. This month long recognition was established in 1983 in hopes of campaigning for awareness of child maltreatment and to encourage a collaborative front, so our children have a Chance of living healthier and more successful lives. In honor of National Child Abuse Prevention Month, I participated on two live radio programs on April 27 2022. The interviews were featured on Let's Talk (WVOE 1590am) and Real talk (WENC 1220am). The purpose was to raise awareness of child abuse, educate the community about reporting child abuse, and promote foster parenting in Columbus County. Special thanks goes to the hosts of the talk shows, Mr. Ernie Gaskins, Elder Shawn Maynor, Mr. AJ Smith and the staff and Management of WVOE & WENC radio stations.

On April 12, 2022, we were able to start having the Columbus County Child Protection Team (CCPT) meeting. This meeting has been on hold since the pandemic started. This team meets monthly to discuss the needs of children and families. It includes DSS child welfare staff, agency director, school social workers/counselors from the school systems, health department, representative from the court system and from the medical community.

Lastly, I participated on nine webinars, zoom meetings, and in person meetings.

### **April 2022** **Human Services**

#### **Adult Services (APS)**

APS Reports Accepted: 1  
County Wards: 29  
Number of Payee Cases: 14  
Adults Served APS: 0  
Number of Medicaid Transportation Trips: 1,089  
Amount Requested for Reimbursement: \$17,015.99

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

Reports Accepted: 26  
Reports Screened out: 30  
Families Receiving In-Home Services: 43  
Children Served: 86  
Contacts with Families Monthly: 800  
Assessments: 19

#### **Foster Care**

Foster Children in Foster Homes: 125  
Children Placed Outside County: 30  
Agency Adoptions: 0  
Pending Adoptions: 6  
Total Foster Homes Licensed: 6  
Total Children in Foster Care: 131

#### **Work First Employment (TANF)**

Applications Taken: 16  
Applications Approved: 3  
Individuals Receiving Benefits: 210  
Entered Employments: 1  
Number in Non-Paid Work Experience: 0

**Program Integrity**

Collections for Fraud: \$538.00  
New Referrals: 5  
Cases Established: 3

**Day Care**

Children Receiving Day Care Assistance: 396  
Children on the Waiting List: 104  
Amount Spent on Day Care Services: \$180,973.00

**April 2022**  
**Economic Services**

**Food & Nutrition**

Applications Taken: 160  
Applications Approved: 146  
Active Cases: 6,567  
Benefits Issued: \$3,131,748.00  
Participants Served: 12,945

**Adult Medicaid**

Applications Taken: 74  
Cases Terminated: 13  
Redeterminations: 244  
Applications Processed: 152

**Family & Children’s Medicaid**

Applications Taken: 137  
Applications Processed: 290  
Redeterminations: 1,153  
Total Medicaid Cases: 14,872  
Total Individuals Receiving: 22,564

**Child Support**

Absent Parents Located: 58  
Orders Enforced: 783  
Active Cases: 3,838  
Collections: \$507,139.00

Respectfully submitted,  
Algernon McKenzie

***HUMAN SERVICES BOARD REPORT***  
**Dwella M. Hall, Program Manager**  
**Vacancies/Updates/News for April, 2022**

**Intake/Investigation/Assessment:**

The Intake/Investigation/Assessment Unit has one vacancy; interviews have been completed with a recommendation from an employee in another department. This Unit continues to be very busy with referrals

involving substance abuse, domestic violence, and mental health issues, among other things. The Regional Child Welfare Consultant (RCWC) continues to make monthly contacts to review agency data, policy updates, and casework. Starting this month all consultant visits will be conducted on site.

#### **In-Home Services:**

The In-Home Services Unit filled one vacant position and continues to be short staffed with one vacancy. Total contacts and children served continue to increase indicating more intensive involvement with current caseloads. The Regional Child Welfare Consultant (RCWC) continues to make monthly contacts to review agency data, policy updates, and casework. Starting this month all consultant visits will be conducted on site.

#### **Foster Care/Permanency Planning:**

The Foster Care Supervisor was promoted to the Program Manager position replacing Ms. Melinda Lane. She retired on April, 20<sup>th</sup>. The FC Supervisor position is currently vacant and two applicants have applied.

The Foster Care Unit continues to be fully staffed. However, two positions will be vacant by the end of May. One employee will be transferring into the APS unit and the other will transfer to the CPS position. Thus, leaving the unit with 3 Foster Care workers of a case load that is seemingly increasing. There are currently 131 children in care. This Unit continues to break county records for the largest amount of children in custody in Columbus County. The DSS attorney is making diligent efforts to help decrease the number of children coming into care. Drug abuse, sexual abuse, and severe neglect appear to be the biggest contributing factors, along with a lack of family support. The Regional Child Welfare Consultant (RCWC) continues to make monthly contacts to review agency data, policy updates, and casework. Starting this month all consultant visits will be conducted on site.

#### **Transitional Unit:**

The Transitional unit continues to be fully staffed. Staff continue to work caseloads while assisting the other Child Welfare Units as needed, particularly in the areas of courtesy requests from other counties and assisting with supervising visits and transporting children in custody. This Unit is helping particularly in the area of making monthly contacts with the large amount of children in foster care. Foster Home Licensing continues to work on completing more licensures to help increase the number of foster home available for the large amount of foster children. Increasing foster care rates are projected to cause a bigger financial burden on counties that already have difficulty finding appropriate placements for children, especially those with behavior issues. The current MAPP training class has 4 participants and will be finishing in 3 weeks. Future plans for recruitment will be radio advertisement and placing brochures in more local churches and vendors etc. They anticipate planning another class later this year. The Regional Child Welfare Consultant (RCWC) continues to make monthly contacts to review agency data, policy updates, and casework. Starting this month all consultant visits will be conducted in site.

#### **Adult Services:**

The Adult Services Unit has filled their last vacancy with a transfer from the Foster Care Unit. This employee will start on June 1<sup>st</sup> making this unit fully staffed again. This Unit continues to be busy in its day-to-day activities of contacts with the elderly and disabled and resource agencies. This can be a difficult population to work with at times because of their various needs, the lack of resources, and the adult's right to self-determination. A lack of appropriate placements for those adults with mental health issues also creates a huge burden on the county.

#### **Work First Employment:**

This Unit continues to be fully staffed. Although this unit is open for in-person applications, telephone interviews continue for Work First applications, recertification's, short-term services and benefits. Certain necessary application documentation can be mailed to individuals that wish to apply and when received back the worker can conduct telephone interviews to complete that application. Some application information is also being provided for pick-up in the foyer area of the agency. Workers are encouraged to make telephone contacts with clients at least every two weeks to offer support and resources to clients. Transitioning back to regular application and case processing is now beginning after COVID-19 waivers end.

#### **Child Day Care:**

The Child Day Care Unit continues to be fully staffed. The Supervisor and staff continue to work the over and under payment report to ensure proper payment is being made to county daycare providers. Day Care services are continuing to be provided and the state is working with county agencies and day cares to help them stay open as much as possible while providing a safe environment for children. Day Care slots within local Day Cares continues to be limited at this time. DSS staff continue to work with families to ensure their services stay in place while limiting contact to the telephone as much as possible. This Unit is continuing to work on its waiting list to determine the continued need for services, which is decreasing slowly. Hopefully this will give the Unit a better idea of where the need is and decrease the waiting list.

**Program Integrity:**

Program Integrity is now fully staffed. Office visits are limited and telephone contact is encouraged, but office visits are possible. Repayment agreements are being relaxed to help clients during this time. Staff are working to clean up a backlog, establishing cases and repayment agreements, all while assisting with the Energy Programs.

**Energy Assistance**

CIP continues with the cooling season which means helping with electricity needs. Applications continue to be available on EPASS where applicants can complete and submit applications on-line, but continue to be available in our lobby for pick up and completion. One in-house staff person is currently processing applications and Program Integrity staff are assisting as needed. We currently have one temporary staff person to assist with processing applications. The county has received a one-time supplemental payment and or automatic approval from the state for clients who received the LIEAP program assistance for Dec 2021-March-2022; payments have not been issued as of yet.

**Low Income Household Water Assistance Program (LIHWAP)**

LIHWAP continues for all counties. This program is a federally funded program that will provide emergency assistance to low-income households to prevent disconnection or provide assistance with the reconnection of drinking and wastewater services. It will be based on a priority list: Group 1 will consist of households that have had water services disconnected. Group 2 will consist of households that are in jeopardy of water services being disconnected unless action is taken to prevent the disconnect. Group 3 will consist of households that have current water service bills and need assistance to maintain service. We continue to work this program, assisting almost all applicants that submit applications for assistance. The majority of this allotment has been spent and there is discussion at the state level of more funding.

**Economic Services Program Narrative**

**Family and Children's Medicaid; Adult Medicaid; Medicaid in Nursing Homes, Special Assistance (Rest Homes), Community Alternative Program (CAP); Medicaid Transportation; Food & Nutrition, Child Support and Housekeeping**

**Submitted by Cyndi Hammonds, Income Maintenance Administrator**

**Reporting Month: April 2022**

**News/Updates/Vacancies****Food and Nutrition:**

Waivers for the receipt of benefits continue while the Public Health Emergency has been extended to July 16, 2022. Supplemental benefits up to the maximum amount for each household also continue. Workers are struggling to complete work timely due to the increased caseload due to COVID waivers and staff turnover. There are currently 3 vacancies on this team with 2 new employees in training. We have interviewed and have recommended new hires.

**Adult and Family & Children's Medicaid:**

Medicaid waivers also remain in place with the main one of no one being terminated from Medicaid unless they move out of state, pass away or the client request to be terminated. A webinar was held to update counties on the second round of auditing the State will be completing. We just finished our first round and have not received final results of whether we will have to complete a corrective action plan. With the first round of Auditing they reviewed application approvals and denials. The second round of Auditing will include application approvals, denials, withdrawal, inquiries, reviews and terminations along with all the technical evidence and information that has to be put in NCFASST. Workers are completing trainings online along with the testing for authorization to continue to work in NCFASST which is required by the State. Discussion has begun for the next phase of clients that must chose a Tailored Managed Care Plan. Columbus County has 1,877 clients as of April that are scheduled to be phased in. These teams have 1 vacancy and 4 new hires.

**Medicaid for Long Term Care, Medicaid Transportation and Housekeeping:**

- This Team is mandated to all compliance regulations of the Medicaid Teams including the Auditing by the State. If ineligible errors are found on this Team, the chargebacks will be costlier than regular Medicaid due to the client being in a facility. The supervisor monitors cases to hold refresher trainings if errors are discovered by herself for by anyone else auditing the cases. There is one vacancy however a worker from the Adult Team has been chosen to fill the position which will create another vacancy within the Adult Medicaid Team. There is also a new hire being trained.
- Transportation continues to remain very busy with referral to ride the Transportation Van and get paid mileage for driving themselves or someone else taking them to their medical appointments.
- Housekeeping continues to keep our building clean and we continue to have a vacancy on this team.

**Child Support and Paralegal:**

Court days have been reduced to 2 days per month however workers still try to get consent agreements for Child Support outside of the court setting. Child Support continues to have 6 vacancies.

**Agenda Item #13: AIRPORT – APPROVAL OF MANAGEMENT CONTRACT WITH CLASSIC AVIATION INC:**

Amanda Prince, Staff Attorney/Clerk to the Board, requested Board approval.

**NORTH CAROLINA  
COLUMBUS COUNTY****MANAGEMENT CONTRACT**

THIS CONTRACT, entered into this 1<sup>st</sup> day of July, 2022, by and between the COUNTY OF COLUMBUS (hereinafter called "Owner"), and CLASSIC AVIATION, INC., (hereinafter called "Manager");

**W I T N E S S E T H :**

WHEREAS, the Owner desires CLASSIC AVIATION, INC. to act as manager in the day-to-day operation of the airport.

WHEREAS, CLASSIC AVIATION, INC. has agreed to provide management for the COLUMBUS COUNTY MUNICIPAL AIRPORT;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Scope of Manager Services.** The Manager agrees to operate the airport in accordance with the obligation of the Owner to the State of North Carolina and/or Federal Government including any existing or future Grant Agreements. The Manager will work to secure highly competitive additional discretionary funding from the FAA. In furtherance of this general covenant, but without limiting its general applicability, the Manager specifically agrees:

- (a) to operate the airport for the use and benefit of the public;
- (b) to make available all airport facilities and services to the public on fair and reasonable terms and without discrimination;
- (c) to provide space on the airport, to the extent available, and to grant rights and privileges for use of the landing area facilities of the airport to all qualified persons, firms and corporations desiring to conduct aeronautical operations on the airport;
- (d) to manage the County's airport property;
- (e) to perform routine daily or periodic maintenance and custodial services;
- (f) to inspect on a daily or periodic basis all airport facilities, including airport lighting, navigational aids, runways, ramps, and aprons and report problems/issues to the airport Authority;
- (g) to coordinate grounds keeping and maintenance activities to aircraft runways, aprons and ramps, including removal of weeds and debris, with the County of Columbus and the Airport Authority;
- (h) to supervise County employees that are assigned to work or conduct operations on airport property or in the airport facilities;
- (i) to appoint a person to the position of Director of Airport for Columbus County at no additional costs to Owner;
- (j) to maintain the hours of operation of 8:00 am to 6:00 pm Monday through Saturday, 9:00 am to 6:00 pm on Sunday and as needed due to county or medical emergency; and closed on Christmas Day;
- (k) to conduct informal meetings on a regular basis with airport users to discuss issues, problems, projects, user needs, and complaints. Airport Manager shall also keep the County, Airport Authority, and users apprised of proposal changes, improvements and problems;
- (l) to provide users with updates to airport rules, regulations, policies, and other changes;

- (m) to report in writing to the County Commissioners on the general state of Airport operations;
- (n) to provide any other related management activities which are now or may become in the future customary for Airport Managers to perform.
- (o) to meet with the North Carolina Department of Aviation, attend Airport Conferences, maintenance seminars and other meetings related to airport improvements and growth;
- (p) establish and maintain effective working relationships with pilots, business executives, Federal, State and local officials, other County department heads, employees, airport consultants, customers, and the general public;

2. Scope of Owner's Support. Owner shall provide the following support to the airport facility and manager:

- (a) adopt a budget annually that is sufficient to sustain airport operations;
- (b) match any federal grants received from airport improvements in an amount sufficient to obtain a grant;
- (c) provide no less than one full time employee and one part-time employee to support obligation under the direct supervision of the manager;
- (d) provide equipment and employees to maintain the airport grounds and facilities;
- (e) provide a county vehicle "courtesy car" for the airports and customers use.

3. Term of Agreement. The term of this contract shall be three (3) years from the date of this contract, subject to prior termination pursuant to Section 23.

