

**MINUTES**  
**LINCOLN COUNTY BOARD OF COMMISSIONERS**  
**FRIDAY, FEBRUARY 8, 2019**

The Lincoln County Board of County Commissioners met on February 8, 2019 at 10:00 AM, which was recessed from February 4, 2019 at the Citizens Center, Commissioners Room, 115 West Main Street, Lincolnton, North Carolina, the regular place of meeting at 6:30 PM.

**Commissioners Present:**

Carrol Mitchem, Chair  
Richard Permenter, Vice Chair  
Anita McCall  
Milton Sigmon  
Bud Cesena

**Others Present:**

Kelly G. Atkins, County Manager  
Josh Grant, Programs Manager  
Amy S. Atkins, Clerk to the Board

**Call to Order:** Chairman Mitchem called the meeting back to order.

**Adoption of Agenda:** Chairman Mitchem presented the agenda for the Board's approval.

**AGENDA**  
**Lincoln County Board of Commissioners Meeting**

**Friday, February 8, 2019**  
**recessed from February 4, 2019**  
**10:00 AM**

**James W. Warren Citizens Center**  
**115 West Main Street**  
**Lincolnton, North Carolina**

Call to Order - Chairman Mitchem

1. Adoption of Agenda
2. Public Works Budget Discussion
3. Environmental Health Discussion
4. Commissioner Travel Policy
5. Quasi-Judicial Training Opportunities

6. Commissioner Appointments
7. County Seal
8. Other Business

Adjourn

**UPON MOTION** by Commissioner McCall, the Board voted unanimously to adopt the agenda as presented.

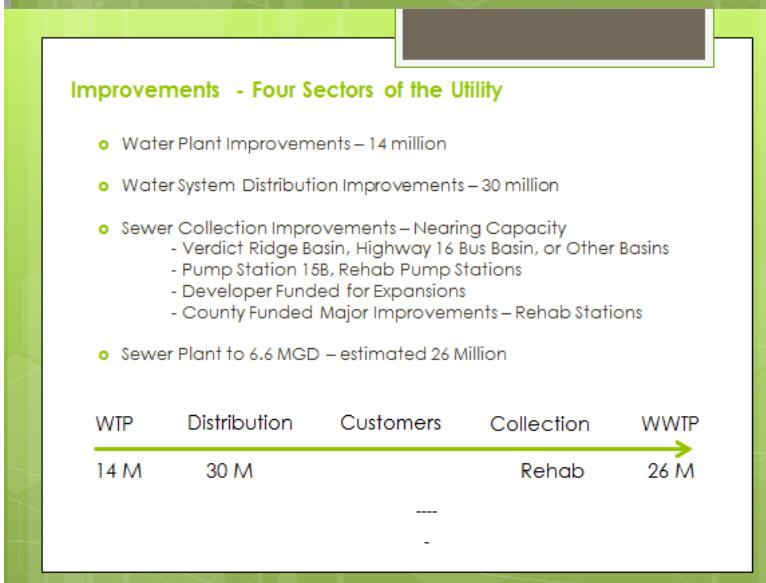
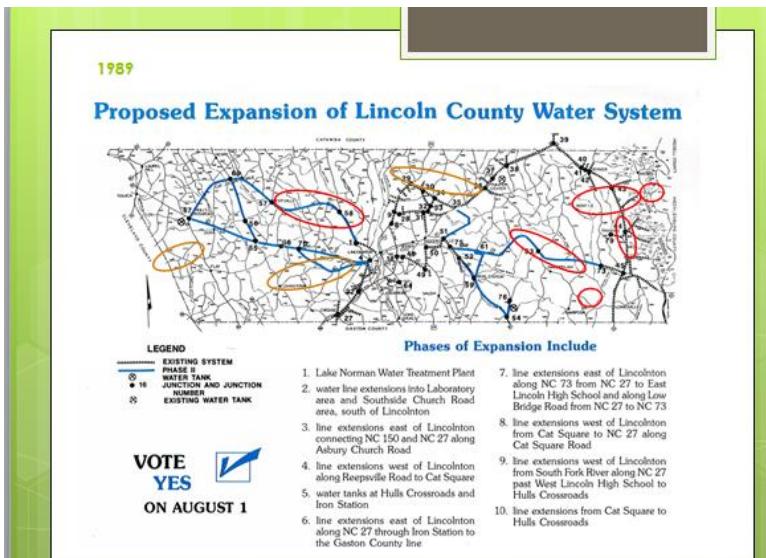
**Public Works Budget Discussion:**

