



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

December 3, 2012

8:30 AM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners Regular Meeting
December 3, 2012
8:30 A.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

8:30 A.M. **Call to Order** – County Attorney John Morrison

Welcome- County Attorney John Morrison

Invocation & Pledge of Allegiance – Sandra Duckwall

ITEM 1. **Organizational Meeting** (Pg 1-11)

- A. Swearing-In of Elected Officials
- B. Nomination(s) and Election of Chairman of the Board
- C. Nomination(s) and Election of Vice Chairman of the Board
- D. Review Bonds:
 - 1. Sheriff
 - 2. Register of Deeds
 - 3. Tax Administrator
 - 4. Finance Officer
- E. Approval of 2013 Board of Commissioners Meeting Calendar and
Approval of 2013 Employee Holiday Schedule

ITEM 2. **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 3. **Consideration of Agenda** (For discussion and possible action)

ITEM 4. Board Appointments (For discussion and possible action)

- A. Albemarle Commission- Clayton Riggs (Pg 12-13)
- B. Library Board of Trustees- Victoria Hagermeister (Pg 14-16)

ITEM 5. Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

- A. Draft Minutes – November 19, 2012 (Pg 17-26)
- B. Budget Amendments – 2012-13-BA009 (Pg 27-28)
- C. Tax Refunds, Pickups, & Releases (Pg 29-30)
- D. Set Public Hearing; Possible Revocation of SUP for Violation of Conditions (Pg 31)

Recess Commissioner's Meeting

SOUTH CAMDEN WATER & SEWER DISTRICT
BOARD OF DIRECTORS

- 1. Call to Order
 - 2. Public Comments
 - 3. Consideration of Agenda
 - 4. Consent Agenda
 - A. Resolution & Approval of the Local Water Supply Plan (Pg 32-38)
 - 7. Other Matters (For Discussion and possible action.)
 - 8. Adjourn
-

Reconvene Commissioner's Meeting

ITEM 6. Commissioner's Report (For discussion and possible action)

ITEM 7. County Manager's Report (For discussion and possible action)

ITEM 8. Information, Reports & Minutes From Other Agencies (Pg 39-41)

- A. Sales Tax Collection Report
- B. Crop Settlement with Calvin Mercer

ITEM 9. Other Matters (For discussion and possible action)

ITEM 10. Adjourn

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

MOTION MADE
BY:
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
NO MOTION _____
VOTE:
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
ABSENT _____
RECUSED _____

Item Number: 1.A

Organizational Meeting

Meeting Date: December 3, 2012

Attachments: 0 (0 Pages)

Submitted By: Administration

ITEM TITLE: Swearing in of Newly Elected
Officials

SUMMARY:

Honorable Judge Eula Reid will be present to conduct the swearing of the Oath of Board of County Commissioners for Sandra Duckwall, Garry Meiggs, and Michael McLain.

RECOMMENDATION:

No Action Needed.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 1.B

Organizational Meeting

Meeting Date: December 3, 2012

Attachments: 0 (0 Pages)

Submitted By: Administration

**ITEM TITLE: Nomination(s) and Election of
Chairman of the Board**

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____

VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Every Year the Board must nominate and vote on a Board Member to serve them as their Chair for the next consecutive year.

RECOMMENDATION:

Nominate a Board Member and vote to approve nomination.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 1.C

Organizational Meeting

Meeting Date: December 3, 2012

Attachments: 0 (0 Pages)

Submitted By: Administration

ITEM TITLE: Nomination(s) and Election of Vice
Chairman of the Board

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Every Year the Board must nominate and vote on a Board Member to serve them as their Vice Chair for the next consecutive year.

RECOMMENDATION:

Nominate a Board Member and vote to approve nomination.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 1.D.1-4

Organizational Meeting

Meeting Date: December 3, 2012

Attachments: 4 (4 Pages)

Submitted By: Finance

ITEM TITLE: Review of Bonds

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Every Year the Board must review and approve the Bonds for the Camden County Sheriff, Register of Deeds, Tax Administrator, & Finance Director.

RECOMMENDATION:

Motion to approve the Bonds for the Camden County Sheriff, Register of Deeds, Tax Administrator, & Finance Director.

NOTICE OF PREMIUM DUE



Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnaSurety.com

Bond/Policy#: 0601 69151419
Billing Date: 10/12/2012
Due Date: 12/15/2012

Premium: \$125.00

TONY E. PERRY
P. O. BOX 190
CAMDEN, NC 27921

Amount Due: \$125.00

Bond/Policy#: 0601 69151419
Effective Date: 12/15/2012 Anniversary Date: 12/15/2013
Bond amount: \$25,000.00
Name: TONY E. PERRY
Description: NC SHERIFF COUNTY OF CAMDEN

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)335-5186 **Whitehurst Insurance Agency**
Agency: 32-02320 **P. O. Box 1394**
 Elizabeth City, NC 27906-1394

Please detach and return the coupon below with your payment. Please send payment to the address below.
For overnight payments please call 1-888-866-2666.