4. Payment. County shall pay MANAGER for services rendered pursuant to this agreement the sum of FIFTY-EIGHT THOUSAND, NINE HUNDRED, SIXTY-TWO AND NO/100 (\$58,962.00) DOLLARS annually, and compensate mileage and travel as any other County employee and payable in 12 equal monthly installments. This yearly allotted amount shall increase the same percentage amount as approved COLA increases for fiscal years 2023-2024 and 2024-2025 for County employees.

5. Exclusive Agreement. This agreement is nonexclusive. The Board of Commissioners does explicitly reserve the right to contract with other airport managers to perform same or similar duties during the duration of this contractual agreement. MANAGER, however, is not exclusively bound to the county, and MANAGER is free to pursue other private employment on either a full or part time basis.

6. Independent Contractor. MANAGER acknowledges that, in entering into this contract and providing services, the MANAGER is acting as an independent contractor; neither the MANAGER nor his or her employees, members or personnel shall be deemed or construed to be employees of Columbus County at any time during the duration of this Contract. The MANAGER shall be solely responsible for payment of all required State and Federal taxes PROVIDED HOWEVER, that the MANAGER, shall provide such documentation as COUNTY deems necessary to meet any and all federal and state tax guidelines regarding employment contract employees.

As such, the MANAGER is not entitled to, nor shall be eligible for, any benefits provided by the County to any of its permanent or temporary employees, including but not limited to vacation leave, sick leave, retirement, longevity and group insurance.

7. Indemnity. MANAGER shall indemnify and hold The Board of Commissioners and the OWNER, it agents and employees, harmless against any loss and all claims, demands, causes of actions, or other liability, including attorneys fees, on account of contract or personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the MANAGER hereunder, resulting from the negligence of or the willful act or omission of the MANAGER, his/her agents, employees and subcontractors.

8. Insurance. MANAGER shall provide proof of coverage through insurance already maintain by the Airport and acceptable to COUNTY, of the kinds and minimum amounts specified below.

MANAGER shall provide proof of the general liability insurance providing liability limits of a minimum amount of ONE MILLION DOLLARS AND NO/100 (\$1,000,000.00) annual aggregate. CLASSIC AVIATION, INC.

shall have the insurance agent furnish COUNTY a certificate of insurance evidencing the existence of such coverage, and providing for fifteen (15) days notice of any material change in coverage.

9. Certificates and Notice of Cancellation. Before commencing work under this contract, or within a reasonable time thereafter, both parties hereto shall furnish, each to the other, with certificates of all insurance required hereunder. Certificates shall indicate the type, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:

"The insurance covered by this certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by County".

The Certificate of Insurance, naming COUNTY as an additional insured, shall be further evidenced by an actual endorsement furnished to the County from the Insurer within thirty (30) days of the signing of the contract or a reasonable time thereafter, between the Professional and the County.

10. Business Associate Agreement. CLASSIC AVIATION, INC. shall be considered a Business Associate of Columbus County.

11. Extra Work. OWNER and MANAGER shall negotiate and agree upon the value of any extra work prior to the issuance of a Change Order covering said extra work. Such Change Order shall set forth the corresponding adjustment, if any, to the Contract Price and Contract Time.

12. Conflict of Interest. No paid employee of the County shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Contract.

13. Subcontracts. MANAGER shall utilize no subcontractors for carrying out the services to be performed under this Contract without the written approval of the County.

14. Binding Effect. This contract shall be binding upon the parties hereto, and their heirs, successors, executors, administrators and assigns.

15. Further Actions. The parties will make and execute all further instruments and documents required to carry out the purposes and intent of this contract.

16. Inclusive Terms. Use of the masculine herein shall include the feminine and neuter, and the singular shall include the plural.

17. Governing Law. All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina.

18. Notices. All notice required hereunder to be sent to either party shall be sent to the following designated addresses, or to such other address or addresses as may hereafter be designated by either party by mailing of written notice of such change of address, by Certified Mail, Return Receipt Requested:

**To County:**  
Staff Attorney  
**Attention:** Amanda Prince  
127 W. Webster Street  
Whiteville, North Carolina 28472

**To Manager:**  
  
CLASSIC AVIATION, INC  
P.O. Box 253  
Chadbourn, NC 28431

19. Assignability. It is mutually agreed by the parties hereto that this contract is not transferable and shall not be assigned by either party without the written consent of the other party to this contract.

20. Nondiscrimination. CLASSIC AVIATION, INC. will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the activities which are the subject of this contract, because of race, creed, color, sex, age, disability, or national origin.

21. Non-appropriation. All funds for payment by the County under this contract are subject to the availability of any annual appropriation for this purpose by the Board of Commissioners. In the event of non-appropriation of funds by the Board of Commissioners for the services provided under the contract, the County will terminate the contract, without termination charge or liability, on the last day of the then-current fiscal year or when the appropriation made for then-current year for the services/items covered by this contract is spent, whichever occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the Manager on sixty (60) days' prior written notice.

22. Amendments. This contract shall not be modified or otherwise amended except in writing signed by the parties.

23. Termination. This agreement may be terminated at any time by either party, without penalty, provided that written notice of such termination is furnished to the other party at least sixty (60) days prior to termination. Net payment shall be appropriated at the date of termination.

24. Entire Agreement. This agreement constitutes the entire understanding between the parties and supersedes all prior and independent agreements between the parties covering the subject matter hereof. Any change or modification of this agreement must be in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused the execution of the foregoing instrument, by authority duly given and in duplicate originals, all on the day and year first above written.

COLUMBUS COUNTY COMMISSIONERS

Attested by:

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

\_\_\_\_\_  
Latoya Williams,  
Deputy Clerk to the Board

CLASSIC AVIATION, INC.

By: \_\_\_\_\_ (SEAL)

Title: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Attorney

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
County Finance Officer

STATE OF NORTH CAROLINA  
COUNTY OF COLUMBUS

This \_\_\_\_\_ day of \_\_\_\_\_, 2022, personally came before me, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County, North Carolina, LaToya Williams, who being by me duly sworn, says that she is the Deputy Clerk of the Board of Commissioners of Columbus County; recognizes the official seal of the Board; is acquainted with Ricky Bullard, who is Chairman of the Board; that she witnessed the signature of the Chairman and the affixation of the official seal of the Board to the foregoing instrument in the presence of the Chairman of the Board, in accordance with the order of the Board.

Witness my hand and official seal or stamp, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF COLUMBUS

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_, North Carolina, certify that \_\_\_\_\_ acknowledged that \_ he is the \_\_\_\_\_ of Classic Aviation, Inc. a North Carolina corporation and that by authority duly given and as the act of each entity, \_ he signed the forgoing instrument in its name on its behalf as its act and deed.

Witness my hand and Notarial stamp or seal this \_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

\_\_\_\_\_  
Notary Public  
My commission expires:\_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the management contract, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #14: LEGAL – APPROVAL OF INTERLOCAL AGREEMENT WITH THE TOWN OF LAKE WACCAMAW FOR BUILDING INSPECTION SERVICES:**

Amanda Prince, Staff Attorney/Clerk to the Board, requested Board approval.

**INTERLOCAL AGREEMENT FOR ENFORCEMENT OF BUILDING INSPECTIONS**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between the Town of Lake Waccamaw, a municipal corporation having charter granted by the State of North Carolina, hereafter referred to as "Municipality", and Columbus County, a body politic and a subdivision of the State of North Carolina, hereafter referred to as "County";

WHEREAS, the Municipality is desirous of having the County inspect and have enforcement authority within said Municipality's corporate limits and extraterritorial jurisdiction.

WHEREAS, the County, in accordance with and under the auspices of N.C. General Statute 160A-461, will enter into an Interlocal Agreement for the purpose of conducting building inspections; and

WHEREAS, under 160A-360, a Municipality and County may, by agreement, cede its territory to the other for the purpose of enforcement of select ordinances and regulations.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, the parties hereto agree as follows:

- 1. Term. The term of this Agreement is from May 26, 2022, through May 26, 2023, and shall automatically renew each year unless terminated as provided herein.
- 1. Responsibilities.
  - A. Municipality. The Municipality agrees to:
    - a. provide any pre-permit reviews of any applicable Municipal ordinances or regulations;
    - b. provide certification (where necessary) that said plans are in accordance with Municipal regulations, plans, and other documentation needed for review under applicable zoning codes;
    - c. adopt the County's current building code fee schedule;
    - d. collect any applicable zoning permit fees and issue zoning permits in accordance with the town's zoning ordinance;
    - e. not hold County responsible for enforcement of any other Municipal ordinance or regulations unless specifically contracted for.
  - B. County. The County agrees to:

- a. provide all applicable inspections in regards to buildings, piers, plumbing, HVAC, and electrical in accordance with the North Carolina Building Codes;
  - b. issue all permits under this ordinance;
  - c. perform site inspections as necessary;
  - d. collect and deposit into the county's bank account all fees associated with building inspections.
  - e. provide the Municipality a copy of all Certificate of Occupancies.
3. Termination. This agreement may be terminated by thirty (30) days notice and upon mutual agreement by and between the County and Municipality.
4. Entire Agreement. This Agreement is the only agreement between the parties and contains all the terms agreed upon.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by the respective parties, all duly authorized by the respective Governing Boards and the authority duly given to their respective officials, all duly given the day and year first written above.

ATTEST:

COLUMBUS COUNTY

\_\_\_\_\_  
Latoya Williams

\_\_\_\_\_  
Ricky Bullard, Chairman

TOWN OF LAKE WACCAMAW

\_\_\_\_\_  
Meredith C. Parker

\_\_\_\_\_  
Damon Kempinski, Town Manager

**MOTION:**

Commissioner Byrd made a motion to approve the interlocal agreement, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #15: APPOINTMENTS/RE-APPOINTMENTS/REPLACEMENTS:**

**Legend: EB = Entire Board**  
**Listed Zone # = Individual Commissioner**

**Zone I:** Jerome McMillian                      **Zone V:** Brent Watts  
**Zone II:** Chris Smith                            **Zone VI:** Ricky Bullard  
**Zone III:** Giles E. Byrd                        **Zone VII:** Charles T. McDowell  
**Zone IV:** Lavern Coleman

COMMITTEE	ZONE/ EB	PERSON(S)	EXP. DATE	BOARD ACTION
Animal Control	VII	Holly Spivey	06/15/2022	Reappoint
Brunswick Zoning, Planning & Board of Adjustments M=McDowell S=Byrd	EB	Caletta Faulk	06/17/2022	Reappoint
Community Advisory Committee (former Joint and/or Nursing Home Committee) M=McMillian S=McDowell	EB	Jolene Fowler Lewis Peggy Gerald	06/03/2022 06/03/2022	Reappoint Keshia Jordan
Water & Sewer Advisory Commission	I II III IV V VI VII	William Christopher Barnhill Clarence Matthew Smith Margaret Gordon David Parks Steve Long James Worley Todd Pennington	06/02/2022 06/02/2022 06/02/2022 06/02/2022 06/02/2022 06/02/2022 06/02/2022	Reappoint Hold Hold Reappoint Reappoint Reappoint Reappoint
SCC Board of Trustees M=McMillian S=Watts	EB	Eugene Wayman	06/30/2022	Dan Strickland

**RECESS REGULAR SESSION and enter into COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV and V BOARD MEETING**

At 7:33 P.M., Commissioner McDowell made a motion to recess Regular Session and enter into a **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 #16: COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV and V – APPROVAL of MINUTES:**

A. May 2, 2022

**MOTION:**

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

**Agenda Item #17: WATER DISTRICTS I, II, III, IV and V – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
303 Goldsboro Street, East  
Wilson, North Carolina 27893  
Contact Person: E. Leo Green, P.E., P.L.S  
252-237-5365 (Phone)
2. **MS Consultant, Inc.**  
5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)
3. **WithersRavenel**  
219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)
4. **McKim & Creed**  
243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICTS I, II, III, IV, and V – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

### **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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property.

Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each month's current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

### 6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

## 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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

##### **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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

**Circle Meter Size:**

¾ Inch - Cost + 15% (Resident)

1 Inch - Cost + 15% (Business)

2 Inch - Cost + 15% (Business)

**Deposit Due:** \$ 50.00 (Home Owners) \$100.00 (Renters)

**Total Amount Paid:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**County Representative**

\_\_\_\_\_  
**Planning Representative**

-----  
\_\_\_\_\_  
**County,** \_\_\_\_\_ **State**

**I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:** \_\_\_\_\_

\_\_\_\_\_  
**(name(s) of principals.**

**Date:** \_\_\_\_\_

**(Seal)**

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Print or Type Name**

**My Commission Expires:** \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICTS I, II, III, IV, and V – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GAINNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I
FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$ 144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$ 674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$ 58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$ 191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$ 154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$ 72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$ 213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$ 495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$ 193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$ 141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$ 91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$ 202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$ 238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$ 66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$ 278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$ 214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$ 351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$ 231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$ 24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$ 1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$ 8,869.20	DECEASED	Water District I
<b>TOTAL FOR DISTRICT I</b>			<b>\$ 20,128.90</b>		
FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$ 12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$ 205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$ 38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$ 502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$ 68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$ 73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$ 169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$ 58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$ 643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$ 182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$ 188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$ 186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$ 29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$ 92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$ 253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$ 65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$ 245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$ 111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$ 94.00	08/01/2012	Water District II
Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$ 16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$ 25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$ 165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$ 25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$ 113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$ 246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$ 100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$ 33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$ 16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$ 1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$ 300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$ 500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$ 25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$ 840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$ 93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$ 222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$ 25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$ 25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$ 174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$ 62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$ 414.47	DECEASED	Water District II

<b>TOTAL FOR DISTRICT II</b>			<b>\$</b>	<b>8,509.47</b>		
FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011 Water District III	
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012 Water District III	
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012 Water District III	
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011 Water District III	
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012 Water District III	
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011 Water District III	
FB-CR BUREAU	ROUSE, RONDRECUS M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012 Water District III	
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010 Water District III	
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012 Water District III	
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011 Water District III	
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011 Water District III	
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011 Water District III	
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011 Water District III	
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012 Water District III	
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012 Water District III	
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012 Water District III	
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008 Water District III	
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011 Water District III	
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010 Water District III	
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010 Water District III	
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012 Water District III	
<b>TOTAL FOR DISTRICT III</b>			<b>\$</b>	<b>3,836.00</b>		
FB-CR BUREAU	PATTERSON, VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010 Water District IV	
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012 Water District IV	
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011 Water District IV	
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008 Water District IV	
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011 Water District IV	
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011 Water District IV	
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012 Water District IV	
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012 Water District IV	
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011 Water District IV	
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012 Water District IV	
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010 Water District IV	
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010 Water District IV	
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011 Water District IV	
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011 Water District IV	
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011 Water District IV	
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011 Water District IV	
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012 Water District IV	
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011 Water District IV	
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012 Water District IV	
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011 Water District IV	
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010 Water District IV	
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED Water District IV	
<b>TOTAL FOR DISTRICT IV</b>			<b>\$</b>	<b>17,858.13</b>		
<b>Status</b>	<b>Full Name</b>	<b>Service Address</b>		<b>Total Balance</b>	<b>Last Payment Date</b>	<b>District</b>
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	02/02/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITTNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V
<b>TOTAL FOR DISTRICT V</b>			<b>\$</b>	<b>1,880.00</b>		
<b>GRAND TOTAL</b>			<b>\$</b>	<b>52,212.50</b>		

**MOTION:**

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #20: WATER DISTRICT II – APPROVAL of INTERLOCAL AGREEMENT BETWEEN the TOWN of CHADBOURN and COLUMBUS COUNTY for SEWER BILLING and COLLECTIONS:**

Harold Nobles, Director, requested Board approval.

