Town of Holden Beach
Board of Commissioners
Regular Meeting

Tuesday, March 17, 2026
5:00 PM

Holden Beach Town Hall
Public Assembly

TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, MARCH 17, 2026 - 5:00 P.M.

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1. Invocation

2. Call to Order/ Welcome

3. Pledge of Allegiance

4. Agenda Approval

5. Public Comments on Agenda Items

6. Consent Agenda Items

    a. Approval of Minutes (Pages 1 – 8)

        i. Minutes of the Regular Meeting of February 17, 2026

    b. Police Report (Pages 9 – 14)

    c. Inspections Department Report (Pages 15 – 18)

    d. Finance Department Report (Pages 19 – 24)

    e. Public Works Department Report (Pages 25 – 26)

7. Public Comments on General Items

8. Presentation by Brunswick County for Upcoming Biosolids Project – Public Works Director Benton (Pages 27 – 29)

9. Discussion and Possible Action on Ordinance 26-02, An Ordinance Amending Holden Beach Code of Ordinances Section 30.15 Voting and Quorums – Town Clerk Finnell (Pages 30 – 32)

10. Discussion and Possible Approval of the Town of Holden Beach ADA Assessment – Inspections Director Evans (Page 33, Separate Packet)

11. Discussion and Possible Approval of the Hazard Mitigation Plan - Inspections Director Evans (Pages 34 – 37, Online Link)
    a. Resolution 26-03, Resolution Adopting the Southeastern North Carolina Regional Hazard Mitigation Plan

12. Discussion and Possible Action on Proposals for Audit Services – Finance Director McRainey (Pages 38 – 46, Separate Packets)

13. Discussion and Possible Action to Grant Permission to the Mayor to Sign a Letter in Opposition of the Town of Fuquay-Varina's Interbasin Transfer Request – Town Manager Chadwick (Pages 47 – 52)

14. Discussion and Possible Action on Next Steps in Filling the Vacancy on the Board of Commissioners – Town Clerk Finnell (Page 53, Separate Packet)

15. Discussion and Possible Action to Adopt Resolution 26-04 in Support for the Holden Beach Causeway Corridor Redevelopment Project – Commissioner Pate (Pages 54 – 57, Separate Packet)

16. Town Manager's Report – Town Manager Chadwick (Pages 58 – 59)

17. Mayor's Comments

18. Board of Commissioners' Comments

19. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), To Consider the Qualifications, Competence, Performance of a Public Officer or Employee and North Carolina General Statute 143-318.11(a)(1), To Prevent the Disclosure of Privileged Information

20. Adjournment

*** Visit https://www.youtube.com/@townofholdenbeach/streams to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on March 17, 2026.**

TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, FEBRUARY 17, 2026 – 5:00 P.M.

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, February 17, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylivia Pate, Keith Smith and Tom Myers; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Police Chief Jeremy Dixon; Public Works Director Chris Benton, Fiscal Operations Specialist Penny King; and Town Attorney Sydnee Moore.

Mayor Holden asked for a moment of silence then called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Commissioner Myers would like to add an item for discussion and possible action on a plan to fill the vacant commissioner seat. He also would like to change the order of items 7 and 8 so the Audit Committee's report can come before the discussion on making changes. The Board discussed how to move forward.

The consensus of the Board is to reverse items 7 and 8.

Town Manager Chadwick will bring the vacancy up during his report. The Board will discuss the process at that time.

Motion by Mayor Pro Tem Dyer to add an executive session on the end for personnel; second by Commisioner Smith.

Mayor Holden said 18a would be the executive session and 18b adjournment.

Motion by Commisioner Smith to approve the agenda as amended; second by Mayor Pro Tem Dyer; approved by unanimous vote.

PUBLIC COMMENTS

Joseph Genovese spoke against changes to the current policy for paid parking dates. He suggested coming up with ways to enhance the program. He suggested solutions for the parking areas, bathrooms and trash.

Carlton Pittman thanked Chief Dixon for his service to the Town. He talked about staffing in the Police Department.

Jim Bauer suggested having Chad Hock fill the commissioner vacancy since he received the next highest number of votes in the recent election. He talked about utilizing emergency pumps for stormwater management. He suggested asking the Town to find out what they want for Block Q. He suggested utilizing property on private lots for paid parking.

CONSENT AGENDA ITEMS

Minutes of the Regular Meeting of January 20, 2026, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

Motion to approve the minutes by Mayor Pro Tem Dyer; second by Commissioner Pate.

Staff answered questions regarding the reports from the Board.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON AUDIT COMMITTEE TASKERS

Commissioner Myers explained the Audit Committee was tasked with two items. With regards to the tasker to advise the Board about potential improvements to the collection of occupancy tax revenues, the committee concluded that the property management organizations were almost certainly compliant and the concerns were primarily associated with individual property owners who might not be fully aware of their responsibility to pay occupancy taxes. The committee's recommendation is for the Town to implement a communications campaign focused on making sure rental property owners are aware of their responsibilities and aware of the materials available to them from the Town to make them comply. The committee recommends the Town implement a process that allows people to submit challenges for properties that they perceive to be noncompliant. In regards to the tasker about possible improvements to the BPART Fund Balance, he said at the end of the last fiscal year there was over $8 million in the BPART Fund. The question was where the money come from. He explained why it was important to know based on restrictions to the fund. The intent was to develop a policy that clearly documented the composition of the balance relative to the restrictions. That could be used to determine where the money could be spent. The current reports cannot answer the question of where the money came from. He said the committee realized a policy could not be adopted until the Town solved that limitation. Commissioner Myers said the

committee's recommendation on that tasker is to consider addressing this during the 2026/2027 budget development process.

Motion by Commissioner Myers that we accept the committee's work, thank them for their service, declare the taskers to be complete and to agree to consider their recommendations during the 2026/2027 budget development process; second by Commissioner Pate.

Commissioner Smith said the committee did a lot of work and thanked them for their efforts. He agreed with the motion but isn't ready to implement the recommendations. Commissioner Pate said the way she took it is that they would be considered as part of the budget process. Town Clerk Finnell read the motion.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON AUDIT COMMITTEE TASKERS

Town Clerk Finnell explained at the January meeting the Board directed staff to prepare an ordinance removing the commissioner from the Audit Committee. Ordinance 26-01 makes the change and corrects a couple of typos. The proposed ordinance also incorporates a clarification to the meetings and attendance section as suggested by Commissioner Pate.

Motion by Mayor Pro Tem Dyer to accept Ordinance 26-01; second by Commissioner Pate.

Commissioner Myers reviewed the history of the committee, why it was established and set up the way it is. He doesn't think there is any harm keeping this safeguard in place. Having a commissioner on the committee eliminates the problem of not knowing what the Board was looking for the committee to do in a tasker. He would like to leave the committee unchanged at this time. Commissioner Smith said the disadvantage to having one commissioner is that one commissioner doesn't speak for the Board. He thinks it will streamline it more if they stay consistent with all the boards. He would like to see the number of members revised and suggested the minimum be three. He would like to discuss Section B and discuss narrowing the powers and duties. How to move forward was discussed.

After discussion Commissioner Smith recommended making three changes. He would like to change the minimum membership from two to three; and delete the monitoring sections, (B4 and B5). Mayor Pro Tem Dyer and Commissioner Pate agreed with the proposed change. Commissioner Myers did not.

Motion by Commissioner Dyer to accept the amendments of three members instead of two and strike 4 and 5 under section B. Mayor Pro Tem Dyer agreed the motion is to accept the amendments and approve the ordinance. Commissioner Smith seconded the motion.