CNA Surety

Amount Due: \$125.00

Bond/Policy#: 0601 69151419 Effective Date: 12/15/2012
Name: TONY E. PERRY
Description: NC SHERIFF COUNTY OF CAMDEN
Written By: WESTERN SURETY COMPANY
Agency: 32-02320 Whitehurst Insurance Agency

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety
P.O. Box 802876
Chicago, IL 60680-2876

North Carolina



Western Surety Company

OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71345335

That we, Lisa Sawyer Anderson
of Camden, North Carolina, as Principal, and WESTERN SURETY
COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held
and firmly bound unto County of Camden
in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),
for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly
and severally by these presents.

Dated this 7th day of November, 2012.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been
 appointed elected to the office of Tax Assessor & Collector,
for the term beginning the 7th day of November, 2012, and ending the
~~day of~~ indefinite.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and
shall honestly account for all moneys and effects that may come into his hands in his official capacity during
the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions
precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the
failure or default in payment by any Banks or Depositories in which any public moneys or funds have been
deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by
County of Camden, North Carolina
certified mail, addressed to each, the Principal and the Oblige at _____,
and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null
and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms
and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

_____ Principal

Witness to Surety

J. Nelson
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President

Countersigned NOT NEEDED North Carolina Resident Agent

Approved this _____ day of _____.

NOTICE OF PREMIUM DUE



Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnaSurety.com

Bond/Policy#: 0601 58269989
Billing Date: 10/12/2012
Due Date: 12/15/2012

CLARANN C. MANSFIELD
P. O. BOX 190
CAMDEN, NC 27921

Premium: \$3,500.00

Amount Due: \$3,500.00

Bond/Policy#: 0601 58269989
Effective Date: 12/15/2012 Anniversary Date: 12/15/2013
Bond amount: \$650,000.00
Name: CLARANN C. MANSFIELD
Description: NC FINANCE OFFICER COUNTY OF CAMDEN

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)335-5186 **Whitehurst Insurance Agency**
Agency: 32-02320 **P. O. Box 1394**
 Elizabeth City, NC 27906-1394

Please detach and return the coupon below with your payment. Please send payment to the address below. For overnight payments please call 1-888-866-2666.

CNA Surety

Amount Due: \$3,500.00

Bond/Policy#: 0601 58269989 Effective Date: 12/15/2012
Name: CLARANN C. MANSFIELD
Description: NC FINANCE OFFICER COUNTY OF CAMDEN
Written By: WESTERN SURETY COMPANY
Agency: 32-02320 Whitehurst Insurance Agency

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety
P.O. Box 802876
Chicago, IL 60680-2876

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

MOTION MADE
BY:
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
NO MOTION _____
VOTE:
S. Duckwall _____
G. Meiggs _____
M. McLain _____
R. Krainiak _____
C. Riggs _____
ABSENT _____
RECUSED _____

Item Number: 1.E

Organizational Meeting

Meeting Date: December 3, 2012

Attachments: 2 (2 Pages)

Submitted By: Administration

ITEM TITLE: Approval of 2013 Board of Commissioners Meeting Calendar and Employee Holiday Schedule

SUMMARY:

Every Year the Board must review and approve the Board of Commissioners Meeting Schedule and the Employee Holiday Schedule.

RECOMMENDATION:

Motion to approve the Board of Commissioners Meeting Schedule and the Employee Holiday Schedule.

Board of Commissioners Calendar 2013

Date of Meeting	Time of Meeting	“Completed” Agenda Items With Summary Sheets Due In Clerks Office	Deadline For Information
Tuesday, January 7, 2013	7:00 PM	Monday, December 21, 2012	5:00PM
Monday February 4, 2013	7:00 PM	Monday, January 28, 2013	5:00PM
Monday, February 18, 2013	7:00 PM	Monday, February 11, 2013	5:00PM
Monday, March 18, 2013	7:00 PM	Monday, March 11, 2013	5:00PM
Monday, April 1, 2013	7:00 PM	Monday, March 25, 2013	5:00PM
Monday, April 15, 2013	7:00 PM	Monday, April 8, 2013	5:00PM
Monday, May 6, 2013	7:00 PM	Monday, April 29, 2013	5:00PM
Monday, June 3, 2013	7:00 PM	Tuesday, May 27, 2013	NOON
Monday, June 17, 2013	7:00 PM	Monday, June 10, 2013	5:00PM
Tuesday, July 1, 2013	7:00 PM	Monday, June 24, 2013	5:00PM
Monday, August 5, 2013	7:00 PM	Monday, July 29, 2013	5:00PM
Tuesday, September 3, 2013	7:00 PM	Monday, August 26, 2013	5:00PM
Monday September 16, 2013	7:00 PM	Monday, September 9, 2013	5:00PM
Monday, October 7, 2013	7:00 PM	Monday, September 30, 2013	5:00PM
Monday, November 4, 2013	7:00 PM	Monday, October 28, 2013	5:00PM
Monday, November 18, 2013	7:00 PM	Tuesday, November 12, 2013	5:00PM
Monday, December 2, 2013	7:00 PM	Monday, November 26, 2013	5:00PM
<p>DURING ANY MONTH WITH ONLY ONE SCHEDULED MEETING, AN ADDITIONAL MEETING MAY BE SCHEDULED IF THE WORKLOAD IS ADEQUATE.</p>			



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

BEVERLY EAVES PERDUE
GOVERNOR

LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR

MEMORANDUM

TO: Agency Heads and Chancellors
Human Resource Directors

FROM: Linda D. Coleman

DATE: March 14, 2011

SUBJECT: **2013 Holiday Schedule**

Listed below are the holidays that will be observed by State employees during **2013**.