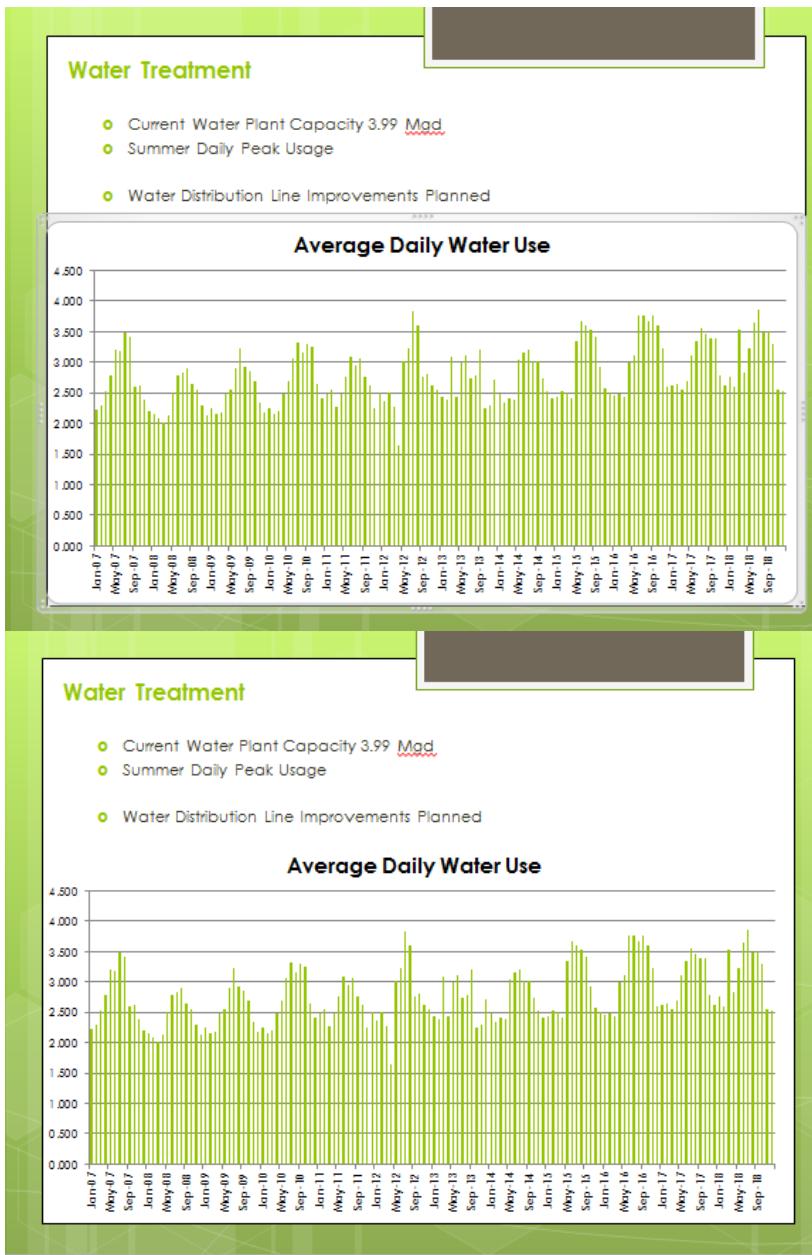
**Lincoln County Utilities**

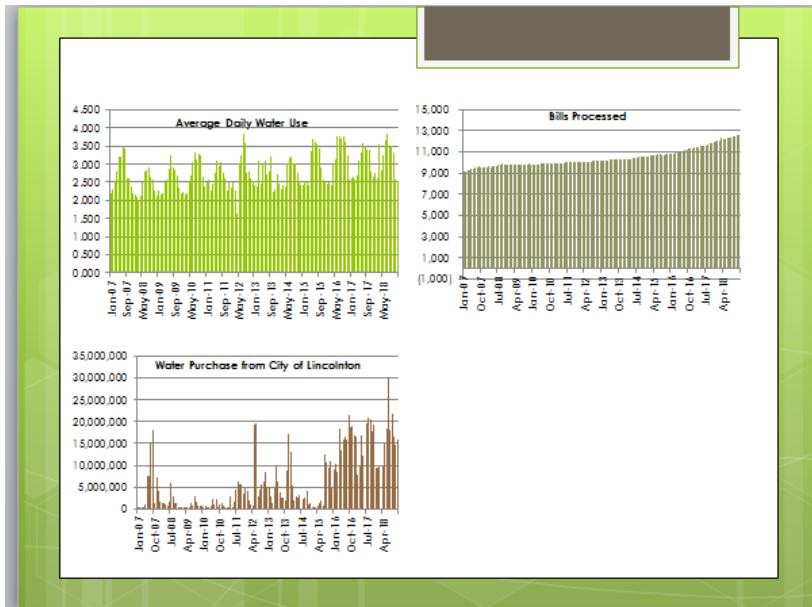
- Planning - Complete
- Enacting the Plan
- Preparing / Updating – Budget
- Moving Forward – Design/Construction