Commissioner Myers explained why he thinks the functions being removed are valuable functions for the committee to perform. Commissioner Smith suggested changing the word

monitor to review. The Board further discussed the motion. Town Clerk Finnell reviewed the motion.

The motion passed by a 3-1 vote with Mayor Pro Tem Dyer and Commissioners Pate and Smith voting for the motion and Commissioner Myers voting in the negative.

DISCUSSION AND POSSIBLE ACTION TO DIRECT ADVERTISEMENT OF TAX LIENS ON REAL PROPERTY

Fiscal Operations Specialist King said pursuant to NCGS 105-369, the tax office is required to advertise unpaid property taxes for the 2025 year. In compliance with the statutory requirements, the Town must advertise unpaid property taxes in a local paper. She asked the Board to authorize the advertisement of the 2025 delinquent real property taxes.

Motion by Mayor Pro Tem Dyer to allow the tax collector to advertise the tax liens; second by Commissioner Myers.

Commissioner Pate asked if it is about 10% not collected. Fiscal Operations Specialist King replied yes and it is usually around that amount this time of the year. She sent the second notices on February 13th. You can then advertise after 30 days. Our normal rate for uncollected fees is around 2%, this is just based on the timing.

The motion passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT BETWEEN MCGILL ASSOCIATES AND THE TOWN FOR STORMWATER IMPROVEMENT PROJECTS

Assistant Town Manager Ferguson said last month the Board selected McGill in response to the Request for Proposals for the stormwater projects. The contract is here for consideration. The last page of the contract shows a Notice to Proceed through June 30th. The Board would accept the whole contract if they award it, but this fiscal year we will encumber $180,000 where we budgeted $300,000. The remainder would fall into the next fiscal year. This is based on the timing of work that could be completed. Assistant Town Manager Ferguson said originally when the engineer's estimate came in for the Town to apply, the $300,000 was not predicated on construction oversite. This contract takes the Town through construction oversight. Commissioner Smith asked about the attorney reviewing the contract. Mayor Holden said the motion could be subject to attorney approval.

Motion by Mayor Pro Tem Dyer to recommend approving the contract. Mayor Holden added subject to the attorney's approval. Commissioner Smith seconded the motion; motion approved by unanimous vote.

DISCUSSION AND POSSIBLE SELECTION OF FIRM TO PROVIDE A COMPREHENSIVE DESIGN PLAN FOR JORDAN BOULEVARD/BLOCK Q AREA

Town Manager Chadwick stated three submissions were received, McGill, HDR and Pinnacle. He explained how the responses were ranked. McGill received the most points beating HDR by a score of 455 to 450. The Board should consider what they want in the master plan final product before a contract comes back before the Board. Assistant Town Manager Ferguson provided background on the process. This Board has not said what they want to see. She detailed the different paths the Board could choose to move forward. The Board discussed how to proceed.

Motion by Mayor Pro Tem Dyer to accept the RFQ from McGilll and then have the Planning Department work with the Board and staff to narrow the scope; second by Commissioner Pate.

Commissioner Myers said he favors HDR and detailed his reasons why. Commissioner Smith agreed they are a top-notch firm, but he thinks they went beyond the scope.

The motion passed by a 3 – 1 vote, with Mayor Pro Tem Dyer and Commissioners Pate and Smith voting for the motion and Commissioner Myers voting in the negative.

DISCUSSION AND POSSIBLE ACTION TO CHANGE PAID PARKING ENFORCEMENT DATES

Town Manager Chadwick said at the January meeting the Board asked staff to supply information on the paid parking program. He reviewed the numbers from the trends Otto provided. October, November and December are the three lowest months listed in 2025. You need to keep in mind that would be $25,000 a month. Those revenues would have to be offset in the budget next year. Mayor Pro Tem Dyer explained she didn't want to go to year-round parking until the Town had more amenities. She suggested offering free parking from the weekend of the festival until January 2nd and explained why. Once we get more amenities that may need to change. Commissioner Smith likes the concept. He talked about the people who use the parking program. He said public relations is a factor in the situation. If the Town can offer two months, he thinks it would go a long way in the community as a goodwill gesture to show it is just not about money. He explained how that could result in increased occupancy tax collection. Commissioner Smith said the Board talked about the revenue decrease but hasn't talked about expenses. He said the Town needs to understand that before making a decision. Commissioner Pate had a lot of people contact her that have differing opinions. She is supportive of looking at it. It is difficult decision. You can't compare the Town to others. We need to look at it from the perspective of what is best for Holden Beach. Commissioner Myers is not clear who the Town is doing this for. There are costs associated with sharing and he thinks it is fair to share some of those costs with the people we are sharing the beach with. It will reduce revenue and the Town will need to make it up. He tried to get reduced rates for property owners and was not successful. He suggested reduced rates in the off season. He remembers what it was like before paid parking. The Board further discussed how to proceed.

DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING FEDERAL PRIORITIES

Assistant Town Manager Ferguson explained each year as part of our federal advocacy, the Board has to formally adopt what they want the priorities to be. Funding priorities in her memo (hereby incorporated into the minutes) look similar to last year. Under policy, they are suggesting that when they go to Washington, they are focusing on advocacy so that Cat G from FEMA does not go away. Also to better understand proposed changes from the legislators' perspectives. It is alarming that there are no representatives from North Carolina on the committee they put in charge of looking at this. Staff is also suggesting to still advocate for the beneficial use of dredge material placement. There is an additional policy opportunity available, but she suggested leaving it open in case something comes up later.

Commissioner Myers asked if the Town still has an issue of finding a place to put the spoils after dredging the canals. Assistant Town Manager Ferguson answered that as part of the Town's advocacy issues in the past, Congressman Rouzer put forth legislation. She provided details on the legislation.

Motion by Mayor Pro Tem Dyer to accept Assistant Town Manager Ferguson's recommendations for the federal priorities; second by Commissioner Myers; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

Carlton Pittman asked that Chief Dixon be allowed to speak during the comments instead of during Town Manager Chadwick's report.

Chief Dixon addressed the crowd with a speech regarding his resignation and reflected on his time at Holden Beach.

Bob Babington is in favor of paid parking. He thinks the Town should open it in the offseason. He would like to see property owners get a break and provided feedback on the program.

Martie Arrowood inquired about the Audit Committee's responsibilities. She suggested looking at boat parking, pickleball courts and a dog park for Block Q. She would like more trash cans to be added during the budget season. She wished Chief Dixon well and suggested hiring from within to replace him.

Jim Bauer wished Chief Dixon well. He talked about the paid parking program and costs (sand, employees) that could be covered from the revenue of the months being discussed. He suggested the Board ask the town want they want to see for Block Q.

Shane Bell, a former employee spoke in appreciation of Chief Dixon's leadership.

TOWN MANAGER'S REPORT

- Block Q Stage Area - plans are complete. Staff will do code review and then we will distribute a Request for Proposals (RFP).
- NC Resilient Coastal Communities Program – the information has been sent to the organizations.
- Southeastern Regional Hazard Mitigation Plan – it is in process. The Board will be getting an action item within the next month.
- Halstead Park – the contractor will begin work within the next couple of weeks. The pier is closed due to safety until further notice as previously advertised.
- Auditor Selection – RFPs have been received for review by staff and the Audit Committee. The Audit Committee will be meeting. Board selection should be at the March meeting.
- Lockwood Folly Funding - Congress has approved an appropriation for maintenance of the Lockwood Folly Inlet for $900,000.
- Canal Dredging – plans are being made to dredge the canals next winter.
- Ocean Isle Borrow Area – Ocean Isle has requested to expand the Shallotte borrow site. Fran Way is composing a response for the Town.
- Commissioner Vacancy –

The Board discussed the process for filling the vacancy. The Board would like interested people to submit a resume and the Application for Board Membership with a three-week deadline. The Board will see how many applications are received and then decide how to move forward.