New Year's Day	January 1, 2013	Tuesday
Martin Luther King's Day	January 21, 2013	Monday
Good Friday	March 29, 2013	Friday
Memorial Day	May 27 th , 2013	Monday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday
Veteran's Day	November 11, 2013	Monday
Thanksgiving	November 28 & 29, 2013	Thursday & Friday
Christmas	December 24, 25, & 26, 2013	Tuesday, Wednesday, Thursday

NOTE: The schedule shall be used by all State agencies operating und the policies, rules and regulation of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holiday as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

An Equal Opportunity Employer

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.A

Board Appointments

Meeting Date: December 3, 2012

Attachments: 1 (1 Pages)

Submitted By: Administration

ITEM TITLE: Albemarle Commission- Clayton Riggs

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Commissioner Riggs' two year term to the Albemarle Commission has expired.

RECOMMENDATION:

Motion to appoint Commissioner Riggs to the Albemarle Commission for another two year term.



Tracey Johnson
Board Chair

Bert Banks
Executive Director

November 20, 2012

Mr. Michael R. Renshaw, Manager
Camden County
P.O. Box 190
Camden, NC 27921

Dear Mr. Renshaw:

Camden County's representative on the Albemarle Commission Board is Clayton Riggs who was appointed to serve a two year term (2011 – 2012). He may be reappointed for another two years if this is the desire of the Camden Board of Commissioners. The Board also has the option to appoint another representative who is a county commissioner.

Mr. Bill Norton was appointed as Camden's at-large member and will remain as a member until January 2014.

If you could notify us regarding whether the Board chooses to reappoint Mr. Riggs for a two year term or appoint another individual to fill this position, it would be appreciated.

I look forward to hearing from you.

Sincerely,

Ruth Mengel
Clerk to the Board

CC: Camden County Clerk to the Board

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.B

Board Appointments

Meeting Date: December 3, 2012
Attachments: 1 (1 Pages)
Submitted By: Administration

ITEM TITLE: Library Board of Trustees

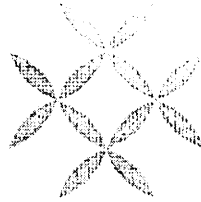
MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Victoria Hagemeister submitted a volunteer form to the Clerk's office for the Library Board of Trustees that was approved by the Board on November 19, 2012 (SEE ATTACHED FOR QUALIFICATIONS).

RECOMMENDATION:

Motion to appoint Victoria Hagermeister to the Camden County Library Board of Trustees.



Application for Citizen Service - Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name, Victoria Hagemeister
 Mailing Address 115 Scotland Rd, Camden, NC 27921
 Township you live in: Camden
 Telephone (home) 331-2026 (business), 453-8345
 Email address vhagemeister@mchsi.com

Are you a registered voter?

Yes

No

Have you ever been convicted of a felony?

Yes

No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:

Masters degrees in Library Science and Early Childhood Education
 26 years library experience, 24 in public libraries
 Extensive computer experience with various software programs

Board or Commissions upon which you are interested in serving: (List on opposite side)

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.

Signature Victoria Hagemeister Date 11/7/12

Library Board of Trustees
16

Dear Mr. Renshaw,

I am very sincere in my interest to help Camden establish its first library. I want you to know, however, that I am currently employed as the County Librarian in Currituck County. If you feel this would represent a conflict of interest to my serving on the library board in an official capacity I still offer my services in an unofficial capacity while the library is being established. I do not feel this would be a conflict of interest, but I respect that you may feel otherwise.

Sincerely,

Victoria Hagemister

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.A

Consent Agenda

Meeting Date: December 3, 2012
Attachments: 1 (9 Pages)
Submitted By: Administration

ITEM TITLE: Draft Minutes

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Draft Minutes from the November 19, 2012 Board of Commissioners Meeting.

RECOMMENDATION:

Review & Approve.

Camden County Board of Commissioners
Regular Meeting
November 19, 2012
6:00P.M. – Closed Session
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on Monday, November 19, 2012 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Sandra Duckwall,
Vice Chairman Garry Meiggs, and
Commissioners Randy Krainiak, Michael McLain, and Clayton Riggs.

Also attending were County Manager Mike Renshaw, and Clerk to the Board Ashley R. Honaker, and County Attorney John Morrison. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Lisa Anderson- Assistant Tax Administrator, and Greg Adams of Thompson, Scott, Price, & Adams Auditing Firm.

Closed Session, 6:00 P.M. *Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney*

Commissioner Michael McLain made a motion to go into closed session pursuant to G.S. 143-318.11(a)(3) for consultation with attorney. At 6:00 P.M., the motion passed 4-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, and Commissioner Clayton Riggs absent; and no Commissioner not voting.