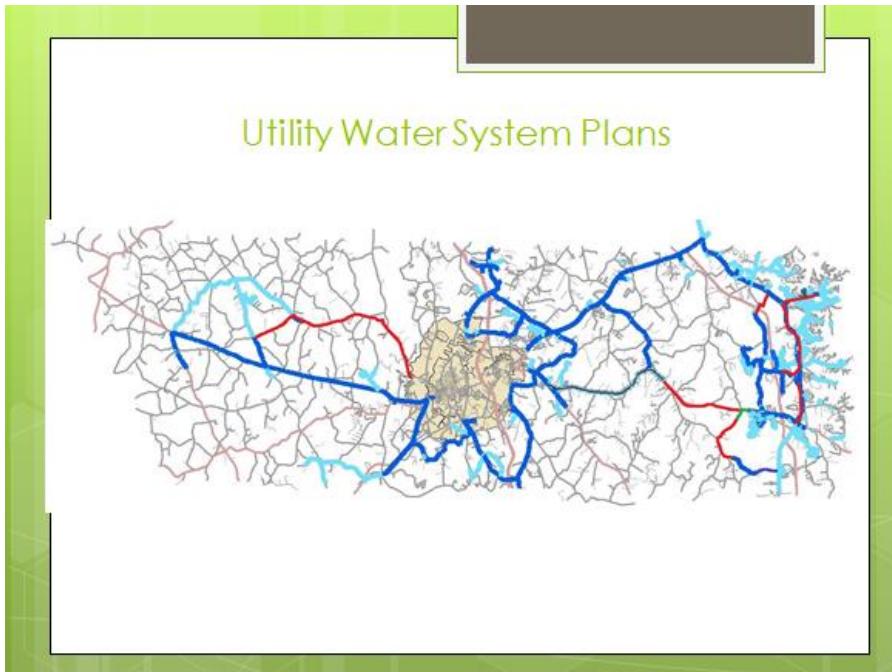
- Comprehensive Land Plan
- Structured Growth
- Commercial, Industrial and Institutional











### Property Zoning Cases

- Past Zoning Cases that may request Sewer
- Commercial, Industrial and Institutional – not listed

Last Years Slide

Project_Name	Lots
✓ Canopy Creek - Phase 2	67
✓ Canopy Creek - Phase 3 Meritage Homes	55
✓ Carrington Phase 1	49
✓ Creek Park - Phase 2	64
✓ Ingleside Farm - Phase 1	60
✓ Melwood	163
✓ Villages of Denver Phase 3B	74
✓ Wildbrook Remaining Phases	138
✓ Cambridge Village Apartments	228
Carrington - Remaining Phases	251
Cottonwood	254
Covington - Remaining Phases	68
Cowans Crossing - Mtn Homes	238
Creek Park - BH Land	41
✓ Fairfield 17	59
✓ Ingleside Farm - Remaining	362
James Plantation Phase II	20
Little Egypt Road	222
Rivercross	460
Rock Creek Phase 2	73
Springs at Westport Club Phase 4	45
✓ Stratford Remaining Phases	151
Sylvan Creek	136
Trilogy - Remaining Phases	307
Verdict Ridge - Remaining Phases	111
Villages of Denver Remaining Phases	129
Westport Lakeside Development	189

## Highway 73 Waterline

- WK Dickson Engineering
- \$7,649,000
- Design nearing completion
- Booster Pump Station
- Bid February 2019
- Completion 2019
- Ingleside Reimbursement
  - \$118,172.26



## Reepsville Road Waterline

- Connection to City of Lincolnton

- Woolpert Engineering
- \$8,877,100
- Design Status
- \$ 6.8 CWSRF (1.93%)
- Bid 2019
- Contractor: TBD
- Complete 2020
- Update City Agreement
  - Minimum 111 MG/yr
  - Extend Term



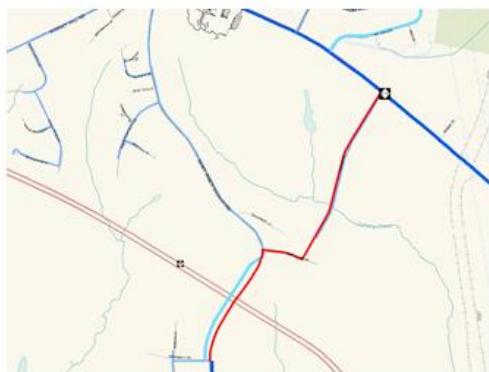
### East Lincoln Transmission Line Water Plant to Optimist Club Tank

- Woolpert Engineering
- \$ 10,590,000
- Design Started
- Bid 2019
- Construction 2020
- 24 inch Transmission line