**INTERLOCAL AGREEMENT BETWEEN COLUMBUS COUNTY  
AND THE TOWN OF CHADBOURN FOR  
SEWER BILLING AND COLLECTIONS**

This **AGREEMENT** is made and entered into this the \_\_\_\_ day of March, 2022, by and between **COUNTY OF COLUMBUS** (hereinafter referred to as "County") and **TOWN OF CHADBOURN** (hereinafter referred to as "Town").

**WITNESSETH:**

**WHEREAS**, the parties agree that it would be mutually advantageous to cooperate in developing a single system for billing and collecting sewer fees due to Town, collected by County, and County to be reimbursed on a fee basis;

**NOW THEREFORE**, in consideration of the mutual covenants of the parties hereto and for the purpose aforesaid, it is hereby agreed by and between County and Town as follows:

1. County shall bill and collect sewer fees due to Town for the fiscal year beginning July 1, 2022 and continuing during subsequent years as long as this Agreement shall continue to be in force.
2. As reimbursement for County's services performed under the terms of this Agreement, Town shall pay County two and 00/100 dollars (\$2.00) per month per account serviced by County on Town's behalf.
3. County shall submit invoices to Town no less than quarterly for County's services performed under this Agreement, but may submit invoices monthly at County's discretion.
4. Invoices submitted to Town for services rendered under this Agreement are payable within thirty-five (35) days from the date of the invoices and payment shall be made to Columbus County Water & Sewer District II.
5. Should payment not be made within thirty-five (35) days from the date of the invoices, a late fee of 1% of the invoiced amount will be assessed monthly until paid. Invoices in dispute, with prior written notice given to County, are due within fifteen (15) days of receipt of the invoices in dispute.
6. Town agrees that County shall not be liable to any utility customer or to the Town for any mistake, error, or omission in any sewer bill sent to the utility customer by the County on behalf of the Town. Town further agrees that adjustments or releases of sewer charges on utility accounts due to mistake, error, or omission are at the discretion of the County.
7. Sewer fees due to Town and collected by County shall be transmitted to Town of Chadbourn Administration Office, Chadbourn, NC within thirty-five (35) days from the month in which those fees were collected by County. Any collected fees not transmitted by County to Town within thirty-five (35) days will be assessed a 1% late fee. Collected sewer fees in dispute, with prior written notice given to Town, shall be transmitted within fifteen (15) days of receipt by County.
8. County shall only be responsible for collecting sewer fees which are billed by the County on behalf of the Town.
9. Utility customer shall be actively connected to the County water system for the County to bill sewer on behalf of the Town.

If utility customer disconnects from County water system, County shall not bill for sewer.

Security deposits held on utility accounts will be applied to water, miscellaneous fees, and sewer, in the order listed, and only when accounts are closed.

County will not disconnect water service to customers for unpaid sewer fees.

10. Town shall provide to the County the current Sewer Rate Schedule, a minimum of 60 days prior to initial billing, for software setup. Thereafter, amended or changed Sewer Rate Schedules shall be provided to the County 30 days prior to implementation of rate changes.

This **AGREEMENT** may be rescinded by a resolution adopted by a majority vote of either the Board of Commissioners of Columbus County or the Town Council of Chadbourn with 120 days prior written notice to the other party.

This **AGREEMENT** for sewer fee billing between Town and County shall be valid for a period of two (2) years from the date hereof and automatically renews thereafter for one (1) year periods until rescinded pursuant to the preceding paragraph.

This **AGREEMENT** shall be effective as of July 1, 2022.

**IN WITNESS WHEREOF**, County and Town have caused this Agreement to be signed by their proper officials, duly appointed by authority of the governing body of each tax unit.

COLUMBUS COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Ricky Bullard, Chairman

ATTESTED BY:

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

(SEAL)

TOWN OF CHADBOURN

\_\_\_\_\_  
Phillip Britt, Mayor

ATTESTED BY:

\_\_\_\_\_  
(SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Columbus County Finance Officer Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Town of Chadbourn Finance Officer Date

**MOTION:**

Vice Chairman McMillian made a motion to approve the interlocal agreement, seconded by Commissioner McDowell. The motion unanimously passed.

**Agenda Item #21: WATER DISTRICT II – APPROVAL of LOW BID for SILVER SPOON and BRICK CITY ROADS:**

Harold Nobles, Director, requested Board approval.



BID TABULATION

PROJECT OWNER: COLUMBUS COUNTY WATER AND SEWER DISTRICT II  
 PROJECT DESCRIPTION: WATER SYSTEM EXTENSIONS  
 BID OPENING DATE: MAY 24, 2022 @ 2:00 P.M.  
 ENGINEER: GREEN ENGINEERING, P.L.L.C

PART A - BRICK CITY ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	680.0	LF 6" Dia. PVC Water Main	19.70	13,396.00	32.00	21,760.00	28.00	19,040.00	45.00	30,600.00
2	430.0	LF 2" Dia. PVC Water Main	6.70	2,881.00	14.00	6,020.00	17.00	7,310.00	14.25	6,127.50
3	75.0	LF 6" Dia. DIP Water Main	39.20	2,940.00	93.00	6,975.00	55.00	4,125.00	68.00	5,100.00
4	100.0	LF 6" Dia. I.D. Directional Bore	112.00	11,200.00	95.00	9,500.00	124.00	12,400.00	120.00	12,000.00
5	1,285.0	LF Clean Up, Seeding and Testing	10.20	13,107.00	1.50	1,927.50	2.20	2,827.00	5.00	6,425.00
6	3.0	EA 6" Dia. Gate Valve w/Box	2,002.00	6,006.00	2,090.00	6,270.00	1,900.00	5,700.00	2,275.00	6,825.00
7	1.0	EA 2" Dia. Gate Valve w/Box	1,446.00	1,446.00	1,445.00	1,445.00	1,250.00	1,250.00	1,500.00	1,500.00
8	1.0	EA 10" x 6" Tapping Sleeve and Valve	6,927.50	6,927.50	5,545.00	5,545.00	5,750.00	5,750.00	10,200.00	10,200.00
9	1.0	EA Fire Hydrant	4,867.00	4,867.00	7,205.00	7,205.00	4,900.00	4,900.00	8,000.00	8,000.00
10	1.0	EA 2" Blow Off Assembly	1,113.00	1,113.00	2,625.00	2,625.00	825.00	825.00	2,375.00	2,375.00
11	30.0	LF 12" Dia. Steel Casing (Bore & Jack)	410.00	12,300.00	237.00	7,110.00	440.00	13,200.00	280.00	8,400.00
12	474.0	LBS Compact Fittings	13.25	6,280.50	6.50	3,081.00	12.10	5,735.40	10.50	4,977.00
13	50.0	LF 6" PVC Dry Bore (Driveways)	121.00	6,050.00	56.00	2,800.00	115.00	5,750.00	80.00	4,000.00
14	70.0	LF 2" PVC Dry Bore (Driveway)	55.00	3,850.00	28.00	1,960.00	66.00	4,620.00	50.00	3,500.00
15	16.0	EA 5/8" x 3/4" Water Service	808.00	12,928.00	1,550.00	24,800.00	990.00	15,840.00	1,475.00	23,600.00
16	180.0	LF 3/4" Service Line (Open Cut)	4.00	720.00	12.00	2,160.00	5.00	900.00	7.75	1,395.00
17	175.0	LF 3/4" Service Line (Borred)	10.00	1,750.00	30.00	5,250.00	17.00	2,975.00	37.50	6,562.50
18	6.0	EA Wattle Check Dams	362.00	2,172.00	100.00	600.00	210.00	1,260.00	90.00	540.00
19	20.0	SY Temporary Ditch Liner	25.00	500.00	10.00	200.00	11.00	220.00	12.00	240.00
<b>TOTAL CONSTRUCTION - PART A</b>				<b>110,434.00</b>		<b>117,233.50</b>		<b>114,627.40</b>		<b>142,367.00</b>

PART B - SILVER SPOON ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	8,890.0	LF 6" Dia. PVC Water Main	19.70	175,133.00	26.00	231,140.00	28.00	248,920.00	32.00	284,480.00
2	540.0	LF 2" Dia. PVC Water Main	6.70	3,618.00	13.00	7,020.00	17.00	9,180.00	12.25	6,615.00
3	150.0	LF 6" Dia. DIP Water Main	39.20	5,880.00	93.00	13,950.00	55.00	8,250.00	68.00	10,200.00
4	1,110.0	LF 6" Dia. I.D. Directional Bore	119.00	132,090.00	95.00	105,450.00	124.00	137,640.00	110.00	122,100.00
5	10,690.0	LF Clean Up, Seeding and Testing	3.50	37,415.00	1.00	10,690.00	1.20	12,828.00	2.50	26,725.00
6	1.0	EA 8" Dia. Gate Valve w/Box	2,600.00	2,600.00	4,440.00	4,440.00	2,700.00	2,700.00	5,200.00	5,200.00
7	24.0	EA 6" Dia. Gate Valve w/Box	1,700.00	40,800.00	2,090.00	50,160.00	1,900.00	45,600.00	2,275.00	54,600.00
8	2.0	LF 2" Dia. Gate Valve w/Box	1,100.00	2,200.00	1,445.00	2,890.00	1,250.00	2,500.00	1,500.00	3,000.00
9	5.0	EA Fire Hydrant	4,683.00	23,415.00	7,205.00	36,025.00	4,900.00	24,500.00	8,000.00	40,000.00
10	1.0	EA 2" Blow Off Assembly	987.00	987.00	2,625.00	2,625.00	900.00	900.00	2,375.00	2,375.00
11	40.0	LF 12" Steel Casing (Bore and Jack)	410.00	16,400.00	239.00	9,560.00	440.00	17,600.00	265.00	10,600.00
12	1,610.0	LBS Compact Fittings	13.70	22,057.00	6.50	10,465.00	12.10	19,481.00	10.50	16,905.00
13	55.0	LF 6" PVC Dry Bore (Driveway)	121.00	6,655.00	56.00	3,080.00	110.00	6,050.00	80.00	4,400.00
14	11.0	EA 5/8" x 3/4" Water Service	907.00	9,977.00	1,550.00	17,050.00	1,000.00	11,000.00	1,750.00	16,225.00



MOTION:

Commissioner McMillian made a motion to approve the low bid, seconded by Commissioner McDowell. The motion unanimously passed.

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

At 7:45 P.M., Commissioner Byrd 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 #22: COMMENTS:**

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

**A. Board of Commissioners:**

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

- I'd just like to take a minute to thank all the folks that were involved in those recoveries at Lake Waccamaw.
- It's amazing to see how they work and how hard they work to get the job done.
- My hat goes off to them and I want to really thank them for it.
- People just don't know, if they haven't seen, what's involved, and it's well coordinated and it worked great.
- A lot of hours put in by our county people, but especially by the volunteers who put their time out.
- It was very emotional to sit there and watch them work and worry and strive together to try and get a better outcome than what they had.
- I really want to thank those folks.
- I'd also like to thank our county employees for the job that they're doing to help us make Columbus County a better county with each day because it's up to all of us in the long run and we can make it happen if we work hard.
- The final thing is, the internet and the water at the eastern end, I want to let the people know that we're still working hard on it and we're still trying to get it to run down that way.
- I know there are a few hiccups right now, especially on Brinkley Road, but we're working on trying to get that done.
- Just don't give up and stay focused and we'll work our way through it.
- Thank you.

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

- I have several, so I have to go fast so I don't get cut off.
- First, I want to thank everyone for the budget.
- The budget hit a lot of needed areas, especially the top three, and I'm not underplaying any of the others, but when you look at services to our public, like education, law enforcement and needed things, it was just good to see that we could increase those things.
- I was really taken back, because several years ago, we allocated money and one of the things we asked the Columbus County Board of Education to do was to use it for security, so I was really pleased when Superintendent Meadows said they were going to use a lot of that money to secure doors, so that those doors could be safer for our children and staff.
- Secondly, dealing with that, schools out, which means children are going to be out playing now, so as we drive up and down the roads let's look out for children because maybe they're used to being supervised and right now they have a little more freedom.
- They have a little more freedom and they may take a few more risks so let's look out for them.
- I want to thank, as Commissioner Coleman did, all the folks that volunteered to go out.
- I can only imagine the heartbreak that's involved in having someone located someone who is deceased.
- I couldn't do it, I'll be honest with you, I couldn't do it, and I appreciate those that can.
- I also appreciate the folks that serve on our boards because keep in mind, these are volunteers too, they don't get paid.
- They meet on a regular basis and they sacrifice their time, their gas and that's a big deal now, as well as their family time.
- I also want to thank Dr. Dalton Dockery for the job that he did for this county for years and years and years.
- I was lucky enough for him to grow up in the community in which I live.
- I've known his momma and daddy for a very, very long time, and he is a top notch, quality person, and we'll miss him, but I'm happy for him.
- I want to thank him for the job that he did, not only at work but in our community, because he's been very active in our community for the last few years.

- Lastly, I came and participated in the sexual harassment training class and you know we live in a different age.
- Used to, you could walk up to somebody and you could tell them how nice they look today and now they get mad at you because they think you're hitting on them.
- We have to be careful and the best way to prevent yourself from being caught in a situation like that is to be educated.
- And, I don't know what the participation rate was amongst our employees but it was full when I took it.
- Everybody asked good questions and we tried to use common sense but at the same point and time you have to understand that common sense is not always equal on both sides of the conversation.
- So, be careful, protect yourselves from such as that because it can destroy your reputation, whether it's true or not.
- So, I'll just reiterate that you really need to be careful in this day and time.
- Times have changed, I hate it but they have.
- That's it Mr. Chairman, thank you sir.

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

- First, as Commissioner Coleman said, at the Lake, I've seen some tragic things these last couple of weeks.
- I know it's going to get busier and I think the Sheriff's Department has put on there about boater safety and water safety.
- I think people need to look at it and tell your kids before you go down there.
- It doesn't take that long, and I mean, I see people all the time down there with no life jacket.
- So, they need to be careful on that.
- On the budget, I want to thank everybody, Mr. Madden, Mr. Leatherman, and everybody that had a part of the budget.
- I think this is a good budget and when we're looking at the highlights, this is my opinion and this is what I run on, when you've got public schools, good public education and a college and public safety, water and sewer, and broadband, economic development will follow.
- We've put it all in there and I see that we should be growing, because we're putting it where I think we should put it for that to happen.
- I'm glad for our county employees to be able to get a raise, and it's not as much as other people, but it's something.
- I hope everyone's happy and that's all I have to say.