The Commissioners entered closed session at 6:00 P.M.

Vice Chairman Garry Meiggs made a motion to come out of closed session at 6:55 P.M. The motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Chairman Sandra Duckwall recessed the Board at 6:55 P.M.

Regular Session, 7:00 P.M.

Chairman Sandra Duckwall called to order the November 19, 2012 meeting of the Camden County Board of Commissioners at 6:59 PM.

Invocation and Pledge of Allegiance

Commissioner Michael McLain gave the invocation, and led the Pledge of Allegiance.

Public Comments –

None.

Consideration of Agenda

Commissioner Randy Krainiak made a motion to approve the agenda as amended. At 7:05PM, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Presentations*Item 3.A- Annual Financial Report for year ending June 31, 2012*

Greg Adams of Thompson, Scott, Price, & Adams Auditing Firm came before the Board to present the finalized audit report for the 2011-2012 budget year. Mr. Adams stated the following findings:

- No material errors
- Auditors work was not limited in anyway
- No significant deficiencies in the internal control
- No adoption or change in accounting policies
- Reasonable management judgment and accounting estimates
- No out of normal-course audit adjustments
- No disagreements with management
- No noted consults with other accountants
- No prior to retention issues
- No significant deficiencies
- No irregularities or illegal acts
- 85.10% of Fund Balance available for appropriation
- General Fund Net Change equal \$311,481
- Proprietary Funds Net Change equal \$728,167
- Property Tax Collection Increase from 82.89% in FY11-12 to 96.12% in FY12-13

Commissioner Clayton Riggs made a motion to approve the Financial Report for the year ending June 31, 2012, as presented. At 7:10pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

New Business*Item 4.A- County Website Redesign*

County Manager Mike Renshaw explained to the Board that the current County Web site lacks a professional design and layout and residents and other customers frequently report difficulty navigating through the site and finding information. The County site was created and is currently hosted by the Ohio-based company E-Gov. The contract agreement between Camden and E-Gov is currently pending a one-year renewal (November 1, 2012 thru December 31, 2013).

Staff believes that the County's Web presence and levels of customer satisfaction would be improved by allowing the agreement with E-Gov to expire and having the site redesigned and hosted by a professional Web site developer.

Staff has met with a local Web site design firm, Top Hat Computing, who has an extensive amount of experience in designing and hosting local government Web sites. Based upon current fees paid to E-Gov for hosting services, staff has determined that the County would realize an annual savings of \$1,500 through the use of Top Hat Computing.

Mr. Renshaw stated that staff recommends the Board approve retaining the services of Top Hat Computing for a professional redesign of the County Website and future hosting services

Commissioner Clayton Riggs made a motion to approve the agreement as presented. At 7:16pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.B- Bid Award Recommendation for Soil & Pavement Testing on the Eco Park Roads

County Manager Mike Renshaw explained that fees for soil and pavement testing at the Eco Industrial Park Road paving project were solicited from McCallum, PC from Chesapeake, Virginia and GET Solutions, Inc., from Elizabeth City, NC. McCallum, PC provided an hourly proposal with an estimated fee of \$10,390.00 and GET Solutions provided an hourly proposal with an estimated fee of \$13,325.00. Based on conversations we had with both companies, we recommend awarding the testing to GET Solutions, Inc. Get Solutions provided a detailed scope of services and has had previous experience in providing this type of testing on similar projects for NCDOT.

Vice Chairman Garry Meiggs made a motion to approve the bid award as presented. At 7:18pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.C- eCIVIS Grant Management Services

County Manager Mike Renshaw explained that The attached proposal from ECIVIS Grant Network, Inc. outlines a comprehensive grant software and management solution which will place Camden County in a better position to identify federal, state, and foundation grant opportunities that would cover a broad spectrum of projects including infrastructure improvements, public facilities, and program/services specific grants.

The Grants Research & Management Plus package includes the following modules:

- 1) Research: provides direct access to a searchable database of all federal, state, and foundation grants by keyword and topic, including detailed information concerning grant requirements, deadlines, and all application materials;
- 2) KnowledgeBase: provides access to online grant writing training, copies of previously funded grant applications, and a Forms Library which provides access to the latest version of every published grant-related form;
- 3) Tracking & Reporting: provides a web-based system that tracks every aspect of grant and project-related activity including the ability to track and monitor all grant reporting requirements;
- 4) Peer Review: provides access to a team of professional grant writers who will review each grant application for content and formatting requirements to improve the wording and structure of the application to enhance the likelihood of grant award.

The attached fee proposal represents a three year agreement beginning December 31, 2012 and terminating December 31, 2015. The agreement requires annual payments in the amount of \$12, 658. The fee proposal attached includes a multi-year discount of \$7,866 over the three year agreement term.

The County Manager is recommending that the Board of Commissioners approve funding for eCIVIS grant management services in the amount of \$12,658.

Vice Chairman Garry Meiggs made a motion to approve the agreement as presented. At 7:28pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.D- Elizabeth City- Pasquotank- Camden Emergency Management Interlocal Agreement

County Manager Mike Renshaw explained that the proposed Interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of joint emergency management services. The agreement would have the effect of establishing the Central Control Group as well as committing Camden County to providing twenty percent of the Emergency Management annual operating costs. This funding formula is based upon Camden County's population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw from the agreement.