- Employee Updates - Ryleigh Gleason has been promoted to utility billing specialist. Jessica Camara has been promoted to detective. Sergeant Adam Milligan has graduated from FBI LEEDA training. It has been an honor to work with Chief Dixon. He will do great.
- Easter Egg Hunt – will be held on Good Friday.
- His report from this point forward will be handed out at the meeting. The report will be posted when the meeting information is blasted.

MAYOR'S COMMENTS

- Be sure to vote. There are a lot of hot issues. Brunswick County is now the number one county in America for growth. Talked about infrastructure (water and sewer, highways). We are growing faster than what we have in place can accommodate. Pay attention and vote accordingly.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Dyer

- Chief Dixon did an incredible job. He is a wealth of knowledge and a great leader. Explained why she is thankful for what he has done for the Town.

Commissioner Pate

- Appreciates everyone coming out. Hopes they will continue to do so and to send emails.
- Appreciates the Essentials of Municipal Government training.
- Expressed appreciation for Chief Dixon and wished him well.
- Had the birthday celebration. Thanked staff for organizing the event.

Commissioner Smith

- First interaction with the Police Department was with Shane Bell. Thinks it is a testament to Chief Dixon that Mr. Bell wanted his son, Austin Bell to work for him. Appreciates what Chief Dixon built.
- Thanked God for the staff, the Board members, the beach and our community.

Commissioner Myers

- Thanked Chief Dixon for his years of service. Wished him well.
- Thanks to everyone attending and who is engaged.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6)

Motion by Commissioner Smith to go into Closed Session at 7:22 p.m.; second by Mayor Pro Tem Dyer; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 8:27 p.m. No action was taken.

ADJOURNMENT

Motion to adjourn by Commissioner Smith at 8:27 p.m.; second by Mayor Pro Tem Dyer; approved by unanimous vote.

_____

J. Alan Holden, Mayor

ATTEST:

_____

Heather Finnell, Town Clerk

Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
hbpd@hbtownhall.com

State Citation (February 2026)

Printed on March 3, 2026

Date	Ticket #	Statutes/Charges	Style
02/10/26	J260217	20-7(A) - NO OPERATORS LICENSE	SUV
02/13/26	3J47425	20-28(A) - DWLR	4D - SEDAN, 4 DOOR
02/24/26	3J47426	20-309 - NO LIABILITY INSURANCE	Car
02/25/26	J612253	20-111(2) - EXPIRED REGISTRATION CARD/TAG	SUV

Total Records: 4

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Ordinance Violations (February 2026)

Printed on March 3, 2026

Date	Citation/Warning	Ordinance	Style
02/28/26	Warning	Parking - Non-LSV in LSV Only Area	4D - SEDAN, 4

Total Records: 1

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HBPD Monthly Report (February 2026)

Printed on March 3, 2026

Reported	Case Number	Address	Offenses	Disposition
02/15/26 11:13	HBP26-00004	197 SAILFISH DR	90-95(D)(4) - POSSESS MARIJUANA UP TO 1/2 OZ	Case Report Created
02/16/26 11:00	HBP26-00005	1207 OCEAN BLVD W	14-100 - OBTAIN PROPERTY FALSE PRETENSE	Closed - Unfounded
02/18/26 08:38	HBP26-00006	775 OCEAN BLVD W	14-54(B) - BREAKING OR ENTERING (M); 14-127 - INJURY TO REAL PROPERTY	Closed - Unfounded
02/22/26 15:24	HBP26-00007	115 OCEAN BLVD E	14-51 - SECOND DEGREE BURGLARY	Closed - Leads Exhausted
02/28/26 13:24	HBP26-00008	450 OCEAN BLVD W	14-113 - IDENTITY THEFT	Closed - Leads Exhausted

Total Records: 5

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Calls For Service (February 2026) Printed on March 3, 2026

Descriptions		Totals
Alarm (SIG45 Signal 45)	13	13
Animal Control Call	4	4
Assist Other Agency (EMS); Assist Other Agency (Fire)	1	1
Assist Other Agency (EMS); Welfare Check; Assist Other Agency (Fire)	1	1
Attempt to Locate (ATL)	2	2
Breaking and Entering in Progress (10-62 x62)	3	3
Breathing Problems [Delta]	1	1
Call By Phone (10-21Law x21L)	10	10
Call By Phone (10-21Law x21L); Special Check - Business - Residence (10-79 x79)	1	1
Call By Phone (10-21Law x21L); Water or Sewer Problems	1	1
Careless & Reckless (C&R)	1	1
Debris in Roadway	2	2
Disturbance or Disorderly Subject	1	1
Domestic Disturbance (10-82 x82)	2	2
Drunk Driver (10-55 x55)	2	2
Escort or Convoy (10-59 x59)	1	1
Give Subject a Ride (10-5 x5)	1	1
Good Intent Call (Lift Assist)	1	1
Hit and Run (Property Damage Only 10-54 x54)	1	1
Improperly Parked Vehicle (10-70 x70)	8	8

Descriptions		Totals
Juvenile Out of Control	1	1
Lost or Found Property	1	1
Medical Alarm [Bravo]	1	1
Meet with Complainant (10-83 x83)	5	5
Meet with Subject or Officer (10-25 x25)	3	3
Noise Complaint	1	1
Open Door	5	5
Open Door; Special Check - Business - Residence (10-79 x79)	1	1
Overdose or Poisoning (Intentional) [Charlie]; Missing or Abandoned Person	1	1
Service Call [Alpha]	7	7
Shots Fired (10-96 x96); Careless & Reckless (C&R)	1	1
Single Residential Fire Alarm [Bravo]	3	3
Special Check - Business - Residence (10-79 x79)	490	490
Special Operations Assignment (Signal 55 SIG55)	1	1
Stab Wound [Delta]	1	1
Stopping Vehicle (10-61 x61)	24	24
Stroke or TIA [Charlie]	1	1
Suspicious Vehicle or Subject (10-60 x60)	6	6
Take Written Report (10-92 x92)	4	4
Traffic Control (10-58 x58)	1	1
Traffic Incident (Pinned) [Delta, HeavyR]	1	1
Unconscious or Fainting [Alpha]	1	1
Unit Busy at Location (10-6 x6)	1	1

Descriptions		Totals
Warrant Service (Signal 62 SIG62)	1	1
Water or Sewer Problems	36	36
Water or Sewer Problems; Call By Phone (10-21Law x21L)	1	1
Water or Sewer Problems; Meet with Complainant (10-83 x83)	1	1
Welfare Check	2	2
Welfare Check; Call By Phone (10-21Law x21L)	1	1
	4	4
Totals	664	664