### St. James Waterline

- CES Engineers
- \$1,200,000
- Bid Complete
- 2,601,000
- Denver Drive



### Hwy 16 Waterline – Phase II & III

- Robinson & Sawyer - Phase I&II
- \$1,200,000
- Multi-segment
- Multi-year

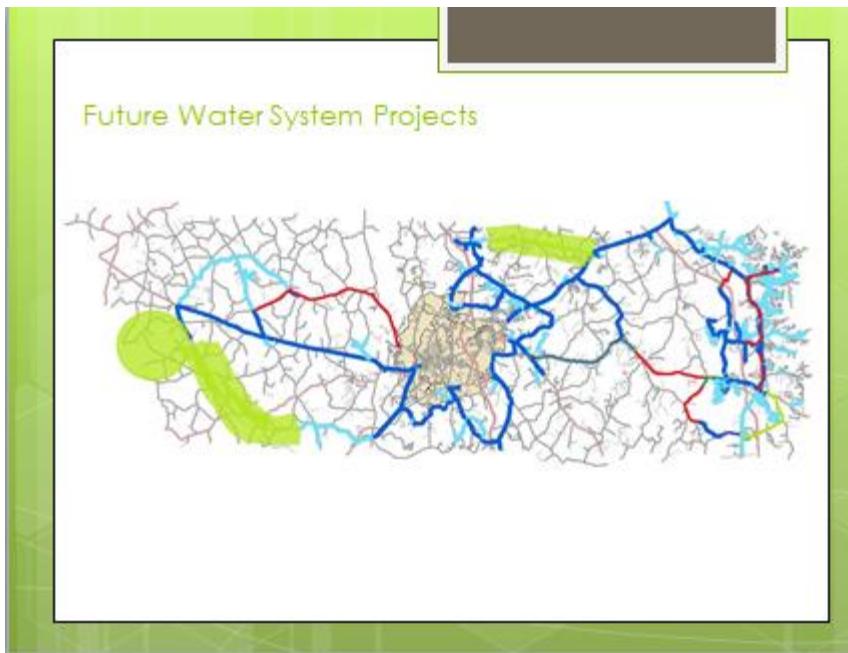


### NCDOT South Fork Rd. Bridge Project County Waterline Upsizing

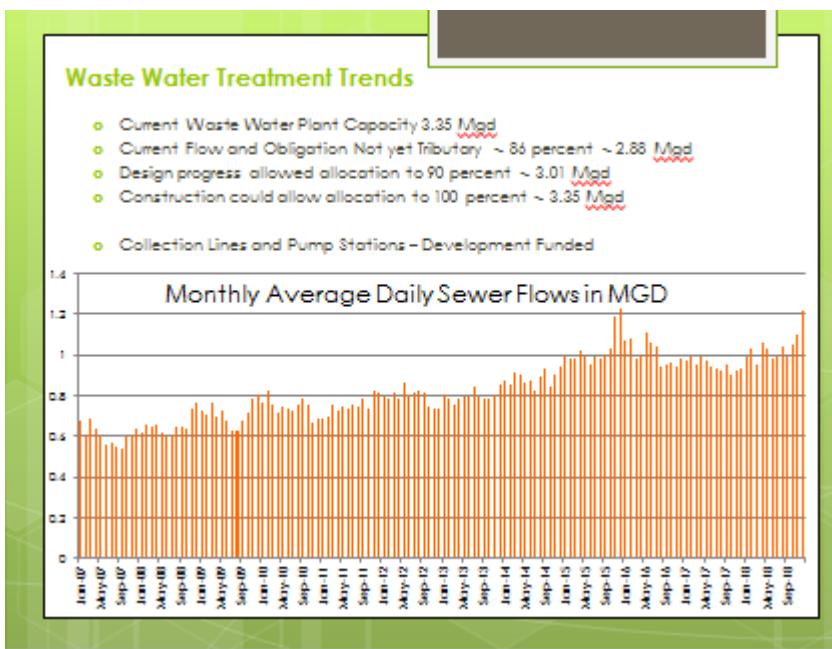
- TGS Engineers
- R.E. Burns & Sons Co.
- Upsizing waterline to 12"
- Start March 2019
- NCDOT Reimbursement  
\$27,434



It was the consensus of the Board to move forward with the NCDOT South Fork Rd. Bridge Project County Waterline Upsizing with NCDOT Reimbursement \$27,434.