The County Attorney has reviewed the agreement and found no objections to its form or content.

The County Manager recommends that the Board of Commissioners approve the attached Emergency Management Interlocal Agreement.

Commissioner Clayton Riggs made a motion to approve the agreement as presented. At 7:31pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.E- Elizabeth City- Pasquotank- Camden 911 Central Communications Interlocal Agreement

County Manager Mike Renshaw explained that the proposed Interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of public safety communications and emergency dispatch services. The agreement would have the effect of establishing the Central Communications Advisory Board as well as committing Camden County to providing twenty percent of the 911 Central Communications annual operating costs. This funding formula is based upon Camden County's population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw.

The County Attorney has reviewed the agreement and found no objections to its form or content.

The County Manager is recommending that the Board of Commissioners approve this Interlocal agreement.

Commissioner Randy Krainiak made a motion to approve the agreement as presented. At 7:33pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.F- Agreement for Library Service

County Manager Mike Renshaw explained that the proposed Library agreement with Pasquotank County is for the continued partnership through June 31, 2013, with the option of two (2) six (6) month extensions. Staff recommends approving the proposed library services agreement with Pasquotank County.

Commissioner Michael McLain made a motion to approve the agreement as presented. At 7:35pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Item 4.G- Monthly Tax Report

Tax Administrator Lisa Anderson presented the monthly tax report for October 2012.

Commissioner Clayton Riggs made a motion to approve the report as presented. At 7:38pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Consent Agenda

Commissioner Clayton Riggs made a motion to approve the Consent Agenda as presented. At 7:39pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

A. Draft Minutes- November 5, 2012

B. Budget Amendments 2012-13-BA006 through 2012-13-BA008

**2012-13-BA006
 CAMDEN COUNTY BUDGET AMENDMENT**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106050-537500	SHIIP Expenses	\$4,152.00	
104300-550200	Elections Grant Expenses	\$1,092.00	
Revenues:			
10360400-434837	SHIIP Grant	\$4,152.00	
10360430-434866	Elections Grant	\$1,092.00	

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$58,127.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of November, 2012.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

**2012-13-BA007
 CAMDEN COUNTY BUDGET AMENDMENT**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the Social Services Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
526100-545100	Audit		\$3,000.00
Revenues:			
52330610-439710	General Fund Contribution	\$3,000.00	

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$58,127.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 19th day of November, 2012.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

**2012-13-BA008
 CAMDEN COUNTY BUDGET AMENDMENT**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106600-545100	Audit	\$3,000.00	
106900-591200	Social Services		\$3,000.00

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$58,127.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 19th day of November, 2012.

Clerk to Board of Commissioners	Chairman, Board of Commissioners
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C. Tax Collection Report

D. Tax Authorization To Collect

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
17,327.22	22,249.92	11,144.73	50,721.87

E. Volunteer Forms

F. School Budget Amendments

Budget Amendment



Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 8th day of November, 2012, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	.00	
Explanation:			
	Total Appropriation in Current Budget	\$	245,359.00
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	245,359.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 8th day of November, 2012.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
November 8, 2012

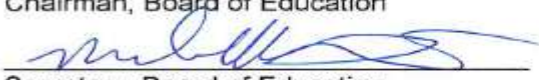
4. Capital Outlay Fund

- A. We must transfer funds to cover the cost of the window project at CCHS and adjust the A/C replacement at CHS as well. We request your approval.

<u>Category I Projects</u>			
9105.077.529	Ceiling Tile/Lighting Replacement	\$ -	3,560.00
9107.077.541	Pur of Replacement Windows	+	3,560.00
9117.077.541	Pur of Replacement A/C Units	+	1.00
9113.077.529	Paving & Fencing Projects	-	1.00
Total – Category I Projects		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 8th day of November, 2012.


Chairman, Board of Education


Secretary, Board of Education

Commissioner's Report

Commissioner Clayton Riggs shared that the audit report for the Albemarle Commission has been completed and presented, and that copies have been submitted to Camden staff for viewing.

Commissioner McLain stated that the River City Cycling Club has chosen Camden County as its location for a riding event on April 27, 2013.

Commissioner Riggs added that he has asked the Clerk to add a link to the Albemarle Bike Plan to the County Website.

County Managers Report

County Manager Renshaw thanked Chairwoman Sandra Duckwall for her leadership and guidance, as this will be her last meeting as the Chair of the Camden County Board of Commissioners.

Any other Questions or comments?

None

Meeting Adjourned

At 7:41pm, Chairman Sandra Duckwall asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

Chairman Sandra Duckwall
Camden County Board of Commissioners

ATTEST:

Ashley Honaker
Clerk to the Board

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.B

Consent Agenda

Meeting Date: December 3, 2012
Attachments: 1 (1 Pages)
Submitted By: Finance

ITEM TITLE: Budget Amendments

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____

VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

2012-13-BA009 Website & Grant Network- Approved
November 19, 2012

RECOMMENDATION:

Review & Approve.