Permit Report

02/01/2026 - 02/28/2026

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
2/3/2026	260074	No Permit Required	10,000		
2/3/2026	260075	Repair	43,918	$420.26	$420.26
2/3/2026	260076	Repair	30,000	$330.00	$330.00
2/3/2026	260077	Mechanical	9,149	$100.00	$100.00
2/3/2026	260078	Bulkhead	9,000	$125.00	$125.00
2/4/2026	260079	Repair	20,000	$305.00	$305.00
2/6/2026	260080	Demolition	350	$350.00	
2/6/2026	260081	Mechanical	4,889	$100.00	$100.00
2/6/2026	260082	Zoning	25	$25.00	$25.00
2/6/2026	260083	Zoning	25	$25.00	$25.00
2/6/2026	260084	Mechanical	10,500	$100.00	$100.00
2/6/2026	260085	Mechanical	8,500	$100.00	$100.00
2/9/2026	260086	Zoning	25	$25.00	$25.00
2/9/2026	260087	Zoning	25	$25.00	$25.00
2/9/2026	260088	Zoning	25	$25.00	$25.00
2/10/2026	260089	Repair	15,000	$210.00	$210.00
2/10/2026	260090	Swimming Pool	68,000	$887.00	$887.00
2/10/2026	260091	Repair	1,400	$125.00	
2/10/2026	260092	Zoning	50	$50.00	$50.00
2/11/2026	260093	Electrical	1,200	$175.00	$175.00
2/11/2026	260094	Electrical	1,500	$175.00	$175.00
2/11/2026	260095	Fence	50	$50.00	$50.00
2/11/2026	260096	Gas	1,432	$100.00	$100.00
2/11/2026	260097	Mechanical	22,808	$200.00	$200.00
2/11/2026	260098	Mechanical	16,000	$200.00	$200.00
2/11/2026	260099	Mechanical	10,276	$100.00	$100.00
2/11/2026	260100	Repair	8,500	$125.00	$125.00
2/11/2026	260101	Boat Lift	60,000	$665.00	$665.00
2/13/2026	260102	Repair	70,000	$755.00	$755.00
2/13/2026	260103	Addition	200,000	$2,485.00	$2,485.00
2/13/2026	260104	Mechanical	8,443	$100.00	$100.00
2/13/2026	260105	Zoning	25	$25.00	$25.00
2/13/2026	260106	Electrical	1,500	$100.00	$100.00
2/13/2026	260107	Mechanical	15,990	$200.00	$200.00
2/13/2026	260108	Mechanical	15,256	$200.00	$200.00
2/13/2026	260109	Mechanical	10,285	$100.00	$100.00
2/16/2026	260110	Repair	7,000	$125.00	$125.00
2/16/2026	260111	Bulkhead	60,000	$565.00	$565.00
2/16/2026	260112	Mechanical	8,000	$100.00	$100.00
2/16/2026	260113	Zoning	25	$25.00	$25.00

2/16/2026	260114	Addition	8,568	$175.00	$175.00
2/17/2026	260115	Zoning	25	$25.00	$25.00
2/18/2026	260116	Bulkhead	22,350	$226.15	$226.15
2/18/2026	260117	Bulkhead	41,350	$397.15	$397.15
2/18/2026	260118	Zoning	50	$50.00	$50.00
2/18/2026	260119	Mechanical	9,120	$100.00	$100.00
2/18/2026	260120	Mechanical	6,425	$200.00	$200.00
2/18/2026	260121	Mechanical	5,000	$100.00	$100.00
2/19/2026	260122	Repair	27,000	$268.00	$268.00
2/19/2026	260123	Repair	90,705	$841.34	$841.34
2/19/2026	260124	No Permit Required	5,000		
2/19/2026	260125	Mechanical	10,605	$100.00	$100.00
2/20/2026	260126	Electrical	3,000	$100.00	$100.00
2/20/2026	260127	Addition	23,000	$632.00	
2/20/2026	260128	Mechanical	8,730	$100.00	$100.00
2/23/2026	260129	Mechanical	16,700	$200.00	$200.00
2/23/2026	260130	Mechanical	11,850	$100.00	$100.00
2/23/2026	260131	Electrical	3,000	$175.00	$175.00
2/24/2026	260132	Swimming Pool	75,341	$903.07	$903.07
2/24/2026	260133	Mechanical	17,000		
2/24/2026	260134	Repair	28,000	$277.00	$277.00
2/24/2026	260135	Plumbing	2,900	$200.00	
2/24/2026	260136	Addition	135,000	$1,400.00	$1,400.00
2/24/2026	260137	Swimming Pool	70,000	$905.00	$905.00
2/24/2026	260138	Mechanical	8,430	$100.00	$100.00
2/25/2026	260139	Swimming Pool	55,000	$720.00	$720.00
2/25/2026	260140	Residential Building	45,000	$780.00	
2/25/2026	260141	Repair	3,600	$125.00	$125.00
2/26/2026	260142	Mechanical	8,500	$100.00	
2/26/2026	260143	Mechanical	18,000	$100.00	
2/26/2026	260144	Mechanical	11,922	$100.00	$100.00
2/26/2026	260145	Repair	8,000	$125.00	$125.00
2/26/2026	260146	Repair	11,000	$125.00	$125.00
2/26/2026	260147	Swimming Pool	69,000	$896.00	$896.00
2/26/2026	260148	Repair	28,000	$377.00	
2/26/2026	260149	No Permit Required	35,779		
			$1,672,121.00	$20,919.97	$18,255.97

PERMIT SUMMARY REPORT

COMMERCIAL

Count	0
Total Fees	$0.00
Fees Paid	$0.00
Total Project Cost	$0.00

RESIDENTIAL

Count	76
Total Fees	$20,919.97
Fees Paid	$18,255.97
Total Project Cost	$1,672,121.00

TOTAL

Count	76
Total Fees	$20,919.97
Fees Paid	$18,255.97
Total Project Cost	$1,672,121.00

ACTIVE NEW HOME PERMITS = 32
OTHER ACTIVE PERMITS= 529
PERMITS ISSUED OVER $30,000 = 90 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS ISSUED OVER $100,000 =6 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS - SUBSTAINTAL IMPROVEMENTS = 3 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS ISSUED WAITING PICK UP =31
TOTAL PERMITS= 592

PERMITS IN REVIEW= 5
CAMA ISSUED= 1
CAMA EXEMPTIONS= 4
ZONING ISSUED =14
NOTICE OF VIOLATIONS= 3
DELINEATIONS=8
CAMA SITE INPSECTIONS=6