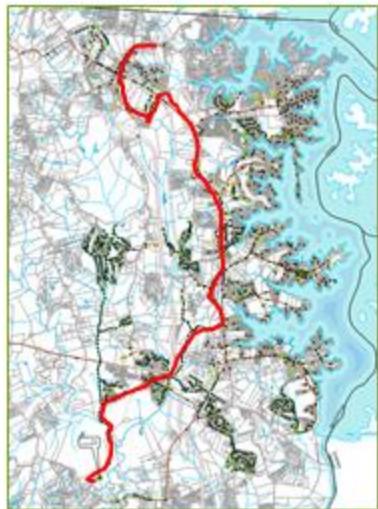


## WASTEWATER



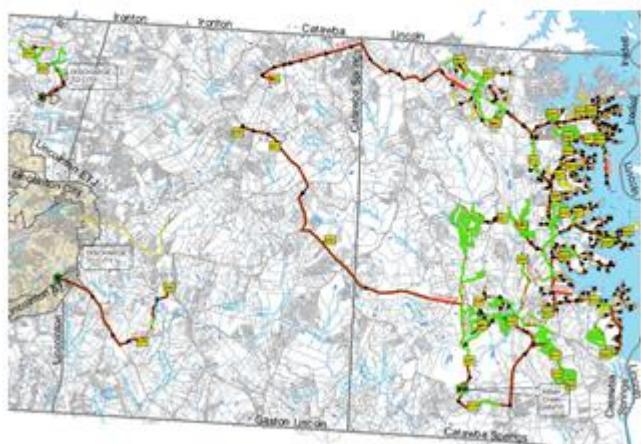
### Sewer Collection

- Development Connection
- Multiple Pump Stations
- Line Sizes and Flow



### Sewer Collections System

- 5,000 Customers



#### Growth Planning – WWTP 6.6

- Current Plant Capacity 3.3 MGD
- Proposed Capacity 6.6 MGD
- Estimated Project Cost \$26.3 Million
- Project in Final Permitting Phase
- Estimated Schedule to Complete December 2020
- Capacity Allocated at 86 percent



#### Schedule

- Design and Permitting to meet Construction Schedule

#### Project Design / Construction Timeframes

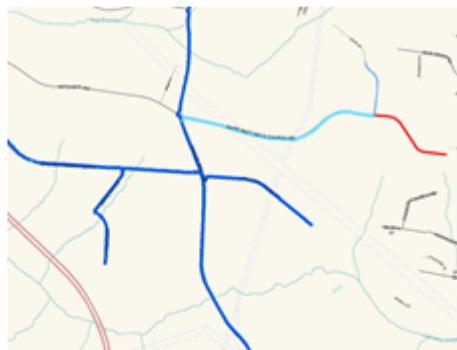


### Other Updates

- Cleveland County Utility Extensions
- Opportunities to Expand into Lincoln County
- Duke Energy CT Plant
- Riverbend Development (Slide)
- Kidville Water Line Request – Hoddix
- Blossom Hill Requests
- Saint Matthews – Upsize Agreement (Slide)
- Fire Protection – Little Valley Lane – Buffalo Shoals

### Saint Matthews United Church

- Upsize line agreement
- Estimate increase in Cost from 6 inch to 8 inch
- \$10,900 Not to Exceed



It was the consensus of the Board to approve the upsize line agreement for Saint Matthews United Church for \$10,900.

### Riverbend

- New Owner December 2017
- Riverbend Preserve
- Water
- Sewer



### Rates and Funding

- Mitch Brigilio, Davenport & Company
- Melissa Levin, Raftelis
- Revenue Bonds



## Utility Revenue Categories

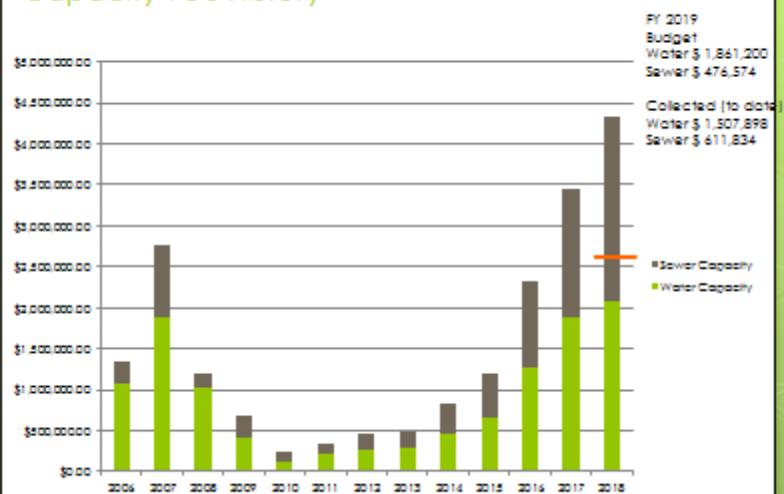
Water ~ \$ 9.6 Million

- Water Sales \$ 6,577,433
- Water System Capacity Development Fees \$ 2,482,337
- Water Tap Fees \$ 323,475
- Other Fees / Penalties \$ 230,000

Sewer ~ 3.5 Million

- Sewer Sales \$ 2,600,000
- Sewer System Capacity Development Fees \$ 816,984
- Sewer Tap Fees \$ 58,872

## Capacity Fee History



### Annual Irrigation Cut off

- When irrigation service is disconnected and reconnected by the same unit owner within a period of less than twelve months, the entire flat rate and/or base charge rate will be due and payable before the service will be reconnected.

### Service Fee

- Activation Fee \$ 25
- Currently No Fee to set up new accounts
- Flat Rate Fee

**UPON MOTION** by Commissioner Cesena, the Board voted 4 – 1 (Permenter against) to charge a \$200 fee for irrigation cut off.