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

- Rather than just repeat it, I concur with what the other Commissioners have said.
- To the other Commissioners, I hope every one of you got a letter from someone that worked out there at Social Services at some point and time.
- Mr. Madden, I feel like I'm kind of left out, I wish I made what she insinuated we did.
- I'd be satisfied almost with a third.
- Anyway, I just want to let that out so that people don't think we're sitting up here drawing a salary.
- You know, we talk about a lot of things, and we talk about jobs, how many of you go to any Walmart or some big store, Sam's, Costco, or wherever, and checkout through the self-checkout line?
- Now, you know they put mom and pop out of business, so I'm not going to go through their self-checkout line and I don't care if I have to stand there 10 minutes.
- All they're doing is eliminating the jobs, the jobs that they took, and now they're eliminating them at the cash register.
- I would please ask each and every one of you to not go through them, no matter, even if you don't have but 2 or 3 items, just don't use them.
- We need those jobs here in this county because they took a lot of them.
- Another thing Mr. Madden, I'd like for you to write DOT and maybe ask them if they would consider lowering the speed limit on Wooded Acres Rd, that's the road you travel going to the Lake there.
- There are a lot of children riding bicycles and they live in the community and its direct traffic to the boat landing and 55 MPH through there is a little dangerous and I would hope that we could do something about it.
- Yes, the Lake is very dangerous and it would be nice if they would just pass a law, that you have to have it not only in your boat but have it on your body.
- Because it doesn't do any good in the bow of the boat and you fall over and you can't reach it.
- So, I wouldn't mind seeing that happen and I've spent a lot of time on the Lake growing up and I enjoyed it and I'll stop with that tonight Mr. Chairman.

5. **Vice Chairman McMillian** stated the following:

- I would just like to say for all to just remember Commissioner Smith and his family because right now they're going through a lot with his wife and her illness and I do know prayer helps, so everyone that knows the word of prayer, keep them in mind.
- Mr. Madden, I'm just going to reiterate what everybody has said.
- Thank you and your staff for the hard work that you all put in on this budget.
- It makes me feel good to see the college, the schools, and everybody else come in and almost get what they ask for and what they needed.
- I thank you and I thank you all for working with Mr. Madden, for being patient and making this budget good for the community and also our employees.
- We're catching up, we're not where we want to be but I appreciate the effort that you all have done and what you've done since you've come in to get us where we're at.
- I'd also like to congratulate Dr. Dalton Dockery on his newfound career, it is well deserved.
- That's all I have, thank you.

**Commissioner Watts** stated the following:

- Mr. Madden, do you know if they still teach boater safety to children at the schools?
- They used to teach it in schools at about 7<sup>th</sup> or 8<sup>th</sup> grade.
- I mean I think that's something that would be good to come back.

**Commissioner Coleman** stated the following:

- Is there any way Lake Waccamaw could pass an ordinance to mandate that everybody on the Lake wear a life jacket?

**Commissioner Byrd** stated the following:

- No, they couldn't because it's a state lake, a state park.

**Dr. Chris English, SCC President**, stated the following:

- That may be something the college can look into as a short term training.
- It doesn't have to be for a degree obviously but any opportunity like that, that's something the college really can explore like we do with other agencies, like Fire and EMS to provide training.
- So we will take a look at it to see what we could do.

**Commissioner Watts** stated the following:

- What if you had a class, like once a year, at a school?

**Commissioner Byrd** stated the following:

- What if this Board went on record sending a letter to the legislation, asking them to make it a requirement to put a life jacket on.
- That's not asking too much.
- They want you to put your seatbelt on, so why can't they make you put your life jacket on?

**Chairman Bullard** stated the following:

- Maybe between what Dr. English mentioned and what Attorney Worley is going to look into, we can come up with something good.

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

- Well, I'd like to say a lot of the same things my fellow commissioners have said.
- I think Lake Waccamaw is weighing heavily on everybody's mind with all the drownings and it's sad the way it's happening but hopefully we can improve that with the conversation we're having tonight.
- To Mr. Madden, I appreciate the budget, it is very pleasant to work with the budget the way you do it.
- I like the opportunity to be able to come and talk with you about the budget, comfortably and know what I want when it comes time to approve an item.
- I appreciate the opportunity to do that and I always support our schools and college since I've been a commissioner.
- When I was on the school board I always put our schools first and our Sheriff's Department comes along with it.
- We're making headways and I thank everybody for what they're doing.
- Water rescue, I'm glad we're improving the water rescue or going to.
- I think that will help out in a lot of ways.
- Also, to Whiteville, they came in as runner-up in the baseball tournaments.
- Turner Brown, who is there coach, I watched him grow up, I've gone to church with him.

- He's a good quality, Christian young man, and he'll teach those kids a lot being their coach and things of life that they will never forget.
- Congratulations to Whiteville for what they've done.

**B. County Manager Eddie Madden** stated the following:

- I want to thank finance staff, lead by Jay Leatherman and Heather Woody, the department managers and of course the Commissioners for the confidence that you placed in the budget this year.
- It was a very smooth process.
- It started early, mainly because of the requirement to report to the LGC.
- But because of that, we had the luxury to be able to interact with our department managers, set multiple meetings to go through adjustments that would have to be made and we appreciate Mr. Leatherman and Heather Woody especially for working through that process.
- Mr. Leatherman has made me aware that he will be leaving us very soon.
- It's been my pleasure to work with Jay for a number of years in 2 separate organizations and he's done a phenomenal job for us.
- Jay, I think, wants to play some golf and take care of his family.
- So, I have accepted his notice and we will be posting his position very shortly.
- It will be difficult to fill his shoes and I know this board has a lot of confidence in him and I do as well.
- And, I believe our department managers and counterparts with the school systems and the college have enjoyed working with Jay.
- So, we will be talking a little more about him in the weeks and months ahead.
- The EMS study we talked about this evening, I think we will be wrapping up later this month, if not then the first of July, with recommendations to come to this board.
- I know you all are anxious to hear that report.
- We've had our first opioid task force meeting with the 19-member committee that this board appointed.
- That went very well and there's a lot of work to be done there of course.
- We received or will be receiving, very shortly, our first batch, if you will, from the settlement, with a second one to follow shortly thereafter.
- So, work will be intensifying in this particular area very soon and we look forward to a conversation about how we're going to deal with this crisis.
- The Recreation Master Plan will be presented on the 20<sup>th</sup>, so as you all know, we've been involved in an intensive review of the recreation program in the county and our consultants will be here next time along with Julie Strickland and her staff to help present that, and the task force that's been assembled to work through that program.
- So again, another very important document that this board will hear a report on, on June 20<sup>th</sup>.
- Mr. Coleman, I know you're growing impatient with me about water and broadband but I will tell you some good news and that is, we have submitted our applications for funding for water infrastructure and for broadband.
- Those decisions will be made very soon.
- The GREAT Grant for broadband should be in the July timeframe, and that's a significant sum of money that will provide for service in underserved areas of the county.
- And will ultimately complete the grid or the network that is without service.
- The same is true with water.
- I know we've got a number of applications that we approved tonight but others that have already been submitted, and we look forward to a positive outcome there.
- At the airport, I know Phil Edwards is here.
- We've had our first meeting with architects officially, Mr. Edwards has been working with them unofficially for the past couple of months and they will be gathering information from our commission members and from the general public to incorporate design elements from the community as well as making sure the floorplan is representative of the needs of the airport.
- The final design for the courthouse is wrapping up, I have the plans on my desk, if at any point you want to come by and take a look at the floor plan and the 1<sup>st</sup> and 2<sup>nd</sup> floors, you're welcome to do that.
- We moved in the environmental health staff just a few weeks ago, to the 1<sup>st</sup> floor of this building and they are up and running now so be sure to stop by and say hello to those folks.
- The second floor of this building, renovations should wrap up in the next week.
- They may wrap up this week, I know that our MIS staff is planning to move as early as next week and the Tax Office shortly thereafter, so work is wrapping on up on the 2<sup>nd</sup> floor as well.
- Unfortunately, we're seeing an uptick in COVID cases, as you heard from Joy Jacobs earlier about the need to restore the mask requirement on public transportation.
- We've had a number of employees to test positive and it will continue to be a concern that we have to monitor.
- Our folks have become very aware of the protocols that are to be followed and we do that well and we're trying to keep the normal functions of county government going.

- We had to, unfortunately, close the library for a few days about a month ago, and we try not to do that unless it's absolutely necessary and in that case it was.
- We do continue to follow the direction of our Health Department in that regard.
- Kim Smith, our Health Director, was awarded the Levine Award, I believe you all read about that in the local press recently, for her efforts and her staff's efforts during the pandemic.
- We congratulate her.
- Of course, Dalton Dockery, he and I are set to meet this week, I believe the 9<sup>th</sup> to talk about his transition and his replacement.
- We congratulate Dalton Dockery on his recent selection as an Area Director.
- That concludes my report.

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

Board Attorney Boyd Worley orally stated the following Closed Session General Account: "The Board met, beginning at 5:45 P.M. this evening and discussed pending litigation and potential litigation. No action was taken by the Board."

**MOTION:**

Commissioner Byrd made a motion to accept the general account, seconded by Commissioner McDowell. The motion unanimously passed.

**MOTION:**

Commissioner McDowell made a motion to adjourn Closed Session, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #22: ADJOURNMENT:**

At 8:07 P.M., Commissioner Watts made a motion to adjourn, seconded by Commissioner Coleman. The motion unanimously passed. These minutes were recorded and typed by LaToya Williams.

\_\_\_\_\_  
**LATOYA WILLIAMS, Deputy Clerk**

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

**INTENTIONALLY**

**LEFT**

**BLANK**

**COLUMBUS COUNTY WATER and SEWER DISTRICTS I, II, III, IV, and V  
COMBINATION BOARD MEETING  
Monday, June 6, 2022  
7:33 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster 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**  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
Amanda B. Prince, **Staff Attorney/Clerk to Board**  
Jay Leatherman, **Finance Director**  
Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT (EXCUSED):**

Chris Smith

**MEETING CALLED TO ORDER:**

At 7:33 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District I Board Meeting to order.

**Agenda Item #16: COLUMBUS COUNTY WATER and SEWER DISTRICT I BOARD MEETING MINUTES:**

A. May 2, 2022 Columbus County Water and Sewer District I Board Meeting

**MOTION:**

Vice Chairman McMillian made a motion to approve the May 2, 2022 Columbus County Water and Sewer District I Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #17: WATER DISTRICT I – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
303 Goldsboro Street, East  
Wilson, North Carolina 27893  
Contact Person: E. Leo Green, P.E., P.L.S  
252-237-5365 (Phone)

2. **MS Consultant, Inc.**  
5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)
3. **WithersRavenel**  
219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)
4. **McKim & Creed**  
243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICT I – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

**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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.,). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property. Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each months current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

#### **6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:**

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

#### **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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

## 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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

**Circle Meter Size:**

**¾ Inch - Cost + 15% (Resident)**

**1 Inch - Cost + 15% (Business)**

**2 Inch - Cost + 15% (Business)**

**Deposit Due: \$ 50.00 (Home Owners) \$100.00 (Renters)**

**Total Amount Paid: \$ \_\_\_\_\_**

Customer Signature

County Representative

Planning Representative

County, \_\_\_\_\_ State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_

(name(s) of principals.

Date: \_\_\_\_\_

(Seal)

Signature of Notary

Print or Type Name

My Commission Expires: \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICT I – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GATNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I

FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$	144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$	674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$	58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$	191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$	154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$	72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$	213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$	495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$	193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$	141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$	91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$	202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$	238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$	66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$	278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$	214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$	351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$	231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$	24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$	1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$	8,869.20	DECEASED	Water District I
<b>TOTAL FOR DISTRICT I</b>			<b>\$</b>	<b>20,128.90</b>		

FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$	12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$	205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$	38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$	502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$	68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$	73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$	169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$	58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$	643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$	182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$	188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$	186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$	29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$	92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$	253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$	65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$	245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$	111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$	94.00	08/01/2012	Water District II

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$	16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$	25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$	165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$	25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$	113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$	246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$	100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$	33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$	16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$	1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$	300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$	500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$	25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$	840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$	93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$	222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$	25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$	25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$	174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$	62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$	414.47	DECEASED	Water District II

<b>TOTAL FOR DISTRICT II</b>			<b>\$</b>	<b>8,509.47</b>		
------------------------------	--	--	-----------	-----------------	--	--

FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011	Water District III
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012	Water District III
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012	Water District III
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011	Water District III
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012	Water District III
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011	Water District III
FB-CR BUREAU	ROUSE, RONDRECUS M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012	Water District III
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010	Water District III
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012	Water District III
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011	Water District III
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011	Water District III
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011	Water District III
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011	Water District III
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012	Water District III
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012	Water District III
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012	Water District III
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008	Water District III
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011	Water District III
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010	Water District III
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010	Water District III
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012	Water District III

**TOTAL FOR DISTRICT III** \$ **3,836.00**

FB-CR BUREAU	PATTERSON, VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010	Water District IV
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012	Water District IV
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011	Water District IV
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008	Water District IV
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011	Water District IV
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011	Water District IV
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012	Water District IV
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010	Water District IV
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010	Water District IV
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011	Water District IV
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011	Water District IV
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011	Water District IV
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011	Water District IV
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012	Water District IV
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011	Water District IV
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012	Water District IV
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011	Water District IV
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010	Water District IV
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED	Water District IV

**TOTAL FOR DISTRICT IV** \$ **17,858.13**

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	02/02/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V

**TOTAL FOR DISTRICT V** \$ **1,880.00**

**GRAND TOTAL** \$ **52,212.50**

### MOTION:

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURNMENT:**

At 7:45 P.M., Commissioner Byrd made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

---

**LATOYA WILLIAMS, Deputy Clerk**

---

**RICKY BULLARD, Chairman**

**INTENTIONALLY**

**LEFT**

**BLANK**

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

**Monday, June 6, 2022**

**7:33 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster 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**  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
Amanda B. Prince, **Staff Attorney/Clerk to Board**  
Jay Leatherman, **Finance Director**  
Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT (EXCUSED):**

Chris Smith

**MEETING CALLED TO ORDER:**

At 7:33 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District II Board Meeting to order.