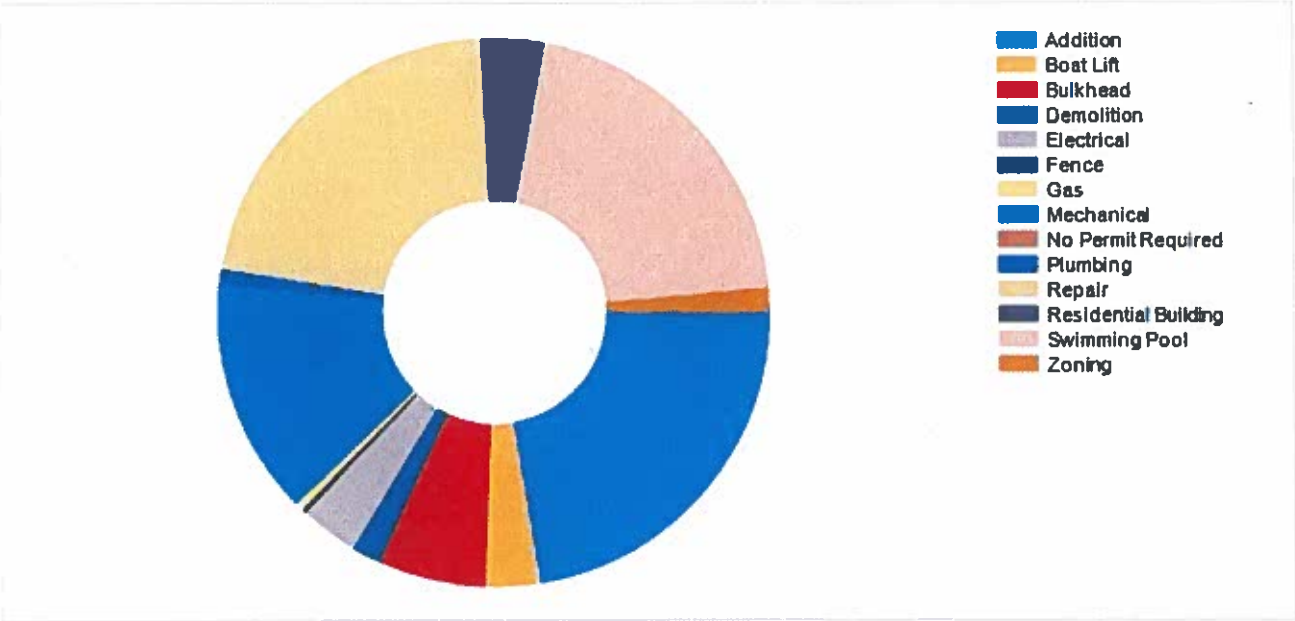
PERMITS ISSUED THIS MONTH= 76
REINSPECTION FEES = $300
PERMITS SERVICED FOR INSPECTIONS FROM 2/1/26-2/28/26= 93
TOTAL INSPECTIONS MADE= 191

Permit Type Report

Permit Date
02/01/2026 to 02/28/2026

Description	Fees	Fees	Permits
Addition	$4,692.00	4,692.00	4
Boat Lift	$665.00	665.00	1
Bulkhead	$1,313.30	1,313.30	4
Demolition	$350.00	350.00	1
Electrical	$725.00	725.00	5
Fence	$50.00	50.00	1
Gas	$100.00	100.00	1
Mechanical	$2,900.00	2,900.00	24
No Permit Required	$0.00	0.00	3
Plumbing	$200.00	200.00	1
Repair	$4,533.60	4,533.60	15
Residential Building	$780.00	780.00	1
Swimming Pool	$4,311.07	4,311.07	5
Zoning	$300.00	300.00	10
Total	$20,919.97	20,919.97	76

Fees Breakdown



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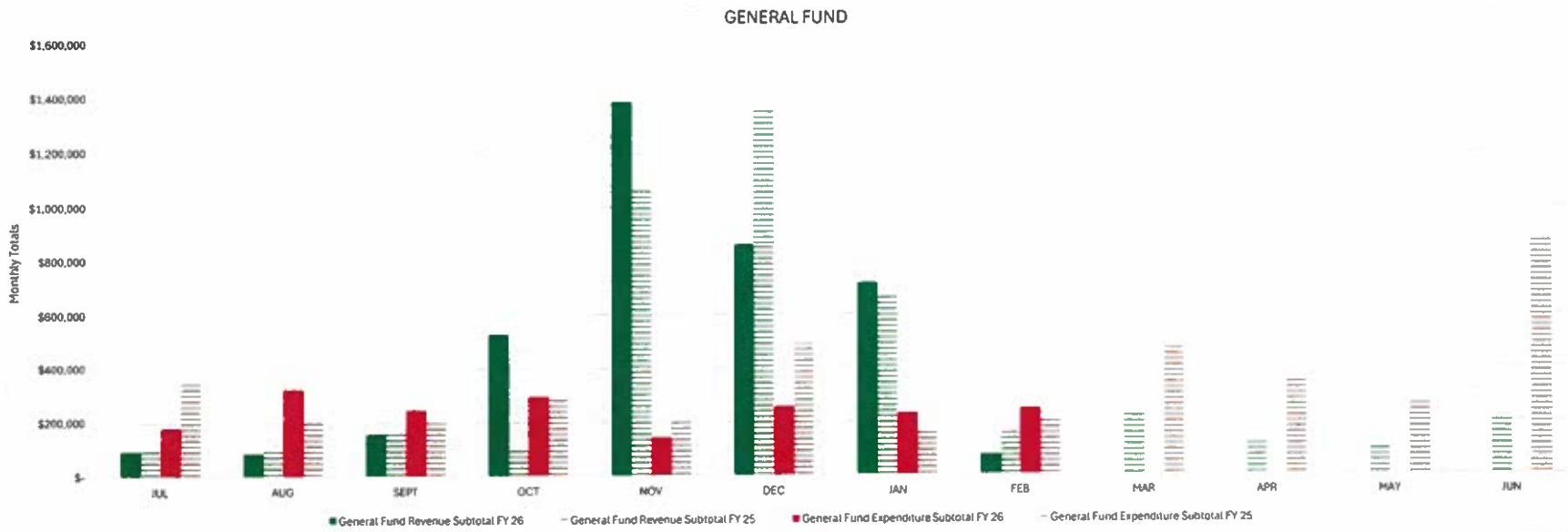
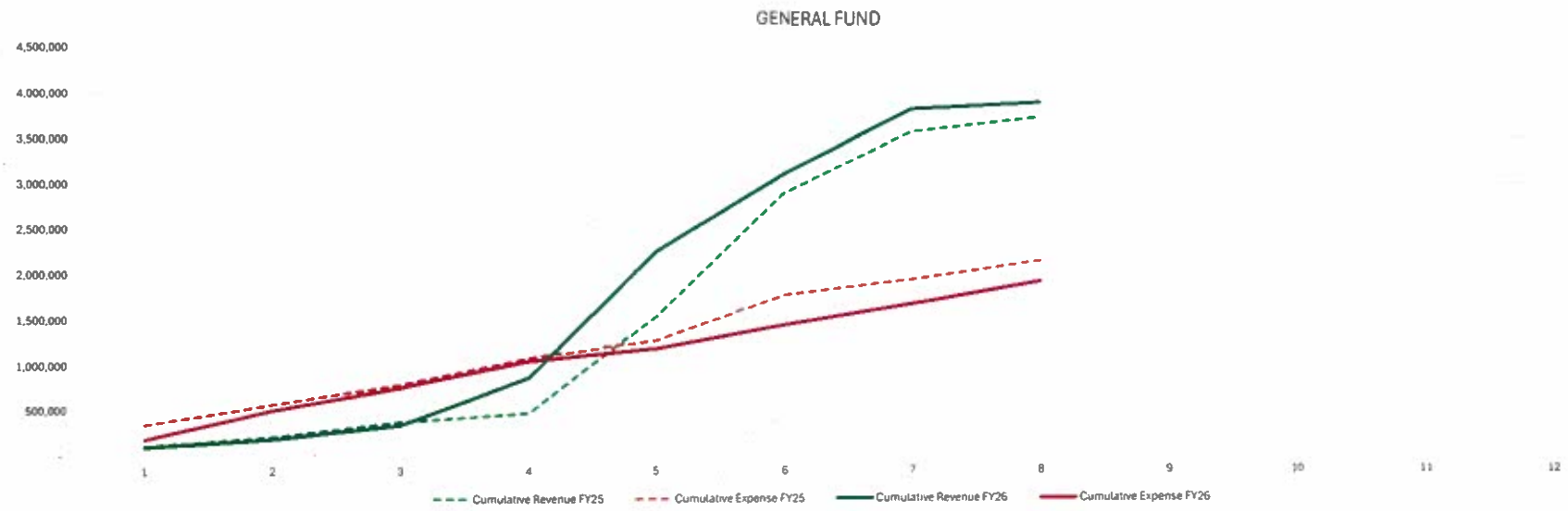
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	525,827	1,389,476	858,632	714,917	73,583				
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	100,037	1,073,329	1,361,352	677,885	156,355	229,150	125,464	107,649	216,414
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	293,810	141,605	255,842	229,972	247,207				
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929
Cumulative Revenue FY25	102,467	202,774	368,609	468,646	1,541,975	2,903,327	3,581,212	3,737,567				
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,284,661	1,776,179	1,940,214	2,146,340				
Cumulative Revenue FY26	92,175	177,493	333,489	859,316	2,248,792	3,107,424	3,822,341	3,895,924				
Cumulative Expense FY26	179,259	502,966	749,291	1,043,101	1,184,706	1,440,548	1,670,520	1,917,727				