**UPON MOTION** by Commissioner Sigmon, the Board voted 3 – 2 (Mitchem and Permenter against) to charge a \$25 activation fee to set up new accounts.

### Rate Study Options - Recommendations

- Capacity Development Fee – At time of Service Connection or Plotting - Raffelis
- Update - Capacity Development Fees
- No Change
- Top – Tops already in place for New Developments have no fee
- Outside County Rates on Volumetric Charges
- Eliminate Winter Cutoff for Irrigation (Prior Slide)
- Activation Fee (Prior Slide)
- Monthly Base Charge and Volumetric - Raffelis

**UPON MOTION** by Commissioner McCall, the Board voted 4 – 1 (Sigmon against) that the outside county rates volumetric charges are double, as is standard practice.

### 2019 Utility CIP Budget Requests

- Water Meter Replacement \$ 75,000
- FOC Shelter \$ 132,000 (Building)
- Vehicle - 2 Pick Up \$ 84,000
- Cross Connection Vehicle \$ 42,000
- Crane Truck \$ 125,000
- Dump Trailer \$ 8,000
  
- Pump Station 2 Rehabilitation \$ 250,000
- Ultra Violet Bulb \$18,900 (M&R Equipment)
- Skid Steer \$63,000

Commissioner Cesena said he would like to see everything bid out, even service contracts. Mr. Atkins said he suggested bidding out everything over his \$50,000 threshold if the Board would like to receive bids.

John Henry said everything over \$5,000 should be bid out. He said there is no statute on service contracts. He said he is working on a new version of the purchasing policy.

Chairman Mitchem called for a recess while the Board had lunch.  
Chairman Mitchem called the meeting back to order.

### Allocation Process Options

#### Reserving Allocation Capacity for Industrial, Commercial and Institutional Uses

Lincoln County Utilities has allocated 86 percent of the Waste Water Treatment Plant.

The Design for the Plant improvements to 6.6 MGD is in complete, thus the ~~permissible~~ allocation level is currently 90 percent of 3.35 MGD or 2.68 MGD

Construction of the Plant may allow permitting 100 percent of plant allocation.

Allocation is issued "As Submitted on First Come First Serve basis"

#### Allocation Reservation

- At the Plant Level
- System improvements are required by developers, if line and pump station improvements are needed to provide additional capacity?

Waste Water Plant 3.35 MGD to 6.6 MGD upon completion December 2020

#### Options for Discussion

Currently 4 percent is reserved for "Non-Residential Use"

10 percent addition allocation?

## Achievements

- Utilities
- Water Plant Design Complete and Approved
- Pump Station 5 and 6 Rehabilitation
- Pump Station 8 and 9 Rehabilitation
- New Subdivisions Added to Utility
- Rate Study
- Two Clean Water State Revolving Loans
- N.C. Area Wide Optimization Award (9 Years)
- SCADA at Pump Stations 8, 9, 15A, 15B, 40, 41
- AWWA Wastewater Treatment Plant Operations and Maintenance Excellence Award





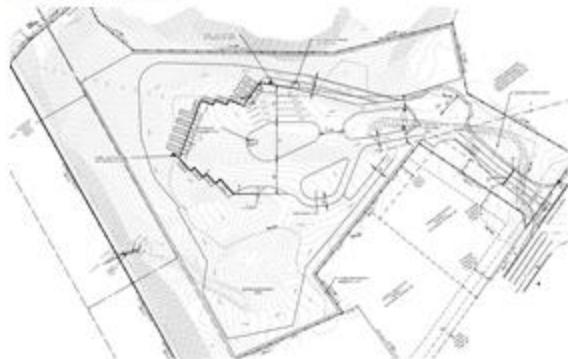
## Public Works Solid Waste

## Solid Waste

- Revenues \$ 4,800,000
- Availability Fee \$ 3,800,000
- Tipping Fees \$600,000
- Other Revenue \$ 400,000
- Expenses \$ 4,800,000
- Operation Expenses \$ 3,700,000
- Equipment and Vehicles \$ 600,000
- Debt Service \$ 500,000
- Improved Services
  - All Shes Open on Sundays – 2017
  - C&D on Sundays – 2018
  - Televisions and Monitors Accepted / Electronics Accepted

### Solid Waste

- Optimist Club Convenience Site
- 90 percent Design
- 6 Compactors for Recycling
- Yard Debris Site



### Solid Waste

- Scale House - Planning for FY 2021
- Payments and Administration
- Need New Scales



Commissioner Sigmon asked Mr. Chamblee to research having a third party and transfer station into another county who would take the solid waste. Don Chamblee said they have looked at the costs to take the waste to Gaston County, but the costs to cap our landfill would be very expensive.