**Agenda Item #16: COLUMBUS COUNTY WATER and SEWER DISTRICT II BOARD MEETING MINUTES:**

A. May 2, 2022 Columbus County Water and Sewer District II Board Meeting

**MOTION:**

Vice Chairman McMillian made a motion to approve the May 2, 2022 Columbus County Water and Sewer District I Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #17: WATER DISTRICT II – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
303 Goldsboro Street, East  
Wilson, North Carolina 27893  
Contact Person: E. Leo Green, P.E., P.L.S

252-237-5365 (Phone)

**2. MS Consultant, Inc.**

5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)

**3. WithersRavenel**

219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)

**4. McKim & Creed**

243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICT II – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

**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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.,). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property. Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each months current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

#### **6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:**

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

#### **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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

## 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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_  
\_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

- Circle Meter Size:**
- ¾ Inch - Cost + 15% (Resident)
  - 1 Inch - Cost + 15% (Business)
  - 2 Inch - Cost + 15% (Business)

**Deposit Due:** \$ 50.00 (Home Owners) \$100.00 (Renters)

**Total Amount Paid:** \$ \_\_\_\_\_

Customer Signature

County Representative

Planning Representative

County, \_\_\_\_\_ State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_

(name(s) of principals.

Date: \_\_\_\_\_

(Seal)

Signature of Notary

Print or Type Name

My Commission Expires: \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICT II – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GATNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I

FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$	144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$	674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$	58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$	191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$	154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$	72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$	213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$	495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$	193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$	141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$	91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$	202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$	238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$	66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$	278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$	214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$	351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$	231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$	24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$	1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$	8,869.20	DECEASED	Water District I

**TOTAL FOR DISTRICT I****\$ 20,128.90**

FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$	12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$	205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$	38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$	502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$	68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$	73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$	169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$	58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$	643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$	182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$	188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$	186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$	29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$	92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$	253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$	65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$	245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$	111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$	94.00	08/01/2012	Water District II

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$	16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$	25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$	165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$	25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$	113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$	246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$	100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$	33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$	16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$	1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$	300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$	500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$	25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$	840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$	93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$	222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$	25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$	25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$	174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$	62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$	414.47	DECEASED	Water District II

**TOTAL FOR DISTRICT II****\$ 8,509.47**

FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011	Water District III
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012	Water District III
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012	Water District III
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011	Water District III
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012	Water District III
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011	Water District III
FB-CR BUREAU	ROUSE, RONDRECU S. M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012	Water District III
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010	Water District III
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012	Water District III
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011	Water District III
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011	Water District III
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011	Water District III
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011	Water District III
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012	Water District III
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012	Water District III
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012	Water District III
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008	Water District III
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011	Water District III
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010	Water District III
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010	Water District III
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012	Water District III

**TOTAL FOR DISTRICT III** \$ **3,836.00**

FB-CR BUREAU	PATTERSON, VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010	Water District IV
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012	Water District IV
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011	Water District IV
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008	Water District IV
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011	Water District IV
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011	Water District IV
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012	Water District IV
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010	Water District IV
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010	Water District IV
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011	Water District IV
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011	Water District IV
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011	Water District IV
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011	Water District IV
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012	Water District IV
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011	Water District IV
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012	Water District IV
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011	Water District IV
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010	Water District IV
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED	Water District IV

**TOTAL FOR DISTRICT IV** \$ **17,858.13**

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	02/02/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V

**TOTAL FOR DISTRICT V** \$ **1,880.00**

**GRAND TOTAL** \$ **52,212.50**

### MOTION:

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

Agenda Item #20: WATER DISTRICT II – APPROVAL of INTERLOCAL AGREEMENT BETWEEN the TOWN of CHADBOURN and COLUMBUS COUNTY for SEWER BILLING and COLLECTIONS:

Harold Nobles, Director, requested Board approval.

**INTERLOCAL AGREEMENT BETWEEN COLUMBUS COUNTY  
AND THE TOWN OF CHADBOURN FOR  
SEWER BILLING AND COLLECTIONS**

**STATE OF NORTH CAROLINA**

**COUNTY OF COLUMBUS**

This **AGREEMENT** is made and entered into this the \_\_\_\_ day of March, 2022, by and between **COUNTY OF COLUMBUS** (hereinafter referred to as “County”) and **TOWN OF CHADBOURN** (hereinafter referred to as “Town”).

**WITNESSETH:**

**WHEREAS**, the parties agree that it would be mutually advantageous to cooperate in developing a single system for billing and collecting sewer fees due to Town, collected by County, and County to be reimbursed on a fee basis;

**NOW THEREFORE**, in consideration of the mutual covenants of the parties hereto and for the purpose aforesaid, it is hereby agreed by and between County and Town as follows:

1. County shall bill and collect sewer fees due to Town for the fiscal year beginning July 1, 2022 and continuing during subsequent years as long as this Agreement shall continue to be in force.
2. As reimbursement for County’s services performed under the terms of this Agreement, Town shall pay County two and 00/100 dollars (\$2.00) per month per account serviced by County on Town’s behalf.
3. County shall submit invoices to Town no less than quarterly for County’s services performed under this Agreement, but may submit invoices monthly at County’s discretion.
4. Invoices submitted to Town for services rendered under this Agreement are payable within thirty-five (35) days from the date of the invoices and payment shall be made to Columbus County Water & Sewer District II.
5. Should payment not be made within thirty-five (35) days from the date of the invoices, a late fee of 1% of the invoiced amount will be assessed monthly until paid. Invoices in dispute, with prior written notice given to County, are due within fifteen (15) days of receipt of the invoices in dispute.

6. Town agrees that County shall not be liable to any utility customer or to the Town for any mistake, error, or omission in any sewer bill sent to the utility customer by the County on behalf of the Town. Town further agrees that adjustments or releases of sewer charges on utility accounts due to mistake, error, or omission are at the discretion of the County.
7. Sewer fees due to Town and collected by County shall be transmitted to Town of Chadbourn Administration Office, Chadbourn, NC within thirty-five (35) days from the month in which those fees were collected by County. Any collected fees not transmitted by County to Town within thirty-five (35) days will be assessed a 1% late fee. Collected sewer fees in dispute, with prior written notice given to Town, shall be transmitted within fifteen (15) days of receipt by County.
8. County shall only be responsible for collecting sewer fees which are billed by the County on behalf of the Town.
9. Utility customer shall be actively connected to the County water system for the County to bill sewer on behalf of the Town.

If utility customer disconnects from County water system, County shall not bill for sewer.

Security deposits held on utility accounts will be applied to water, miscellaneous fees, and sewer, in the order listed, and only when accounts are closed.

County will not disconnect water service to customers for unpaid sewer fees.

10. Town shall provide to the County the current Sewer Rate Schedule, a minimum of 60 days prior to initial billing, for software setup. Thereafter, amended or changed Sewer Rate Schedules shall be provided to the County 30 days prior to implementation of rate changes.

This **AGREEMENT** may be rescinded by a resolution adopted by a majority vote of either the Board of Commissioners of Columbus County or the Town Council of Chadbourn with 120 days prior written notice to the other party.

This **AGREEMENT** for sewer fee billing between Town and County shall be valid for a period of two (2) years from the date hereof and automatically renews thereafter for one (1) year periods until rescinded pursuant to the preceding paragraph.

This **AGREEMENT** shall be effective as of July 1, 2022.

**IN WITNESS WHEREOF**, County and Town have caused this Agreement to be signed by their proper officials, duly appointed by authority of the governing body of each tax unit.

COLUMBUS COUNTY BOARD OF COMMISSIONERS

---

Ricky Bullard, Chairman

ATTESTED BY:

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

(SEAL)

TOWN OF CHADBOURN

\_\_\_\_\_  
Phillip Britt, Mayor

ATTESTED BY:

\_\_\_\_\_  
(SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Columbus County Finance Officer Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Town of Chadbourn Finance Officer Date

**MOTION:**

Vice Chairman McMillian made a motion to approve the interlocal agreement, seconded by Commissioner McDowell. The motion unanimously passed.

**Agenda Item #21: WATER DISTRICT II – APPROVAL of LOW BID for SILVER SPOON and BRICK CITY ROADS:**

PART B - SILVER SPOON ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
15	465.0	LF 3/4" Service Line (Open Cut)	3.90	1,813.50	12.00	5,580.00	5.00	2,325.00	7.75	3,603.75
16	375.0	LF 3/4" Service Line (Bored)	7.74	2,902.50	30.00	11,250.00	17.00	6,375.00	37.50	14,062.50
17	20.0	EA Wattle Check Dam	368.00	7,360.00	100.00	2,000.00	210.00	4,200.00	90.00	1,800.00
18	25.0	SY Concrete Driveway (Remove and Replace)	102.00	2,550.00	100.00	2,500.00	110.00	2,750.00	135.00	3,375.00
19	75.0	TONS CABG Driveway Stone	84.20	6,315.00	35.00	2,625.00	50.00	3,750.00	65.00	4,875.00
20	30.0	TONS Stone Bedding	84.20	2,526.00	40.00	1,200.00	54.00	1,620.00	55.00	1,650.00
21	150.0	SY Temporary Ditch Liner	14.00	2,100.00	10.00	1,500.00	11.00	1,650.00	6.00	900.00
<b>TOTAL CONSTRUCTION - PART B</b>				<b>\$504,794.00</b>		<b>\$531,200.00</b>		<b>\$569,819.00</b>		<b>\$633,691.25</b>

PART C - UNION VALLEY ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	520.0	LF 12" Dia. PVC (SDR 21) Water Main	61.80	32,136.00	72.00	37,440.00	75.00	39,000.00	116.00	60,320.00
2	150.0	LF 12" Dia. DI Water Main	82.50	12,375.00	154.00	23,100.00	116.00	17,400.00	130.00	19,500.00
3	200	LF 6" Dia. DIP Water Main	39.20	7,840.00	93.00	1,860.00	66.00	1,320.00	56.00	1,120.00
4	200	LF 3" Dia. DI Water Main	85.20	1,704.00	114.00	2,280.00	104.00	2,080.00	110.00	2,200.00
5	800	LF 24" Dia. Steel Casing (Bore and Jack)	512.00	409,600.00	383.00	30,640.00	550.00	44,000.00	525.00	42,000.00
6	660.0	LF Clean Up, Seeding and Testing	5.50	3,630.00	1.50	990.00	4.40	2,904.00	6.00	3,960.00
7	3.0	EA 12" Dia. Gate Valve w/Box	4,570.00	13,710.00	5,100.00	15,300.00	4,950.00	14,850.00	6,500.00	19,500.00
8	1.0	EA 6" Dia. Gate Valve w/Box	1,883.00	1,883.00	2,100.00	2,100.00	1,870.00	1,870.00	2,275.00	2,275.00
9	1.0	EA 3" Gate Valve w/Box	1,386.00	1,386.00	1,555.00	1,555.00	1,430.00	1,430.00	1,775.00	1,775.00
10	1.0	EA Fire Hydrant	4,867.00	4,867.00	7,205.00	7,205.00	5,500.00	5,500.00	8,000.00	8,000.00
11	1.0	EA 3" RPZ Assembly with Enclosure	6,511.00	6,511.00	7,695.00	7,695.00	8,800.00	8,800.00	15,400.00	15,400.00
12	1.0	EA 3" Meter Assembly with Enclosure	13,395.00	13,395.00	20,675.00	20,675.00	23,100.00	23,100.00	27,500.00	27,500.00
13	900.0	LBS Compact Fittings	14.35	12,915.00	11.00	9,900.00	13.00	11,700.00	10.50	9,450.00
14	6.0	EA Wattle Check Dams	422.00	2,532.00	100.00	600.00	210.00	1,260.00	90.00	540.00
15	20.0	SY Temporary Ditch Liner	25.00	500.00	10.00	200.00	11.00	220.00	12.00	240.00
<b>TOTAL CONSTRUCTION - PART C</b>				<b>\$149,288.00</b>		<b>\$161,540.00</b>		<b>\$175,434.00</b>		<b>\$213,780.00</b>

TOTAL CONSTRUCTION - PART A - C **\$764,516.00**

TOTAL CONSTRUCTION - PART B **\$504,794.00**

TOTAL CONSTRUCTION - PART C **\$149,288.00**

TOTAL CONSTRUCTION - PART D **\$809,973.50**

TOTAL CONSTRUCTION - PART E **\$859,880.40**

TOTAL CONSTRUCTION - PART F **\$989,838.25**

TO THE BEST OF MY KNOWLEDGE AND BELIEF, I HEREBY CERTIFY THAT THIS BID TABULATION IS A TRUE AND CORRECT REPRESENTATION OF THE BIDS RECEIVED FOR THIS PROJECT.

E. LEON GREEN, P.E. License: P-0115

4495

GREEN ENGINEERING

## BID TABULATION

PROJECT OWNER: COLUMBUS COUNTY WATER AND SEWER DISTRICT II  
 PROJECT DESCRIPTION: WATER SYSTEM EXTENSIONS  
 BID OPENING DATE: MAY 24, 2022 @ 2:00 P.M.  
 ENGINEER: GREEN ENGINEERING, P.L.L.C

### PART A - BRICK CITY ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	680.0	LF 6" Dia. PVC Water Main	19.70	13,396.00	32.00	21,760.00	28.00	19,040.00	45.00	30,600.00
2	430.0	LF 2" Dia. PVC Water Main	6.70	2,881.00	14.00	6,020.00	17.00	7,310.00	14.25	6,127.50
3	75.0	LF 6" Dia. DIP Water Main	39.20	2,940.00	93.00	6,975.00	55.00	4,125.00	68.00	5,100.00
4	100.0	LF 6" Dia. I.D. Directional Bore	112.00	11,200.00	95.00	9,500.00	124.00	12,400.00	120.00	12,000.00
5	1,285.0	LF Clean Up, Seeding and Testing	10.20	13,107.00	1.50	1,927.50	2.20	2,827.00	5.00	6,425.00
6	3.0	EA 6" Dia. Gate Valve w/Box	2,002.00	6,006.00	2,090.00	6,270.00	1,900.00	5,700.00	2,275.00	6,825.00
7	1.0	EA 2" Dia. Gate Valve w/Box	1,446.00	1,446.00	1,445.00	1,445.00	1,250.00	1,250.00	1,500.00	1,500.00
8	1.0	EA 10" x 6" Tapping Sleeve and Valve	6,927.50	6,927.50	5,545.00	5,545.00	5,750.00	5,750.00	10,200.00	10,200.00
9	1.0	EA Fire Hydrant	4,867.00	4,867.00	7,205.00	7,205.00	4,900.00	4,900.00	8,000.00	8,000.00
10	1.0	EA 2" Blow Off Assembly	1,113.00	1,113.00	2,625.00	2,625.00	825.00	825.00	2,375.00	2,375.00
11	30.0	LF 12" Dia. Steel Casing (Bore & Jack)	410.00	12,300.00	237.00	7,110.00	440.00	13,200.00	280.00	8,400.00
12	474.0	LBS Compact Fittings	13.25	6,280.50	6.50	3,081.00	12.10	5,735.40	10.50	4,977.00
13	50.0	LF 6" PVC Dry Bore (Driveways)	121.00	6,050.00	56.00	2,800.00	115.00	5,750.00	80.00	4,000.00
14	70.0	LF 2" PVC Dry Bore (Driveway)	55.00	3,850.00	28.00	1,960.00	66.00	4,620.00	50.00	3,500.00
15	16.0	EA 5/8" x 3/4" Water Service	808.00	12,928.00	1,550.00	24,800.00	990.00	15,840.00	1,475.00	23,600.00
16	180.0	LF 3/4" Service Line (Open Cut)	4.00	720.00	12.00	2,160.00	5.00	900.00	7.75	1,395.00
17	175.0	LF 3/4" Service Line (Bored)	10.00	1,750.00	30.00	5,250.00	17.00	2,975.00	37.50	6,562.50
18	6.0	EA Wattle Check Dams	362.00	2,172.00	100.00	600.00	210.00	1,260.00	90.00	540.00
19	20.0	SY Temporary Ditch Liner	25.00	500.00	10.00	200.00	11.00	220.00	12.00	240.00
<b>TOTAL CONSTRUCTION - PART A</b>				<b>110,434.00</b>		<b>117,235.50</b>		<b>114,627.40</b>		<b>142,367.00</b>