GENERAL FUND
4,500,000
4,000,000
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1,000,000
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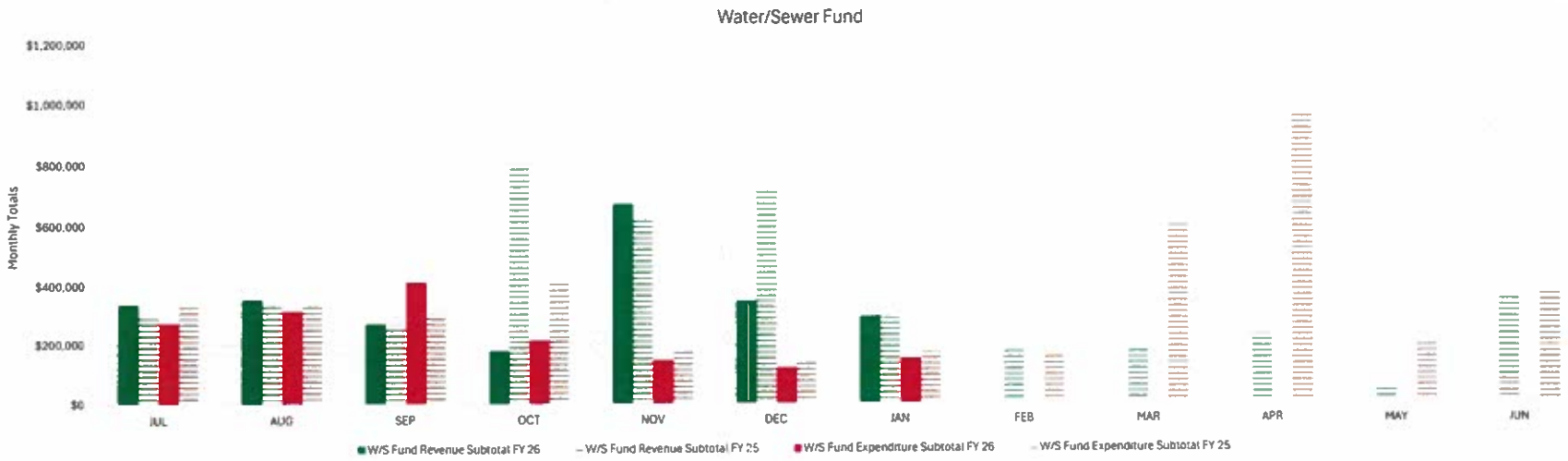
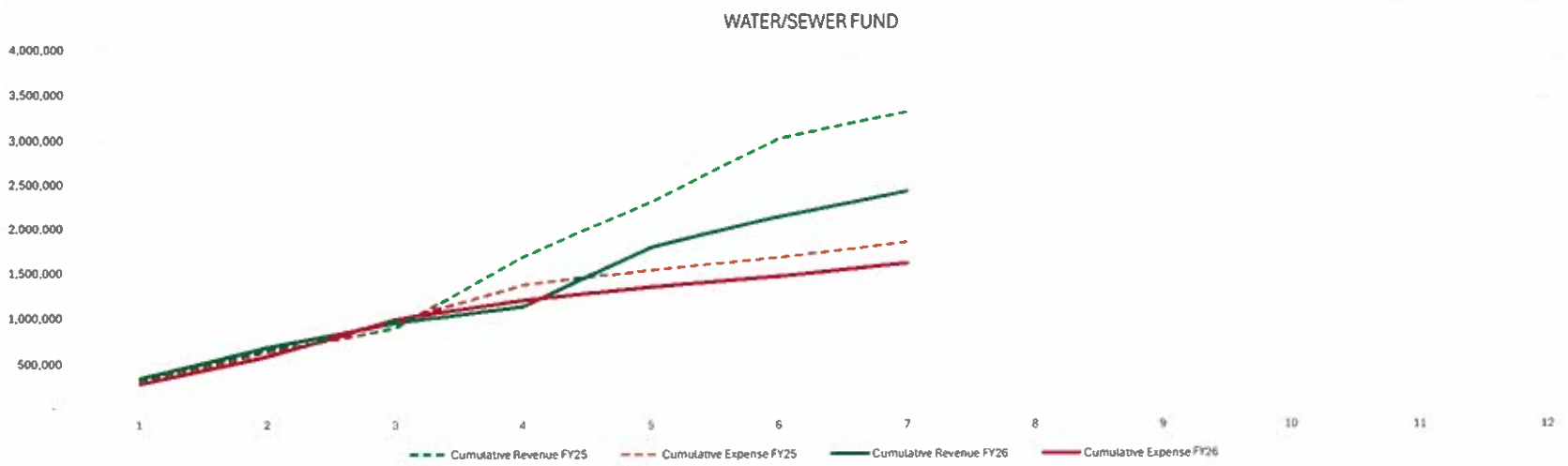
12
Cumulative Revenue FY25
Cumulative Expense FY25
Cumulative Revenue FY26
Cumulative Expense FY26

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	673,084	345,088	291,667					
W/S Fund Revenue Subtotal FY 25	297,561	336,326	266,084	807,150	626,767	714,498	288,442	186,327	178,205	228,786	48,520	358,005
W/S Fund Expenditure Subtotal FY 26	271,871	312,915	410,002	213,739	146,436	118,777	149,534					
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	406,181	174,251	141,836	171,251	162,329	598,753	966,050	195,864	380,970
Cumulative Revenue FY25	297,561	633,887	899,971	1,707,120	2,333,887	3,048,385	3,336,827					
Cumulative Expense FY25	334,838	669,011	973,805	1,379,985	1,554,237	1,696,073	1,867,324					
Cumulative Revenue FY26	333,945	684,655	954,687	1,133,689	1,806,773	2,151,860	2,443,527					
Cumulative Expense FY26	271,871	584,786	994,788	1,208,527	1,354,963	1,473,740	1,623,274					