### Solid Waste Equipment Replacement

- o New Scales
- o ~~Trackhoe (Recycling)~~
- o Maintenance Truck for Sites
- o Roll Off Truck

o Solid Waste Equipment Value - \$8 Million



New Dozer on Order (FY2019)

### Solid Waste – Fuel System

- o Operational December 2017



## Solid Waste Landfill Cell Expansion

February 12, 2016, Friday - Permits Complete (Done)  
 February 26, 2016, Friday - Draft Specifications and Plans for Department

Budget \$3,126,000

March 4, 2016, Friday - Final Specs Due to County Procurement  
 March 8, 2016, Tuesday - Advertisement Due to County Procurement  
 March 15, 2016, Tuesday - Advertising Date  
 May 3, 2016, Tuesday - Bid Opening Date  
 May 5, 2016, Thursday - BOC Agenda Deadline  
 May 18, 2016, Monday - BOC Meeting  
 May 17, 2016, Tuesday - Notice to Award  
 May 27, 2016, Friday - Contract Deadline  
 June 3, 2016, Friday - Anticipated Pre-Construction Meeting

Design and Permitting \$371,000  
 Construction \$2,404,177

Total \$2,775,177

June 10, 2016, Friday - Estimated Notice to Proceed  
 December 7, 2016, Wednesday - 180 Days - Substantial Completion  
 January 21, 2017, Saturday - 225 Days - Final Completion



## Achievements

- o Solid Waste
- o New Ordinance and Ops Manual
- o Landfill Cell Expansion
- o Diesel Fuel Pumps
- o New Loader, Motorgrader, Knuckle boom FY 2018
- o Dozer FY 2019
- o Open Sites on Sunday
- o Optimist Club Site
- o Tonnage Received MSW 36,814 C&D 8,505
- o Posi-Shell in Lieu of Soil Cover

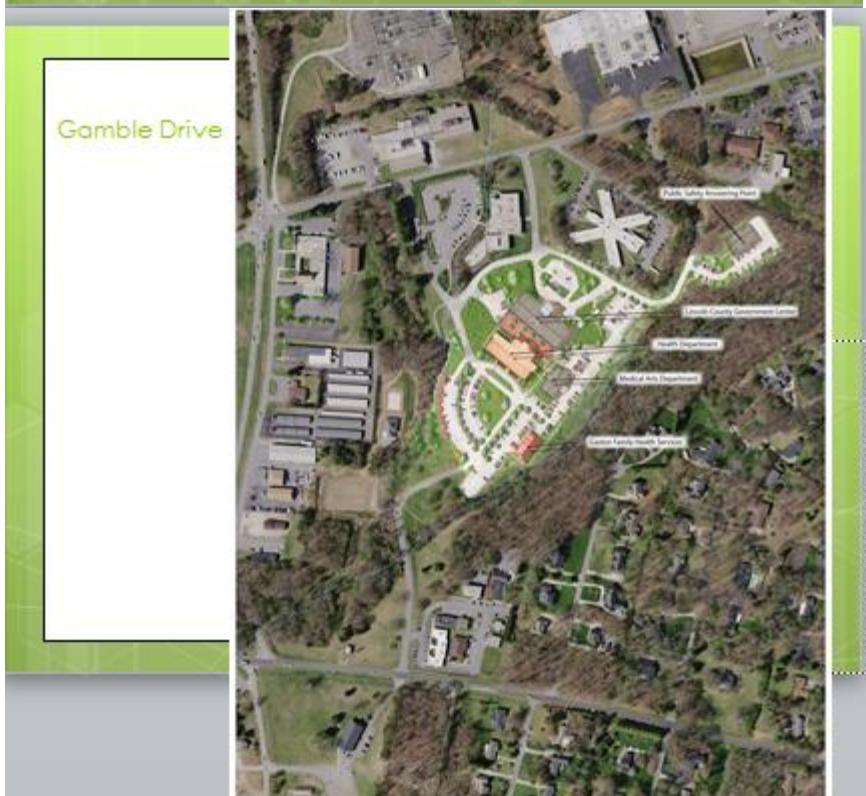
# Public Works Projects

PSAP – Communications Center

- Bid Date January 9, 2018

**LINCOLN COUNTY CAPITAL IMPROVEMENT PROJECT**

**E911 Communications Center**  
911 Hollis Henderson Drive  
Funded by Lincoln County and Grant from the NC 911 Board  
[www.lchomr.com](http://www.lchomr.com)  
For more information: (704) 730-4400





## Environmental Health

### Environmental Health

- Loss of employees
- Current staffing levels
- State response to this issue
- Total number of permits applied
- Total number of permits outstanding
- Current estimated delay
- Increasing staffing levels
- Maintaining staffing levels, what needs to be considered
- Soil Scientist, benefits
- Plan of Action
- Catching up, how long

Maggie Dollar detailed the impact of the loss of employees, current staffing levels, state response to the issue in regards to the total number of permits applied and total number of permits outstanding. There is a substantial delay in permits currently. In order to meet the demand and get caught up, they will need to increase and maintain staffing levels, hire Soil Scientists

**UPON MOTION** by Commissioner Cesena, the Board voted unanimously to hire 3 or 4 part time temporary employees to clear backlog, suspend water testing immediately, and move forward with answers, to be brought before the Board at the February 18 meeting, on using soil scientists.