### PART B - SILVER SPOON ROAD

Item	Quantity	Description	Metcon, Inc.		Frank Horne Construction		Ralph Hodge Construction		Columbus Utilities, Inc.	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	8,900.0	LF 6" Dia. PVC Water Main	19.70	175,133.00	26.00	231,140.00	28.00	248,920.00	32.00	284,480.00
2	540.0	LF 2" Dia. PVC Water Main	6.70	3,618.00	13.00	7,020.00	17.00	9,180.00	12.25	6,615.00
3	1,500.0	LF 6" Dia. DIP Water Main	39.20	5,880.00	93.00	13,950.00	55.00	8,250.00	68.00	10,200.00
4	1,110.0	LF 6" Dia. I.D. Directional Bore	119.00	132,090.00	95.00	105,450.00	124.00	137,640.00	110.00	122,100.00
5	10,690.0	LF Clean Up, Seeding and Testing	3.50	37,415.00	1.00	10,690.00	1.20	12,828.00	2.50	26,725.00
6	1.0	EA 8" Dia. Gate Valve w/Box	2,600.00	2,600.00	4,440.00	4,440.00	2,700.00	2,700.00	5,200.00	5,200.00
7	24.0	EA 6" Dia. Gate Valve w/Box	1,700.00	40,800.00	2,090.00	50,160.00	1,900.00	45,600.00	2,275.00	54,600.00
8	2.0	LF 2" Dia. Gate Valve w/Box	1,100.00	2,200.00	1,445.00	2,890.00	1,250.00	2,500.00	1,500.00	3,000.00
9	5.0	EA Fire Hydrant	4,683.00	23,415.00	7,205.00	36,025.00	4,900.00	24,500.00	8,000.00	40,000.00
10	1.0	EA 2" Blow Off Assembly	987.00	987.00	2,625.00	2,625.00	900.00	900.00	2,375.00	2,375.00
11	40.0	LF 12" Steel Casing (Bore and Jack)	410.00	16,400.00	239.00	9,560.00	440.00	17,600.00	265.00	10,600.00
12	1,610.0	LBS Compact Fittings	13.70	22,057.00	6.50	10,465.00	12.10	19,481.00	10.50	16,905.00
13	55.0	LF 6" PVC Dry Bore (Driveway)	121.00	6,655.00	56.00	3,080.00	110.00	6,050.00	80.00	4,400.00
14	11.0	EA 5/8" x 3/4" Water Service	907.00	9,977.00	1,550.00	17,050.00	1,000.00	11,000.00	1,600.00	16,225.00



**MOTION:**

Commissioner McMillian made a motion to approve the low bid, seconded by Commissioner McDowell. The motion unanimously passed.

**ADJOURNMENT:**

At 7:45 P.M., Commissioner Byrd made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

---

**LATOYA WILLIAMS, Deputy Clerk**

---

**RICKY BULLARD, Chairman**

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

**Monday, June 6, 2022**

**7:33 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster 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**  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
Amanda B. Prince, **Staff Attorney/Clerk to Board**  
Jay Leatherman, **Finance Director**  
Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT (EXCUSED):**

Chris Smith

**MEETING CALLED TO ORDER:**

At 7:33 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District III Board Meeting to order.

**Agenda Item #16: COLUMBUS COUNTY WATER and SEWER DISTRICT III BOARD MEETING MINUTES:**

A. May 2, 2022 Columbus County Water and Sewer District III Board Meeting

**MOTION:**

Vice Chairman McMillian made a motion to approve the May 2, 2022 Columbus County Water and Sewer District III Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #17: WATER DISTRICT III – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
303 Goldsboro Street, East  
Wilson, North Carolina 27893

Contact Person: E. Leo Green, P.E., P.L.S  
252-237-5365 (Phone)

**2. MS Consultant, Inc.**

5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)

**3. WithersRavenel**

219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)

**4. McKim & Creed**

243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICT III – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

**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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.,). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property. Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each months current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

#### **6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:**

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

#### **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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

## 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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

**Circle Meter Size:**

**¾ Inch - Cost + 15% (Resident)**

**1 Inch - Cost + 15% (Business)**

**2 Inch - Cost + 15% (Business)**

**Deposit Due: \$ 50.00 (Home Owners) \$100.00 (Renters)**

**Total Amount Paid: \$ \_\_\_\_\_**

Customer Signature

County Representative

Planning Representative

County, \_\_\_\_\_ State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_

(name(s) of principals.

Date: \_\_\_\_\_

(Seal)

Signature of Notary

Print or Type Name

My Commission Expires: \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICT III – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GATNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I

FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$	144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$	674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$	58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$	191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$	154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$	72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$	213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$	495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$	193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$	141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$	91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$	202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$	238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$	66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$	278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$	214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$	351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$	231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$	24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$	1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$	8,869.20	DECEASED	Water District I

**TOTAL FOR DISTRICT I****\$ 20,128.90**

FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$	12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$	205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$	38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$	502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$	68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$	73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$	169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$	58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$	643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$	182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$	188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$	186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$	29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$	92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$	253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$	65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$	245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$	111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$	94.00	08/01/2012	Water District II

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$	16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$	25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$	165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$	25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$	113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$	246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$	100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$	33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$	16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$	1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$	300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$	500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$	25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$	840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$	93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$	222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$	25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$	25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$	174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$	62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$	414.47	DECEASED	Water District II

**TOTAL FOR DISTRICT II****\$ 8,509.47**

FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011	Water District III
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012	Water District III
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012	Water District III
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011	Water District III
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012	Water District III
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011	Water District III
FB-CR BUREAU	ROUSE, RONDREUS M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012	Water District III
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010	Water District III
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012	Water District III
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011	Water District III
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011	Water District III
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011	Water District III
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011	Water District III
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012	Water District III
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012	Water District III
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012	Water District III
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008	Water District III
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011	Water District III
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010	Water District III
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010	Water District III
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012	Water District III
<b>TOTAL FOR DISTRICT III</b>			<b>\$</b>	<b>3,836.00</b>		
FB-CR BUREAU	PATTERSON,VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010	Water District IV
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012	Water District IV
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011	Water District IV
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008	Water District IV
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011	Water District IV
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011	Water District IV
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012	Water District IV
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010	Water District IV
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010	Water District IV
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011	Water District IV
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011	Water District IV
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011	Water District IV
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011	Water District IV
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012	Water District IV
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011	Water District IV
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012	Water District IV
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011	Water District IV
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010	Water District IV
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED	Water District IV
<b>TOTAL FOR DISTRICT IV</b>			<b>\$</b>	<b>17,858.13</b>		
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	02/02/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V
<b>TOTAL FOR DISTRICT V</b>			<b>\$</b>	<b>1,880.00</b>		
<b>GRAND TOTAL</b>			<b>\$</b>	<b>52,212.50</b>		

**MOTION:**

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURNMENT:**

At 7:45 P.M., Commissioner Byrd made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

---

**LATOYA WILLIAMS, Deputy Clerk**

---

**RICKY BULLARD, Chairman**

**INTENTIONALLY**

**LEFT**

**BLANK**

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

**Monday, June 6, 2022**

**7:33 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster 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**  
Giles E. Byrd  
Lavern Coleman  
Brent Watts  
Charles T. McDowell

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
Amanda B. Prince, **Staff Attorney/Clerk to Board**  
Jay Leatherman, **Finance Director**  
Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT (EXCUSED):**

Chris Smith

**MEETING CALLED TO ORDER:**

At 7:33 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District IV Board Meeting to order.

**Agenda Item #16: COLUMBUS COUNTY WATER and SEWER DISTRICT IV BOARD MEETING MINUTES:**

A. May 2, 2022 Columbus County Water and Sewer District IV Board Meeting

**MOTION:**

Vice Chairman McMillian made a motion to approve the May 2, 2022 Columbus County Water and Sewer District IV Board Meeting Minutes, seconded by Commissioner Coleman. The motion unanimously passed.

**Agenda Item #17: WATER DISTRICT IV – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
303 Goldsboro Street, East  
Wilson, North Carolina 27893

Contact Person: E. Leo Green, P.E., P.L.S  
252-237-5365 (Phone)

**2. MS Consultant, Inc.**

5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)

**3. WithersRavenel**

219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)

**4. McKim & Creed**

243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICT IV – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

**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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.,). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property. Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each months current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

#### **6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:**

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

#### **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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

## 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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

**Circle Meter Size:**

**¾ Inch - Cost + 15% (Resident)**

**1 Inch - Cost + 15% (Business)**

**2 Inch - Cost + 15% (Business)**

**Deposit Due: \$ 50.00 (Home Owners) \$100.00 (Renters)**

**Total Amount Paid: \$ \_\_\_\_\_**

Customer Signature

County Representative

Planning Representative

County, \_\_\_\_\_ State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_

(name(s) of principals.

Date: \_\_\_\_\_

(Seal)

Signature of Notary

Print or Type Name

My Commission Expires: \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICT IV – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GATNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I

FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$	144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$	674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$	58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$	191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$	154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$	72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$	213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$	495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$	193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$	141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$	91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$	202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$	238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$	66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$	278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$	214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$	351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$	231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$	24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$	1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$	8,869.20	DECEASED	Water District I

**TOTAL FOR DISTRICT I****\$ 20,128.90**

FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$	12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$	205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$	38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$	502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$	68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$	73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$	169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$	58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$	643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$	182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$	188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$	186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$	29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$	92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$	253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$	65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$	245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$	111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$	94.00	08/01/2012	Water District II

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$	16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$	25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$	165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$	25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$	113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$	246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$	100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$	33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$	16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$	1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$	300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$	500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$	25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$	840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$	93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$	222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$	25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$	25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$	174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$	62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$	414.47	DECEASED	Water District II

**TOTAL FOR DISTRICT II****\$ 8,509.47**

FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011	Water District III
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012	Water District III
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012	Water District III
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011	Water District III
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012	Water District III
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011	Water District III
FB-CR BUREAU	ROUSE, RONDRECU S. M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012	Water District III
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010	Water District III
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012	Water District III
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011	Water District III
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011	Water District III
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011	Water District III
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011	Water District III
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012	Water District III
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012	Water District III
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012	Water District III
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008	Water District III
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011	Water District III
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010	Water District III
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010	Water District III
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012	Water District III
<b>TOTAL FOR DISTRICT III</b>			<b>\$</b>	<b>3,836.00</b>		
FB-CR BUREAU	PATTERSON,VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010	Water District IV
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012	Water District IV
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011	Water District IV
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008	Water District IV
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011	Water District IV
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011	Water District IV
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012	Water District IV
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010	Water District IV
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010	Water District IV
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011	Water District IV
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011	Water District IV
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011	Water District IV
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011	Water District IV
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012	Water District IV
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011	Water District IV
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012	Water District IV
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011	Water District IV
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010	Water District IV
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED	Water District IV
<b>TOTAL FOR DISTRICT IV</b>			<b>\$</b>	<b>17,858.13</b>		
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	07/09/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V
<b>TOTAL FOR DISTRICT V</b>			<b>\$</b>	<b>1,880.00</b>		
<b>GRAND TOTAL</b>			<b>\$</b>	<b>52,212.50</b>		

**MOTION:**

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURNMENT:**

At 7:45 P.M., Commissioner Byrd made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

---

**LATOYA WILLIAMS, Deputy Clerk**

---

**RICKY BULLARD, Chairman**

**INTENTIONALLY**

**LEFT**

**BLANK**

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

**Monday, June 6, 2022**

**7:33 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at 127 West Webster 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**  
 Giles E. Byrd  
 Lavern Coleman  
 Brent Watts  
 Charles T. McDowell

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
 Amanda B. Prince, **Staff Attorney/Clerk to Board**  
 Jay Leatherman, **Finance Director**  
 Boyd Worley, **Board Attorney**

**COMMISSIONERS ABSENT (EXCUSED):**

Chris Smith

**MEETING CALLED TO ORDER:**

At 7:33 P.M., Chairman Ricky Bullard called the **combination meeting** of Columbus County Water and Sewer District V Board Meeting to order.

**Agenda Item #16: COLUMBUS COUNTY WATER and SEWER DISTRICT V BOARD MEETING MINUTES:**

A. May 2, 2022 Columbus County Water and Sewer District V Board Meeting

**MOTION:**

Commissioner Smith made a motion to approve the May 2, 2022 Columbus County Water and Sewer District V Board Meeting Minutes, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #17: WATER DISTRICT V – APPROVAL of FIRMS for ON-CALL ENGINEERS, as NEEDED:**

Harold Nobles, Director, requested Board approval.

June 1, 2022

The County requested “Request for Qualifications, (RFQ)” for On-Call Professional Engineering Services on March 4, 2022. On April 5, 2022, the county received RFQ’s from the following engineering firms.

1. **Green Engineering, PLLC**  
 303 Goldsboro Street, East  
 Wilson, North Carolina 27893

Contact Person: E. Leo Green, P.E., P.L.S  
252-237-5365 (Phone)

**2. MS Consultant, Inc.**

5444 Wade Park Blvd., Suite 160  
Raleigh, North Carolina 27607  
Contact Person: Walt Gray, CPA  
910-620-3685 (Phone)

**3. WithersRavenel**

219 Station Road, Suite 101  
Wilmington, North Carolina 28405  
Contact Person: Leonard McBryde III, PE  
910-256-9277 (Phone)

**4. McKim & Creed**

243 North Front Street  
Wilmington, North Carolina 28401  
Contact Person: Adam Paukovich, PE  
910-343-1048 (Phone)

**MOTION:**

Commissioner McDowell made a motion to approve firms for on-call engineers, seconded by Commissioner Watts. The motion unanimously passed.