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106600-545000	Contracted Services	\$ 2,500.00	
104200-545000	Contracted Services	\$12,658.00	
109990-500000	Contingency		
	\$15,158.00		

Top Hat Contract for website.

eCivis Contract for Grant network.

This will result in a decrease of \$15,158.00 in the Contingency of the General Fund.

Balance in Contingency \$42,969.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3rd day of December, 2012.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.C

Consent Agenda

Meeting Date: December 3, 2012
Attachments: 1 (1 Pages)
Submitted By: Tax Administration

ITEM TITLE: Tax Refunds, Pickups, & Releases

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Tax Returns, Pickups, & Releases

RECOMMENDATION:

Review & Approve.

<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Jon A. Hageman & Cynthia R. Hageman	409.51 Double Assessment	Release/15229 R-61760-12
Ruby Baum Barnes	261.18 Foreclosure Fee	Pick-up/15241 R-52916-11
Wendy Marie Fowler	173.46 Military Exempt	Release/15246 V-60632-12
Barco Brothers, Inc.	165.78 Changed to Currituck County	Release/15271 V-65074-12

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.D

Consent Agenda

Meeting Date: December 3, 2012
Attachments: 1 (1 Pages)
Submitted By: Planning Department

**ITEM TITLE: Set Public Hearing; Possible
revocation of SUP for violation of
conditions**

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Special Use Permit granted to Melran LLC for a Wireless Telecommunications Facility (WSKY-TV 4 Antenna) with conditions as stated in attached copy.

Condition 3 – stated that WSKY-TV shall provide Camden County with a surety bond for 120% of the cost of removal of proposed WFT. The initial Letter of Credit was issued by BB&T for \$300,000 expired. Planning staff sent initial letter on October 4, 2011 informing WSKY-TV that the Letter of Credit had expired and needed to be renewed. Several letters thereafter has since been sent (attached). During this it was found by the Tax Office that the tower and all supporting buildings were never listed for tax purposes. This would be in violation of Condition 1 of the SUP. This matter was turned over to the County Attorney per the County Manager for disposition.

Planning staff is recommending the revocation of the SUP for Melran LLC for violations of conditions 1 and 3 of their Special Use Permit. In accordance with the procedures of Article 151.569 (Permit Revocation) if the Board of Commissioners would consider revocation, a public hearing is required.

RECOMMENDATION:

Set Public Hearing for Monday, January 7, 2013

**South Camden Water & Sewer District
Board of Directors
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.A
Consent Agenda
Meeting Date: December 3, 2012
Attachments: 2 (6 Pages)
Submitted By: Public Works

ITEM TITLE: Approval of Local Water Plan & Resolution

SUMMARY:

The State is requiring each water system to have a Local Water Supply Plan approved by governing board.

RECOMMENDATION:

Review & Approve.

MOTION MADE	
BY:	
P. Faison	_____
M. Jeralds	_____
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
NO MOTION	_____
VOTE:	
P. Faison	_____
M. Jeralds	_____
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
ABSENT	_____
RECUSED	_____

South Camden Water & Sewer District³³

2011 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled PROVISIONAL have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name:	South Camden Water & Sewer District	PWSID:	04-15-015
Mailing Address:	103 Water Plant Drive Camden, NC 27921	Ownership:	County
Contact Person:	David Credle	Title:	Public Works Director
Phone:	252-335-1216	Fax:	252-335-1401
Secondary Contact:	Tommy Sawyer	Phone:	252-335-1216
Mailing Address:	103 Water Plant Drive Camden, NC 27921	Fax:	252-335-1401

PROVISIONAL

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Polyvinyl Chloride	2-16	100.00 %

What are the estimated total miles of distribution system lines? **95 Miles**

How many feet of distribution lines were replaced during 2011? **100 Feet**

How many feet of new water mains were added during 2011? **0 Feet**

How many meters were replaced in 2011? **100**

How old are the oldest meters in this system? **16 Year(s)**

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? **0**

What is this system's finished water storage capacity? **1.000 Million Gallons**

Has water pressure been inadequate in any part of the system since last update? **No**

Programs

Does this system have a program to work or flush hydrants? **Yes, Annually**

Does this system have a valve exercise program? **Yes, Annually**

Does this system have a cross-connection program? **Yes**

Does this system have a program to replace meters? **Yes**

Does this system have a plumbing retrofit program? **No**

Does this system have an active water conservation public education program? **No**

Does this system have a leak detection program? **No**

Water Conservation

What type of rate structure is used? **Increasing Block**

How much reclaimed water does this system use? **0.000 MGD** For how many connections? **0**

Does this system have an interconnection with another system capable of providing water in an emergency? **Yes**

2. Water Use Information

34

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Albemarle Sound (12-1)	100 %	Camden	100 %

What was the year-round population served in 2011? 4,536

Has this system's acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	1,962	0.218	0	0.000
Commercial	62	0.100	0	0.000
Industrial	0	0.000	0	0.000
Institutional	13	0.008	0	0.000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.100 MGD