**Travel Policy:**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LINCOLN COUNTY TO CREATE A COUNTY TRAVEL POLICY FOR THE BOARD OF COMMISSIONERS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the revised Lincoln County travel policy effective immediately allows for the payment and reimbursement of travel expenses for the Board of Commissioners when performing authorized travel; and

WHEREAS, the Board of Commissioners desires to create a Travel Policy for the Commissioners that complies with the revised Lincoln County travel policy; and

WHEREAS, the Board of Commissioners recognizes the need for all Commissioners' travel to be pre-approved by the majority of the Board; and

WHEREAS, the Board of Commissioners seeks to use the funds entrusted to it in a manner that provides the most benefit to the citizens of Lincoln County; and

WHEREAS, any Commissioner using such funds shall present all travel requests outside of Lincoln County, North Carolina to the Board of Commissioners and discuss the purpose of said travel and any benefits that are expected from said travel; and

WHEREAS, the Board of County Commissioners shall provide the projected cost(s) associated with said travel; and

WHEREAS, the Board of County Commissioners understand that all meals included in event's registration costs shall not be claimed as a per diem expense; and

WHEREAS, the Board of County Commissioners further acknowledge that eating elsewhere is a personal choice and shall not be covered by the County; and

WHEREAS, the Board of County Commissioners shall consider all requests during a regular BOARD meeting as an agenda item; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Lincoln County, North Carolina, hereby adopts and shall adhere to the Travel Policy provision stated hereto:.

- 1) Any Commissioner desiring to be reimbursed for travel outside of Lincoln County, shall first provide the projected cost(s) associated with travel outside of Lincoln County, North Carolina to the Board.

- 2) Commissioners shall not claim per diems for meals that are already included in the event's registration cost.
- 3) All travel costs by the Commissioners must be approved by the Board prior to such travel.
- 4) The approval of travel costs by the Commissioners shall be an agenda item during a regular Board of Commissioners meeting.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_,  
Carrol Mitchem, Chairman of the  
Lincoln County Board of Commissioners

ATTEST:

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Amy Atkins, Clerk to the Board

**UPON MOTION** by Commissioner Cesena, the Board voted unanimously to adopt Resolution Concerning Board Travel.

It was the consensus of the Board to approve Commissioner McCall's trip to Washington, DC for the NACo Legislative Conference (Commissioner Cesena not in favor)

**Quasi-judicial Training Opportunities:** Mr. Atkins recommended the webinar as a beginner training on Quasi-judicial cases. Other opportunities, such as distance training, will be offered also.

**County Seal:**

Josh Grant presented the Board with a proof of an updated County Seal.

**UPON MOTION** by Commissioner Cesena, the Board voted unanimously to accept the new Lincoln County seal.

Mr. Atkins informed the Board of a proposed agreement with the City of Lincolnton concerning the trade of the Reappraisal building. It was the consensus of the Board to have the agreement drafted to come back for formal approval.

### **Commissioner appointments:**

Chairman Mitchem presented the following Commissioner appointments:

### **2019** **BOARD OF COMMISSIONERS** **ORGANIZATIONAL ASSIGNMENTS**

#### **CARROL MITCHEM - CHAIRMAN**

- LEDA
- Chamber of Commerce

#### **RICH PERMENTER, VICE-CHAIRMAN**

- Centralina Council of Governments
- GCLMPO
- Senior Services Board
- Board of Health

#### **ANITA MCCALL**

- NACo
- Women of NACo and Congressional Caucus for Women's Issues (WON Leadership Network)
- White House Conference Calls for WH Initiatives from POTUS to Commissioners of all states and counties (Lincoln County Commissioner Rep)
- International Economic Development Steering (Presidential Appointment)
- NACo Economic Development Steering Committee
- NCACC
- NCACC General Government Steering Committee
- Lincoln Cultural Center
- LC No Kill Philosophy Ad Hoc
- City of Lincolnton Steering Committee
- DDA
- IMA County Commissioner Rep
- Partners Mental Health Board of Directors
- Lincoln County Coalition Against Substance Abuse and Opioid Crisis Strategic Planning Board

#### **BUD CESENA**

- Appointments Coordinator
- Recreation Commission
- GCLMPO Alternate
- Library Board

#### **MILTON SIGMON**

- Airport Authority
- Historic Properties Commission

There was a discussion about the sidewalks at the West Lincoln Library.

**Adjourn:** UPON MOTION by Commissioner McCall, the Board voted unanimously to adjourn the meeting.

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Amy S. Atkins, Clerk  
Board of Commissioners

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Carrol Mitchem, Chairman  
Board of Commissioners