**Agenda Item #18: WATER DISTRICT V – FIRST READING of AMENDMENT to the COLUMBUS COUNTY PUBLIC UTILITIES CUSTOMER SERVICE POLICY:**

Jay Leatherman, Finance Director, requested Board approval of the first reading.

**COLUMBUS COUNTY  
CUSTOMER SERVICE POLICY  
UTILITIES COLLECTION 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. 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 **2:00 PM**, 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 the 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 Application for Service (application), signature, security deposit and a copy of the rental agreement (if applicable) to start water service. **Application for Service for all commercial, industrial, and institutional accounts must also be approved by the Planning Department.**

**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 **policy for the "Application for Service" for commercial, industrial, and institutional accounts.** 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's 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 8<sup>th</sup> of each month following the billing month(s). The customer understands and agrees that the County shall not be liable for the delivery of the mail through the United States Postal Service (USPS). If the customer does not receive his or her bill within a reasonable period of time it shall be the responsibility of the customer to contact the Columbus County Utilities Collection Department to acquire a current account balance due to Columbus County, at which time the customer shall make payment in full.
- Bills will now be due upon receipt. If payment is not received by the beginning of business (8:30 a.m.) on the 6<sup>th</sup> of the following month, a \$35.00 late fee penalty will be applied to the affected account on the 6<sup>th</sup> (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 20<sup>th</sup> of the following month, a cut-off order shall be issued on the 21<sup>st</sup> (at the start of business 8:30 a.m.) to the Public Utilities Department for the termination of service.
- A delinquent fee shall be charged on the day of cut off for any account in arrears. The delinquent fee is based on the Rate Fee Schedule that is in effect at the time of cut off.
- Once a customer's account is placed on the cut-off list, the past due amount including any other fees along with 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. If anyone has any questions about this matter, please call the Utilities Collection Department at 910-642-5257.

## 2. WATER CONNECTIONS:

Connections to the County water system may be authorized by the Utilities Collection Department with payment of proper fees (deposits, late fees, reconnect fees etc.,). All transactions that occur prior to 2:00 PM will be handled the same business day. Transactions that occur after 2:00 PM will be handled the next business 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 to 15 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 notarized permission to allow one of the heirs to request connection to the water system.

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay the minimum monthly water bill whether connected to the system or not and using water after such is made available to the dwelling for a minimum of five (5) years.

If a customer requests to be disconnected from the Columbus County public water supply system and the service materials have already been installed on the property, the customer will not be disconnected until they have paid the base rate fee for a minimum of five (5) years. If after five (5) years the customer requests disconnection, they will be required to pay a \$250 fee prior to Public Utilities performing the disconnection and removing the service from the property. Disconnections will be evaluated on a case by case basis by the Columbus County Administration Office.

The County agrees to deliver water to the meter(s) that is servicing the customer's premises at a minimum pressure of twenty (20) pounds per square inch (psi), but shall not be held liable or responsible for any damage in or on the customer's property resulting from system pressures greater than twenty (20) psi.

The Property Owner, Customer, and/or Renter agrees that no other present or future source of water shall be connected to any water lines served by the County's public water supply system. The Property Owner, Customer, and/or Renter shall disconnect from any present water supply prior to connection to and switching to the County's system and shall eliminate any present or future cross-connection in the customer's system. Any Property Owner, Customer, and/or Renter found to be in noncompliance with these Rules and Regulations may have water service(s) terminated, if deemed necessary by the County, until which time the cross-connection(s) is eliminated.

### 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 1<sup>st</sup> day of the following month or by an agreement with the Finance Director or his designee.

### 5. PAYMENT ARRANGEMENTS:

Payment arrangements may be available to residential utility customers when billing exceeds more than double the highest billing within a twelve (12) month period. Financing of exceedingly high bills shall be 0% interest, with a down payment of 25% of balance requiring financing, and not to exceed a term of more than 6 months.

Financed amounts will be billed monthly in addition to each months current billing. Financed amounts and current bill must be paid each month prior to due date to avoid any late payment or delinquent fees being assessed on the account. In order to qualify for financing/payment arrangements, the customer's account must be in good standing and shall not have been cut off for non-payment within the preceding twelve (12) month period.

#### **6. AUTHORIZATION OF EXTENSION OR PAYMENT ARRANGEMENT:**

The Finance Officer, or their designee, shall have the authority to approve extensions or financing of payment arrangements.

#### **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 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 Utilities Collection Department shall send to the customer a monthly bill. Customer is to make payment in full by the 5<sup>TH</sup> 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 late fee and/or delinquent fee may be waived if the customer's account has never been assessed any penalties during the life of the account. Thereafter, a late fee and/or delinquent fee may be waived once only if the customer signs up for Automatic Clearing House (ACH Draft).

#### **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. 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 will not be provided when the following criteria are met:

- a. Leaks from exposed piping will not be considered for a leak adjustment.
- b. All metered water loss due to negligence on the part of the user will be charged at the normal rate, and no adjustment of the bill shall be made.

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

- a. All water line repairs on the customer's side have been completed.
- b. Evidence of repairs such as plumbing bills and/or a statement from the plumber or customer that the leak repairs have been completed.
- c. Adjustments can be given for leaks on amounts exceeding the average bill based on a calculation of the preceding twelve (12) months if the adjustment exceeds \$50.00.
- d. 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.
- e. If the customer receives an excessive water bill and the cause is a defect in a water meter, the water bill shall be the average for the previous six (6) months. Defects will be confirmed by staff with the Public Utilities Department.

## 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. Customer shall obtain a **Leak Repair Statement** (obtained from the Utilities Collection Department), signed and notarized by the plumber or customer that the leak repairs have been made. The customer's account will be adjusted to the average monthly minimum usage of the past twelve (12) 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, appliances, etc. 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 rate fee schedule). All applicable charges will be billed to the customer, along with their monthly water bill, and payment will be due by the due date printed on the bill. 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 intentionally 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 Public Utilities Department, 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 and effective this the 20<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Ricky Bullard, Chairman

\_\_\_\_\_  
Amanda B. Prince, Staff Attorney/Deputy Clerk

**Columbus County Public Utilities  
Application for Water Service**

**Date:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

(This can be letters, numbers or a combination of both.)

**Please Read Carefully:**

By requesting water service and payment of a connection fee, the recipient of water service hereby understands and agrees to pay a minimum monthly water bill whether connected to the system or not after such has been made available to the dwelling for a minimum of 5 years. After the 5 year minimum, the recipient can disconnect from the water system for a fee of \$250. Upon payment of \$250, the water tap will be removed from the property. This rate is subject to change at the direction of the Columbus County Board of Commissioners. You will be provided with a blue flag that needs to be placed in the exact location you want your meter installed. If this flag is not there at the time of installation the service crew will place the meter in the best location. The meter will then be moved, if necessary, at your expense.

**\*\*\*\*\*You are responsible for all collection fees\*\*\*\*\***

**Circle Meter Size:**

**¾ Inch - Cost + 15% (Resident)**

**1 Inch - Cost + 15% (Business)**

**2 Inch - Cost + 15% (Business)**

**Deposit Due: \$ 50.00 (Home Owners) \$100.00 (Renters)**

**Total Amount Paid: \$ \_\_\_\_\_**

Customer Signature

County Representative

Planning Representative

County, \_\_\_\_\_ State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_ (name(s) of principals).

Date: \_\_\_\_\_

(Seal)

Signature of Notary

Print or Type Name

My Commission Expires: \_\_\_\_\_

**MOTION:**

Commissioner McDowell made a motion to approve the first reading, seconded by Vice Chairman McMillian. The motion unanimously passed.

**Agenda Item #19: WATER DISTRICT V – APPROVAL to WRITE-OFF UNCOLLECTED DEBT:**

Jay Leatherman, Finance Director, requested Board approval.

Status	Full Name	Service Address	Total Balance	Last Payment Date	District
FB-CR BUREAU	JONES, TAMMY T.	98 CATELYN VILLAGE	\$ 274.00	12/29/2011	Water District I
FB-CR BUREAU	MCPHERSON, CRYSTAL S.	81 CAROLINA TRACE	\$ 94.00	07/27/2011	Water District I
FB-CR BUREAU	JACOBS, AUDELLA CARPENTER	15 CAROLINA TRACE	\$ 50.00	06/08/2012	Water District I
FB-CR BUREAU	FLOYD, CHARLES DRAGO	22 WARD RD	\$ 236.00	12/11/2012	Water District I
FB-CR BUREAU	GATNEY, JOEY DEVON	469 CAROLINA RD	\$ 89.00	12/31/2012	Water District I
FB-CR BUREAU	WARD, RAYMOND JAMES	3598 SWAMP FOX HWY W	\$ 61.00	10/09/2012	Water District I
FB-CR BUREAU	WHITLEY, JOSEPH ODUGLAS	3598 SWAMP FOX HWY W	\$ 311.00	04/30/2012	Water District I
FB-CR BUREAU	FLOYD, JOSEPH D.	3598 SWAMP FOX HWY W	\$ 192.00	08/02/2011	Water District I
FB-CR BUREAU	TURNER, ROBERT	11177 OLD STAKE RD	\$ 175.00	08/31/2012	Water District I
FB-CR BUREAU	WALTERS, LEE KALVIN	2841 SIDNEY CHERRY GROVE RD	\$ 170.00	08/31/2011	Water District I
FB-CR BUREAU	MORALES, SHERRY PARROT	3382 SIDNEY CHERRY GROVE RD	\$ 133.00	10/24/2012	Water District I
FB-CR BUREAU	AGUIRRE, ADELA	9496 CLARENDON CHADBOURN RD	\$ 206.00	07/17/2012	Water District I
FB-CR BUREAU	JOHNSON, ELIZABETH	3993 TEN MILE RD (4TH TRAILER)	\$ 325.00	05/30/2012	Water District I
FB-CR BUREAU	CLARK, DENNIS AARON	1346 SWAMP FOX HWY E	\$ 81.00	06/14/2010	Water District I
FB-CR BUREAU	PURCHA, LILLIE	3660 SWAMP FOX HWY E	\$ 235.00	12/05/2011	Water District I
FB-CR BUREAU	GIVINS, ANGIE PRINCE	123 SANDY PLACE DR	\$ 418.70	11/03/2011	Water District I
FB-CR BUREAU	STACKHOUSE, STEPHANIE DEANDRIA	12 FOUR SEASONS LN	\$ 33.00	05/22/2012	Water District I
FB-CR BUREAU	GRAHAM, CLARA DIXON	5951 SWAMP FOX HWY E	\$ 243.00	05/30/2012	Water District I
FB-CR BUREAU	DURDEN SR, ROCKY	541 LESTER WATTS RD	\$ 25.00	08/20/2012	Water District I
FB-CR BUREAU	WRIGHT, MICHEAL DALE	84 WALTER T WRIGHT RD	\$ 1,027.00	01/29/2010	Water District I
FB-CR BUREAU	WARD, LINDA	869 MILLER RD	\$ 36.00	03/16/2011	Water District I
FB-CR BUREAU	JACKSON, CRYSTAL	905 MILLER RD	\$ 247.00	09/21/2009	Water District I
FB-CR BUREAU	SMITH, ROSA L	1888 WILL INMAN RD	\$ 65.00	10/09/2012	Water District I
FB-CR BUREAU	JORDAN, CAROLA	315 P D RANCH RD	\$ 171.00	12/09/2010	Water District I
FB-CR BUREAU	MONROE, AARON	1340 VINEGAR HILL RD	\$ 227.00	12/11/2012	Water District I
FB-CR BUREAU	MILLER, CHRISTOPHER	1599 SIDNEY CHERRY GROVE RD	\$ 222.00	03/08/2010	Water District I
FB-CR BUREAU	COLEMAN, CYNTHIA	8515 JOE BROWN HWY S	\$ 121.00	01/27/2012	Water District I
FB-CR BUREAU	NORRIS, ROBIN D.	2353 OLD CRIBBTOWN RD	\$ 28.00	09/03/2008	Water District I
FB-CR BUREAU	NOLEN, DIANNA LEE	2175 OLD CRIBBTOWN RD	\$ 77.00	06/29/2012	Water District I
FB-CR BUREAU	BUSHNELL, LORIE ANN BROWN	579 GARLAND DUNCAN RD	\$ 25.00	10/05/2012	Water District I
FB-CR BUREAU	FAIRCLOTH, ALESA	3850 OLD CRIBBTOWN RD	\$ 75.00	05/16/2012	Water District I
FB-CR BUREAU	ADKISON, TAMARA NICHOL	1688 MINOS MEARS RD	\$ 228.00	10/02/2012	Water District I
FB-CR BUREAU	EZZELL, RHONDA	353 MINOS MEARES RD	\$ 134.00	12/30/2011	Water District I

FB-CR BUREAU	REICHARDT, SAMANTHA S.	70 SPIVEY WARD RD	\$	144.00	08/17/2011	Water District I
FB-CR BUREAU	NORRIS, RHONDA	100 SPIVEY WARD RD	\$	674.00	10/21/2009	Water District I
FB-CR BUREAU	LA ROSA, JOSE	19787 PEACOCK RD	\$	58.00	08/23/2011	Water District I
FB-CR BUREAU	FAIRLEY, STEPHON ELBERT	974 F M WATTS RD	\$	191.00	10/02/2012	Water District I
FB-CR BUREAU	HINSON, CHRIS & MELANIE	17844 PEACOCK RD	\$	154.00	10/14/2009	Water District I
FB-CR BUREAU	BELL, ROBERT	18108 PEACOCK RD	\$	72.00	02/18/2011	Water District I
FB-CR BUREAU	HAM, CHRISTI NICOLE	19010 PEACOCK RD	\$	213.00	10/19/2012	Water District I
FB-CR BUREAU	GODFREY, NICOLE	18108 PEACOCK RD	\$	495.00	02/11/2010	Water District I
FB-CR BUREAU	GREEN, VERONICA SHYRAINE	18121 PEACOCK RD	\$	193.00	10/01/2012	Water District I
FB-CR BUREAU	COLLINS, LATREAL D.	18121 PEACOCK RD	\$	141.00	09/01/2011	Water District I
FB-CR BUREAU	GORE, KEVIN L.	25446 PEACOCK RD	\$	91.00	08/15/2011	Water District I
FB-CR BUREAU	KELLEY, QUINCE F.	66 HORACE COX RD	\$	202.00	07/16/2010	Water District I
FB-CR BUREAU	PEARSON, JAMES EDWARD	22980 PEACOCK RD	\$	238.00	06/25/2012	Water District I
FB-CR BUREAU	CARTRETTE, DAVID AUSTIN	2667 REYNOLDS RD	\$	66.00	12/28/2011	Water District I
FB-CR BUREAU	CROSS, KEITH H.	24471 PEACOCK RD	\$	278.00	08/09/2011	Water District I
FB-CR BUREAU	TERRELL, DIEDRA YVETTE	98 RIDGELAND ACRES	\$	214.00	12/28/2012	Water District I
FB-CR BUREAU	RIGGINS, VERNETTE	182 RIDGELAND ACRES	\$	351.00	05/31/2011	Water District I
FB-CR BUREAU	PUGH, PATRICIA	129 RIDGELAND ACRES	\$	231.00	12/06/2010	Water District I
FB-CR BUREAU	WARD, LILLA	610 SHUG NORRIS RD	\$	24.00	11/14/2011	Water District I
FB-CR BUREAU	SCOTT, JEFFREY & KYRESE	21791 PEACOCK RD	\$	1,195.00	05/07/2010	Water District I
FB-DEBIT BAL	GRAINGER, BILLY	2572 SWAMP FOX HWY W	\$	8,869.20	DECEASED	Water District I