WATER/SEWER FUND
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500,000
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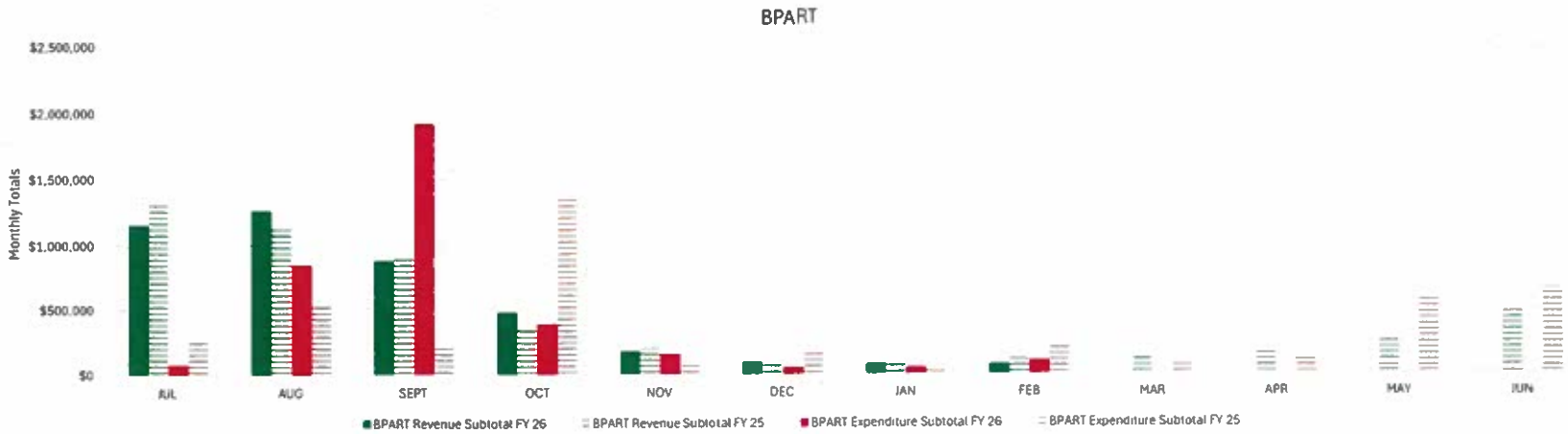
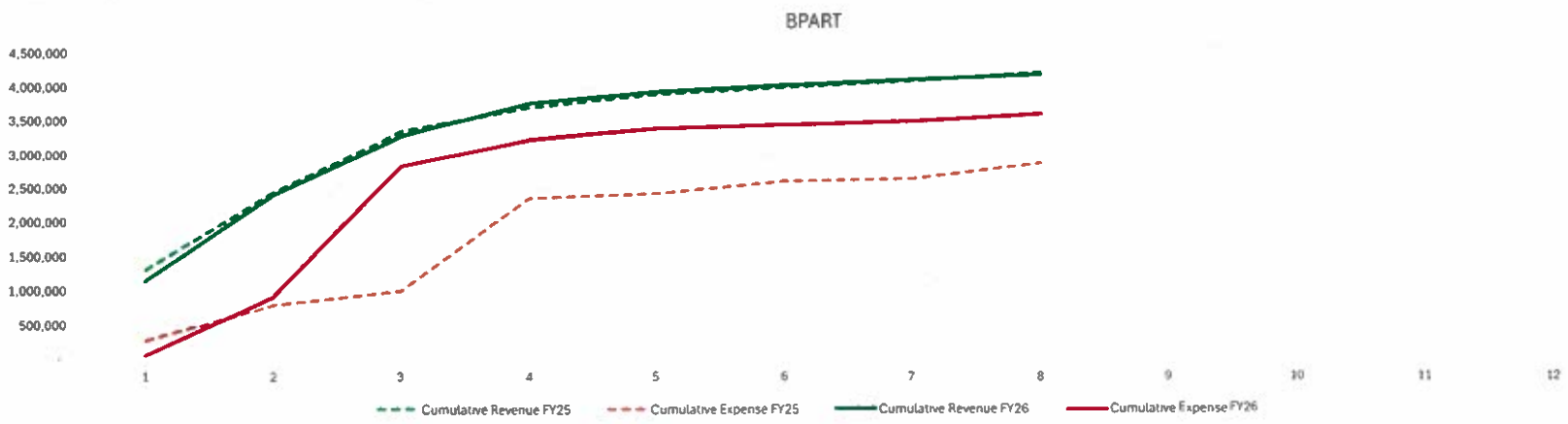
Cumulative Revenue FY25
Cumulative Expense FY25
Cumulative Revenue FY26
Cumulative Expense FY26

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	79,837	74,423				
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	203,612	106,517	91,553	127,945	124,089	199,054	287,529	479,731
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,097	160,330	55,713	50,880	105,257				
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	228,562	100,385	145,428	607,028	657,700
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,667	4,027,184	4,118,737	4,246,682				
Cumulative Expense FY25	278,616	811,327	1,018,390	2,371,152	2,442,630	2,626,074	2,661,081	2,889,643				
Cumulative Revenue FY26	1152401	2,413,827	3,297,819	3,778,981	3,961,841	4,058,011	4,137,848	4,212,271				
Cumulative Expense FY26	76488	927,076	2,856,087	3,251,184	3,411,514	3,467,227	3,517,907	3,623,164				




BPART
4,500,000
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Cumulative Revenue FY25
Cumulative Expense FY25
Cumulative Revenue FY26
Cumulative Expense FY26

Holden Beach Public Works Monthly Report
Date: 3/05/26
To: Board of Commissioners
From: Public Works Department

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1. Department Overview

The Public Works Department continues to focus on maintaining the quality of life for residents and visitors to Holden Beach through consistent operations and upkeep of town infrastructure. Our activities this month included routine maintenance, repairs, and preparedness for weather events.

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2. Key Activities and Accomplishments

a) Maintenance & Repairs

- **Pier Parking Lot:** Crew worked very diligently adding an additional storm drain to the parking lot. The Holden Pond is no more!!!!
- **Road repair**: Graded dirt street on east end of island. Patched a few potholes.
- **Block Q**: Crew installed a 2inch water service and meter to supply the new bathrooms.
- **Fire Hydrants**: Crew is grinding, Priming and Painting the last leg of fire hydrants should be all complete in the next week or two weather permitting.
- **Training**: Crew had a training day with our Meter company Sensus to better understand our system and help us to run more efficiently.

b) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
- **Water Leaks:** We had 6 main line water leaks this month. (Expected a few with the weather fluctuations)
- **Water Meter Changeouts and Rereads:** Crew completed a list with around 180 meters that needed to be reread. Crew has been working very diligently repairing and replacing old meters.
- **Sewer Pits:** 0
- **Service Calls:** Crew ran 40 service calls this month. This is about where we should be this time of year.

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3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance**: We are continuing to repair and replace meters to get the reread numbers down.

b) Upcoming Projects

- **Sidewalks**: We are preparing to begin cutting out and replacing bad sections of sidewalk. If you see a section, you think needs to be replaced bring it to our attention.
- **Station 1**: We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.

---

4. Crew Acknowledgement

Raqueel Archiebald (Archie) Completed his Commercial Driving Class at Cape Fear Community College and obtained his Class A CDL also receiving the Presidential award for highest score in the class.

Submitted by:
Chris Benton
Director of Public Works
Holden Beach

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:03/17/2026

FROM: Chris Benton

DATE SUBMITTED:03/12/26

ISSUE/ACTION REQUESTED: Presentation by Brunswick County for upcoming biosolids project.

BACKGROUND/PURPOSE OF REQUEST: Holden Beach is a Partner with Brunswick County's West Regional Sewer plant. They are planning a biosolids project to improve the capacity of the plant. They are going to present us with two options and discuss the benefit of each one.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:N/A

TOWN MANAGER'S RECOMMENDATION:N/A

ATTACHMENT: Bio Solids Capital Participation Summary

Biosolids Project – Capital Cost Participation Summary

Total Project Cost: $37,000,000

A. Capacity & Upfront Capital Allocation

Participant	Capacity (MGD)	% of Capacity	Upfront Capital Share ($)
County (Existing)	1.5	12%	$4,625,000
Oak Island	3.0	24%	$9,250,000
Holden Beach	1.0	8%	$3,083,333
Shallotte	0.5	4%	$1,541,667
County (New Capacity)	6.0	52%	$18,500,000
Total	**12.0**	**100%**	**$37,000,000**

B. Optional Rate-Funded (Differential Rate) Scenario

County funds all capital upfront; participants repay their share through rates.