Water Sales

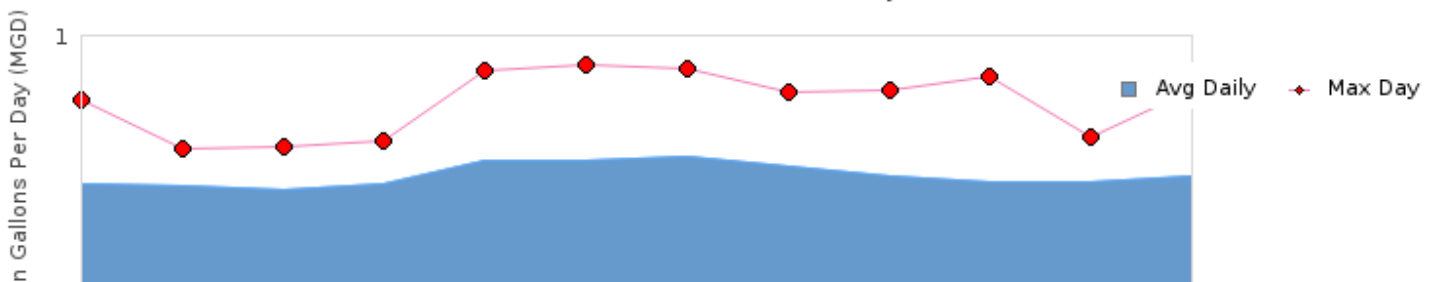
Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Currituck Co	04-27-010	0.000	0	0.000			Yes	12	Regular
South Mills	04-15-010	0.521	9	0.000			Yes	14	Emergency

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.448	0.761	May	0.537	0.866	Sep	0.475	0.794
Feb	0.442	0.581	Jun	0.532	0.892	Oct	0.455	0.846
Mar	0.429	0.589	Jul	0.548	0.873	Nov	0.455	0.621
Apr	0.444	0.605	Aug	0.512	0.786	Dec	0.480	0.794

South Camden Water & Sewer District's 2011 Monthly Withdrawals & Purchases





Ground Water Sources

Name or Number	Average Daily Withdrawal (MGD)		Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
	MGD	Days Used					
on site -deep	0.229	187		0.197			Regular
on site- shallow	0.252	187		0.164			Regular
remote site- deep	0.230	178		0.197			Regular
remote site- shallow	0.258	178		0.164			Regular

Ground Water Sources (continued)

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet)		Well Diameter (Inches)	Pump Intake Depth (Feet)	Metered?
			Top	Bottom			
on site -deep	595	540	540	590	10	120	Yes
on site- shallow	125	80	80	120	10	80	Yes
remote site- deep	595	540	540	590	10	100	Yes
remote site- shallow	125	80	80	120	10	80	Yes

Are ground water levels monitored? **Yes, Monthly**

Does this system have a wellhead protection program? **Yes**

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract		Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
				MGD	Expiration			
Elizabeth City	04-70-010	0.000	182	0.000		Yes	10	Emergency

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Camden Co RO	0.720	Yes	Yes	Yorktown and Castle Hayne Aquifers

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2011? **No**

If yes, was any water conservation implemented? **No**

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2011? **No**

If yes, was any water conservation implemented? **No**

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? **Yes**

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.137	May	0.164	Sep	0.148
Feb	0.137	Jun	0.178	Oct	0.138
Mar	0.135	Jul	0.169	Nov	0.139
Apr	0.137	Aug	0.160	Dec	0.147



How many sewer connections does this system have? 55

How many water service connections with septic systems does this system have? 1,920

Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

Expansion of sewer infrastructure.

Wastewater Permits

Permit Number	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0086681	0.432	0.216	0.149		Pasquotank River	Albemarle Sound (12-1)
WQ0029894	0.100	0.100	0.020		Land Application	Albemarle Sound (12-1)

5. Planning

Projections

	2011	2020	2030	2040	2050	2060
Year-Round Population	4,536	9,072	13,608	16,608	21,540	24,138
Seasonal Population	0	0	0	0	0	0
Residential	0.218	0.250	0.300	0.320	2.160	2.420
Commercial	0.100	0.100	0.120	0.140	0.663	0.778
Industrial	0.000	0.000	0.000	0.000	0.000	0.000
Institutional	0.008	0.010	0.015	0.020	0.169	0.200
System Process	0.100	0.102	0.110	0.120	0.067	0.079
Unaccounted-for	0.045	-0.519	-0.629	-0.742	-0.860	-0.978

Demand v/s Percent of Supply

	2011	2020	2030	2040	2050	2060
Surface Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Ground Water Supply	0.722	0.722	0.722	0.722	0.722	0.722
Purchases	0.000	0.000	0.000	0.000	0.000	0.000
Future Supplies		0.000	0.000	0.000	0.000	0.000
Total Available Supply (MGD)	0.722	0.722	0.722	0.722	0.722	0.722
Service Area Demand	0.471	-0.057	-0.084	-0.142	2.199	2.499
Sales	0.013	0.000	0.000	0.000	0.000	0.000
Future Sales		0.000	0.000	0.000	0.000	0.000
Total Demand (MGD)	0.484	-0.057	-0.084	-0.142	2.199	2.499
Demand as Percent of Supply	67%	-8%	-12%	-20%	305%	346%

What demand management practices do you plan to implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? ~~No~~ ³⁷

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled PROVISIONAL have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

RESOLUTION 2012-12-01

APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and the interests of sound local planning, a Local Water Supply Plan for South Camden Water and Sewer District, has been developed and submitted to the Camden County Board of Commissioners for approval; and

WHEREAS, the Camden County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the South Camden Water and Sewer District, as well as useful information to the Department of environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners of the South Camden Water and Sewer District that the Local Water Supply Plan entitled, 2007 Local Water Supply Plan dated October 5th, 2012, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Camden County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 3rd day of December, 2012.