**TOTAL FOR DISTRICT I****\$ 20,128.90**

FB-CR BUREAU	LAWS, SAM EUGENE	1565 SHADE FISHER RD	\$	12.00	09/10/2012	Water District II
FB-CR BUREAU	FREEMAN, JAMESON RILEY	815 MIDWAY DR	\$	205.00	09/28/2012	Water District II
FB-CR BUREAU	WORTHINGTON, MATTHEW V.	526 MIDWAY DR	\$	38.00	12/03/2010	Water District II
FB-CR BUREAU	NELSON, MICHAEL L.	10699 PEACOCK RD	\$	502.00	04/29/2011	Water District II
FB-CR BUREAU	LITTLE, AMANDA G.	4577 OLD PINE LOG RD	\$	68.00	08/02/2012	Water District II
FB-CR BUREAU	SMITH-BROWN, SHANIK	2905 CHADBOURN HWY	\$	73.00	09/28/2012	Water District II
FB-CR BUREAU	THOMAS, KEITH	2905 CHADBOURN HWY	\$	169.00	06/01/2012	Water District II
FB-CR BUREAU	HOOD, BILLY	10268 PEACOCK RD	\$	58.00	11/09/2012	Water District II
FB-CR BUREAU	THOMAS, COURTNEY	11786 PEACOCK RD	\$	643.00	08/01/2012	Water District II
FB-CR BUREAU	WOOTEN, JACQUELINE	761 GRIST RD	\$	182.00	11/08/2010	Water District II
FB-CR BUREAU	GEORGE, DANIELL NETISHA	76 OLD STAKE RD	\$	188.00	04/11/2012	Water District II
FB-CR BUREAU	SOLES, DONNA NANCE	688 OLD STAKE RD	\$	186.00	07/01/2011	Water District II
FB-CR BUREAU	SANCHEZ, LOIS B.	3945 CEDAR GROVE CHURCH RD	\$	29.00	03/20/2012	Water District II
FB-CR BUREAU	BOOTH, PENNY J.	2698 CEDAR GROVE CHURCH RD	\$	92.00	03/23/2012	Water District II
FB-CR BUREAU	BALLARD, DAPHNE	592 CHERRY GROVE RD	\$	253.00	02/28/2011	Water District II
FB-CR BUREAU	WASHINGTON, KEISHA SHAVON	12814 ROUGH & READY RD	\$	65.00	11/30/2012	Water District II
FB-CR BUREAU	SMITH, EMMA	1129 HINSON'S CROSSROADS RD	\$	245.00	01/13/2011	Water District II
FB-CR BUREAU	LEVESQUE, LOUISE GREEN	9409 ROUGH & READY RD	\$	111.00	06/07/2012	Water District II
FB-CR BUREAU	JENKINS, ERIC & MISTY	6729 ROUGH & READY RD	\$	94.00	08/01/2012	Water District II

Status	Full Name	Service Address	Total Balance	Last Payment Date	District	
FB-CR BUREAU	BULLOCK, BRITTENY ROCHEL	165 BIRDCAGE ESTATE RD	\$	16.00	06/19/2012	Water District II
FB-CR BUREAU	BLACKWELL, CHRISTOPHER	3555 OLD 74 HWY	\$	25.00	03/26/2012	Water District II
FB-CR BUREAU	SINGLETARY, CASSANDRA JEAN	7515 BRASWELL RD	\$	165.00	07/08/2011	Water District II
FB-CR BUREAU	MCDANIELS, JOSEPH P.	1542 PRINCESS ANN RD	\$	25.00	12/30/2011	Water District II
FB-CR BUREAU	FOWLER, KELLY JEAN	4316 PRINCESS ANN RD	\$	113.00	12/27/2012	Water District II
FB-CR BUREAU	HUNT, KATHY PEARL	4607 HAYNES LENNON HWY	\$	246.00	01/03/2012	Water District II
FB-CR BUREAU	HAMMOND, WILTON	3485 PRINCESS ANN RD	\$	100.00	10/01/2012	Water District II
FB-CR BUREAU	GORE, WILLIAM ONEIL	5264 ANDREW JACKSON HWY SW	\$	33.00	08/10/2012	Water District II
FB-CR BUREAU	DEESE, VIRGINIA ASHLEY	8000 ANDREW JACKSON HWY SW	\$	16.00	06/18/2012	Water District II
FB-CR BUREAU	GRICE, CLARENCE	5723 ANDREW JACKSON HWY	\$	1,877.00	07/29/2011	Water District II
FB-CR BUREAU	JOHNSON, ANTWAUN TREMECO	7727 PEACOCK RD	\$	300.00	06/05/2012	Water District II
FB-CR BUREAU	ROBINSON, BARBARA	7727 PEACOCK RD	\$	500.00	05/02/2011	Water District II
FB-CR BUREAU	MACK, RUTH	1638 RED STORE RD	\$	25.00	09/01/2011	Water District II
FB-CR BUREAU	LENNON, LEANDER	12699 HAYNES LENNON HWY	\$	840.00	09/16/2011	Water District II
FB-CR BUREAU	THOMPSON, ANGELA GRY	4286 OLD BOARDMAN RD	\$	93.00	03/26/2012	Water District II
FB-CR BUREAU	HUGGINS, EDWARD	8492 OLD 74 HWY	\$	222.00	11/21/2012	Water District II
FB-CR BUREAU	ANDREWS, STEVEN WADE	22 EVERGREEN BAPTIST CH RD	\$	25.00	09/16/2011	Water District II
FB-CR BUREAU	HARDIE, LARRY LEE	7048 OLD 74 HWY	\$	25.00	02/03/2012	Water District II
FB-CR BUREAU	BARKER, CRYSTAL	7048 OLD 74 HWY	\$	174.00	07/28/2011	Water District II
FB-CR BUREAU	EVERETTE, TONYA LYNETTE	1047 TOMMY WOOTEN RD	\$	62.00	07/02/2012	Water District II
FB-DEBIT BAL	CONNOR, THELMA	600 GRIST RD	\$	414.47	DECEASED	Water District II

**TOTAL FOR DISTRICT II****\$ 8,509.47**

FB-CR BUREAU	MCFADDEN, JR JOHN DUFFIE	5238 SILVERSPoon RD	\$	234.00	11/21/2011	Water District III
FB-CR BUREAU	PHILLIPS, LILLIE A.	31 PEACH ST	\$	36.00	07/23/2012	Water District III
FB-CR BUREAU	BRITT, LAURA	421 TART RD	\$	360.00	10/30/2012	Water District III
FB-CR BUREAU	CURTIS, ALFRED & DIANNA	4973 JAMES B WHITE HWY N	\$	30.00	07/08/2011	Water District III
FB-CR BUREAU	HANNAH, BOBBY	1220 CAMPGROUND RD	\$	25.00	05/11/2012	Water District III
FB-CR BUREAU	GOWANS, KATHY SEBRENA	2353 GOLF COURSE RD 2ND METER	\$	255.00	02/08/2011	Water District III
FB-CR BUREAU	ROUSE, RONDRECUS M.	20 PLEASANT HILL RD (2ND METER	\$	25.00	02/29/2012	Water District III
FB-CR BUREAU	JONES, LARRY	32 PLEASANT HILL RD	\$	787.00	04/20/2010	Water District III
FB-CR BUREAU	LACEWELL, NICOLE	104 PLEASANT HILL RD	\$	223.00	02/16/2012	Water District III
FB-CR BUREAU	PHILLIPS, KELSEY S.	115 PLEASANT HILL RD	\$	175.00	03/02/2011	Water District III
FB-CR BUREAU	SMITH, ELIJAH	1240 BILL HOOKS RD	\$	204.00	05/18/2011	Water District III
FB-CR BUREAU	MENZEL, MARY E.	2893 PEACOCK RD	\$	29.00	09/08/2011	Water District III
FB-CR BUREAU	SMITH, CIERRA SAMONE	2755 BILL HOOKS RD	\$	64.00	05/31/2011	Water District III
FB-CR BUREAU	STRICKLAND, ROBIN LYNN	1808 PEACOCK RD	\$	328.00	02/27/2012	Water District III
FB-CR BUREAU	JENKINS, AMY THOMPSON	4137 SMYRNA RD	\$	25.00	08/29/2012	Water District III
FB-CR BUREAU	RYE, ROBIN JEAN	75 CAPE FEAR DR	\$	36.00	08/14/2012	Water District III
FB-CR BUREAU	MCDOWELL, CONNIE	211 MRS TATE'S RD	\$	590.00	11/05/2008	Water District III
FB-CR BUREAU	MORRIS, JOHN DANIEL	1500 OLD LUMBERTON RD	\$	165.00	11/30/2011	Water District III
FB-CR BUREAU	YOUNG, JASON	2448 OLD LUMBERTON RD	\$	40.00	12/30/2010	Water District III
FB-CR BUREAU	GRAHAM, JOHNNIE MAE	183 J K POWELL RD	\$	67.00	06/18/2010	Water District III
FB-CR BUREAU	GOSS, KELLY R.	3098 MT OLIVE RD	\$	138.00	07/02/2012	Water District III
<b>TOTAL FOR DISTRICT III</b>			<b>\$</b>	<b>3,836.00</b>		
FB-CR BUREAU	PATTERSON,VIVIAN S.	341 HONEY HILL RD	\$	96.00	07/16/2010	Water District IV
FB-CR BUREAU	BENTON, TAMMY S.	370 LAKELAND CIRCLE	\$	202.00	03/30/2012	Water District IV
FB-CR BUREAU	JONES, ANGEL	610 FERTILIZER RD	\$	1,311.00	02/17/2011	Water District IV
FB-CR BUREAU	RIVERS, WILLIAM	385 PINELAND RD	\$	491.00	10/15/2008	Water District IV
FB-CR BUREAU	SMITH, MONICA D.	14454 OLD LAKE RD	\$	1,502.00	04/19/2011	Water District IV
FB-CR BUREAU	HUFHAM JR., JAMES W.	265 HUFHAM RD	\$	1,595.04	02/10/2011	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17689 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	LAWSON, VIVIAN	17783 OLD LAKE RD	\$	396.00	05/25/2012	Water District IV
FB-CR BUREAU	ARMOND, BESSIE	16891 OLD LAKE RD	\$	1,997.59	09/02/2011	Water District IV
FB-CR BUREAU	DAUGHTRY, SAMANTHA	15135 OLD LAKE RD	\$	633.00	10/23/2012	Water District IV
FB-CR BUREAU	SPAULDING JR, LEMUEL AAROW	3532 GENERAL HOWE HWY	\$	25.00	11/19/2010	Water District IV
FB-CR BUREAU	ROBINSON, LEROY	3185 GENERAL HOWE HWY	\$	1,223.00	11/30/2010	Water District IV
FB-CR BUREAU	SNEEDEN, JEFFERY L.	3155 GENERAL HOWE HWY	\$	1,183.00	05/17/2011	Water District IV
FB-CR BUREAU	POLLARD, ROBERT D	725 SHAW RD	\$	526.00	08/04/2011	Water District IV
FB-CR BUREAU	JORDAN, CLINT	560 WATER TANK RD	\$	35.00	02/25/2011	Water District IV
FB-CR BUREAU	BECK, EDWARD	836 WATER TANK RD	\$	3,088.00	06/27/2011	Water District IV
FB-CR BUREAU	ZINNERMAN, CHRISTY	106 PETERSON RD	\$	516.00	03/14/2012	Water District IV
FB-CR BUREAU	BORDEAUX, ANGELIA A.	488 DELCO PROSPER RD	\$	2,039.00	07/20/2011	Water District IV
FB-CR BUREAU	HENDERSON, CECELIA DELANE	25506 ANDREW JACKSON HWY E	\$	129.00	04/02/2012	Water District IV
FB-CR BUREAU	DAVIS, DANIEL LYNN	25506 ANDREW JACKSON HWY	\$	69.00	06/30/2011	Water District IV
FB-CR BUREAU	STARLING, KATHY DIANE	25520 ANDREW JACKSON HWY E	\$	145.00	11/08/2010	Water District IV
FB-DEBIT BAL	HALL JR, NATHRONE WILLIS	16545 OLD LAKE RD	\$	260.50	DECEASED	Water District IV
<b>TOTAL FOR DISTRICT IV</b>			<b>\$</b>	<b>17,858.13</b>		
FB-CR BUREAU	MARTINEZ-SOTO, ARIEL	14339 SWAMP FOX HWY E	\$	33.00	11/15/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	13063 SWAMP FOX HWY E	\$	316.00	02/02/2012	Water District V
FB-CR BUREAU	WILSON, MITCHELL	2719 WRIGHT RD	\$	174.00	06/18/2012	Water District V
FB-CR BUREAU	EDWARDS, KATRINA MARIE	10807 SWAMP FOX HWY E	\$	262.00	09/28/2012	Water District V
FB-CR BUREAU	MCCORMICK, DEBORAH A	92 ORTIBE LN	\$	137.00	04/30/2012	Water District V
FB-CR BUREAU	MONTGOMERY, HOLLY	92 ORTIBE LN	\$	175.00	07/08/2011	Water District V
FB-CR BUREAU	MONTES, BRENDA G.	5757 MILLER RD	\$	30.00	09/27/2012	Water District V
FB-CR BUREAU	LOFTIS, BRITNEY MICHELLE	19575 SEVEN CREEKS HWY	\$	99.00	07/20/2012	Water District V
FB-CR BUREAU	SMITH, TANYA CLARK	20441 SEVEN CREEKS HWY	\$	654.00	09/05/2012	Water District V
<b>TOTAL FOR DISTRICT V</b>			<b>\$</b>	<b>1,880.00</b>		
<b>GRAND TOTAL</b>			<b>\$</b>	<b>52,212.50</b>		

**MOTION:**

Commissioner Coleman made a motion to approve the write-off of uncollected debt, seconded by Vice Chairman McMillian. The motion unanimously passed.

**ADJOURNMENT:**

At 7:45 P.M., Commissioner Bryd made a motion to adjourn, seconded by Vice Chairman McMillian. The motion unanimously passed.

---

**LATOYA WILLIAMS, Deputy Clerk**

---

**RICKY BULLARD, Chairman**

**INTENTIONALLY**

**LEFT**

**BLANK**