Name: _____

Title: _____

Signature: _____

ATTEST:

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 8.A-B
Information & Reports
Meeting Date: December 3, 2012
Attachments: 2 (2 Pages)
Submitted By: Various Departments
ITEM TITLE: Information & Reports

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

- A. Sales Tax Collection Report
- B. Crop Settlement with Calvin Mercer

RECOMMENDATION:

No Action Needed.

					Finance		11-19-12							
SALES TAX COLLECTION REPORT 2012-2013														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,393	\$36,232	\$42,289										\$128,914	\$510,000
Art. 40	\$34,902	\$31,520	\$29,859										\$96,281	\$325,000
Art. 42	\$11,630	\$8,747	\$12,448										\$32,825	\$120,000
Art. 44	\$32	\$18	-\$1										\$49	
Total	\$96,958	\$76,518	\$84,596										\$258,072	
Total Budgeted														\$955,000
SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,958	\$13,509	\$13,625										\$42,092	\$125,000
Art. 42	\$17,445	\$13,120	\$12,027										\$42,592	\$175,000
Totals	\$32,403	\$26,629	\$25,652										\$84,684	
Total Budgeted														
Grand Tot:	\$129,360	\$103,147	\$110,248										\$342,755	\$300,000
SALES TAX COLLECTION REPORT 2011-2012														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,566	\$39,993	\$32,278	\$46,738	\$49,325	\$53,904	\$51,784	\$48,244	\$41,931	\$44,589	\$45,343	\$44,797	\$549,492	\$500,000
Art. 40	\$33,460	\$31,107	\$31,073	\$30,059	\$25,708	\$29,444	\$36,470	\$25,596	\$30,049	\$31,906	\$25,234	\$32,053	\$362,159	\$315,000
Art. 42	\$11,453	\$9,033	\$7,903	\$10,649	\$14,062	\$11,919	\$11,986	\$10,885	\$9,660	\$10,343	\$12,828	\$12,943	\$133,664	\$115,000
Art. 44	\$45	\$19	\$32	\$61	-\$443	\$4	\$1,002	\$44	\$3		-\$1	\$28	\$794	
Total	\$95,524	\$80,152	\$71,286	\$87,508	\$88,652	\$95,271	\$101,242	\$84,768	\$81,643	\$86,838	\$83,404	\$89,820	\$1,046,108	
Total Budgeted														\$930,000
SCHOOL CAPITAL RESERVE FUND														
Art. 40	\$14,340	\$11,587	\$11,600	\$11,622	\$11,748	\$12,619	\$15,630	\$11,739	\$12,878	\$13,674	\$13,739	\$13,825	\$155,001	\$125,000
Art. 42	\$17,180	\$14,154	\$11,854	\$15,973	\$14,034	\$17,878	\$17,979	\$16,327	\$14,491	\$15,514	\$12,998	\$12,920	\$181,302	\$200,000
Total	\$31,520	\$25,741	\$23,454	\$27,595	\$25,782	\$30,497	\$33,609	\$28,066	\$27,369	\$29,188	\$26,737	\$26,745	\$336,303	
Total Budgeted														\$325,000
Grand T	\$127,044	\$105,894	\$94,740	\$115,103	\$114,434	\$125,768	\$134,851	\$112,834	\$109,012	\$116,026	\$110,142	\$116,566	\$1,382,411	

2012 Settlement 164.44 Acres		
Revenues	Sale of Soybeans	\$38,147.02
	USDA payment	<u>\$1,220.33</u>
		\$39,367.35
Expenses	Seed	\$2,835.34
	Fertilizer	\$5,067.77
	Spraying (airplane)	\$438.50
	Chemicals	<u>\$2,217.36</u>
		\$10,558.97
	Net : \$28,8108.38	
2011 Settlement 165 acres		
Revenues	Sale of Soybeans	\$22,506.17
	USDA payment	<u>\$1,195.17</u>
		\$23,701.84
Expenses	Seed	\$3,430.06
	Chemicals	\$1,791.24
	Spraying (airplane)	\$440.00
	Fertilizer	<u>\$4,653.88</u>
		\$10,315.18
	Net \$13,386.66	
2010 Settlement 183.3 Acres		
Revenues	Sale of Soybeans	\$31,413.47
	USDA payment	<u>1,195.67</u>
		\$32,609.14
Expenses	Seed	\$3,443.04
	Chemicals	3,377.66
	Spraying (airplane)	1,283.10
	Fertilizer	<u>3,510.17</u>
		\$11,613.97
	Net: \$20,995.17	