Flow Estimate (Most Recent 12 Months)

Participant	Annual Flow (MG)	% of Participant Flow	Annual Debt Service ($)
Oak Island	270.6	52%	$529,249
Holden Beach	79.2	15%	$154,902
Shallotte	172.2	33%	$336,795
Total Participants	**521.9**	**100%**	**$1,020,947**

Uniform Biosolids Rate (Participants Only):
$1.96 per 1,000 gallons

C. Participant Funding Election

Please select one option below:

☐ **Upfront Capital Contribution**
Participant pays its allocated capital share at project initiation (see Section A).

☐ **Rate-Funded (Differential Rate)**
County funds capital costs upfront; participant repays its share through the biosolids rate of $1.96 per 1,000 gallons (see Section B).

Participant Name: _____
Authorized Signature: _____
Date: _____

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC MEETING DATE: March 17, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: March 6, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Ordinance 26-02, An Ordinance Amending Holden Beach Code of Ordinances Section 30.15 Voting and Quorums

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BACKGROUND/PURPOSE OF REQUEST: Section 30.15 Voting and Quorums of the Code of Ordinances is inconsistent with the Rules of Procedure the Board approved in December. Members of the Board have expressed interest in amending the code to reflect the language approved in the rules. Amending the code would also make the Town's definition of quorum be consistent with NCGS 160A-74.

If the Board would like to update the definition of quorum in the Code of Ordinances, the suggested motion is approve Ordinance 26-02.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Amend the code to be consistent with NCGS 160A-74 and the Rules of Procedure.

ATTACHMENT:

Ordinance 26-02

ORDINANCE 26-02
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, SECTION 30.15 VOTING AND QUORUMS

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Section 30.15 Voting and Quorums be amended as follows.

SECTION ONE: Amend Section 30.15 Voting and Quorums as follows:

§ 30.15 VOTING AND QUORUMS.

(A) ~~Quorum. The Mayor and three Commissioners, or three Commissioners without the Mayor shall constitute a quorum (simple majority) of the Town BOC (G.S. § 160A-74).~~ A majority of the actual membership of the council plus the mayor, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

(B) Voting shall be consistent with the provisions of G.S. § 160A-75.

SECTION TWO: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

This the 17th day of March, 2026.

_____
J. Alan Holden, Mayor

ATTEST:

_____
Heather Finnell, Town Clerk

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:03/16/2026

FROM: Tim Evans

DATE SUBMITTED:03/02/2026

ISSUE/ACTION REQUESTED: Approval of the Town of Holden Beach's ADA Assessment

---

BACKGROUND/PURPOSE OF REQUEST The town conducted its own ADA assessment with the intentions of fulfilling the Title II requirements. Approval will allow for budgeting and executing those items listed. This completes one of last year's goals.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☐ Possible
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☐
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☐
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☐ Possible

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☐ NA

ADVISORY BOARD RECOMMENDATION: **NA**

FINANCE RECOMMENDATION: **NA**

TOWN MANAGER'S RECOMMENDATION: Approve the ADA Assessment.

ATTACHMENT: **ADA assessment**

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 03/17/2026

FROM: Tim Evans Planning Director

DATE: 03/05/2026

ISSUE/ACTION REQUESTED: The Town of Holden Beach Commissioners need to approve the Resolution to adopt the Southeastern Regional Hazard Mitigation Plan

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BACKGROUND/PURPOSE OF REQUEST: The Southeastern Hazard Mitigation Plan is a vital part of the assistance and recovery for storms. The adoption is required for many reimbursements as well as grant acquisition. The current plan expires in April of this year. A lapse in the plan could affect future funding and will have a direct effect on the town's 20 percent insurance reduction rate

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FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NOx☐
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NOx☐
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NOx☐
REVIEWED BY FINANCE DIRECTOR:	YES☐	NOx☐

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NOx☐

ADVISORY BOARD RECOMMENDATION: Planning staff recommends approval of the resolution.

FINANCE RECOMMENDATION: None

TOWN MANAGER'S RECOMMENDATION: Approve the resolution to adopt the plan.

ATTACHMENT: **see Website** 020526 DRAFT SENC Regional HMP.pdf

RESOLUTION 26-03
ADOPTING THE SOUTHEASTERN NORTH CAROLINA REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within the Town of Holden Beach are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, the Town of Holden Beach desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS, the (local government) has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS it is the intent of the Board of Commissioners of Town of Holden Beach to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Town of Holden Beach Agency hereby:

1. Adopts the Southeastern North Carolina Regional Hazard Mitigation Plan.

2. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 17th day of March 2026.

_____
J. Alan Holden, Mayor

Attest:

_____
Heather Finnell, Town Clerk

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/17/26

FROM: Daniel McRainey

DATE SUBMITTED: 3/6/26

ISSUE/ACTION REQUESTED: The governing body select an auditor for the next 3 fiscal years.

BACKGROUND/PURPOSE OF REQUEST: Every three years we send out RFPs for audit services and the town staff has scored the three responses.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒	N/A
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒	
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒	N/A
REVIEWED BY FINANCE DIRECTOR:	YES☒	NO☐	

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: Audit committee was not able to schedule a meeting with a required quorum prior to agenda approval.

FINANCE RECOMMENDATION: Staff recommends Martin, Starnes, & Associates based off our scoring which had M,S&A at 283/300 points and Thompson, Price, Adams & Associates in second at 262/300 points.

TOWN MANAGER'S RECOMMENDATION: Approve selecting Martin, Starnes, & Associates for audit services.

TOWN OF HOLDEN BEACH
110 Rothschild Street
Holden Beach, NC 28462

Request for Proposal for Audit Services - Due by 5:00 p.m. on February 9, 2026

The Town of Holden Beach (hereinafter called "Town") invites qualified independent auditors (hereinafter called "Auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Town to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms and conditions included in this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Town. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Brunswick County, North Carolina.

Type of Audit

The audit will encompass a financial and compliance examination of the Town's Financial Reports in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state and local funding sources in accordance with generally accepted auditing standards and all applicable laws and regulations.

Period

The Town intends to continue the relationship with the auditor for three (3) years on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place, an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Town reserves the right to request proposals at any time following the first year of this contract. Thus, prepare proposals for the following years, with year one being the only obligated year.

July 1, 2025 – June 30, 2026
July 1, 2026 – June 30, 2027
July 1, 2027 – June 20, 2028

Requirements

The audit must be conducted in accordance with generally accepted auditing standards: Government Auditing Standards, July 2011 revisions issued by the Comptroller General of the United States; Office of Management and Budget Uniform Guidance; the State Single Audit Implementation Act of 1996 and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.

The Auditor will prepare the entries to convert from fund to government-wide statements and other year-end adjusting journal entries as needed. The Auditor will be responsible for the preparation, typing, proofing, printing and copying of the CAFR. The Town Finance Director will prepare the statistical section of the Management Discussion & Analysis. The auditor will submit a draft of the CAFR to be reviewed in detail by the Finance Director. This draft should be submitted to the Town in time to allow for ample review and corrections. The timing of this should ensure final completion of the CAFR no later than the annual December 31st deadline.

The Town prefers interim fieldwork to be completed in May or early June. Year-end fieldwork should begin in August and be competed by early October. The Finance Director will expect a listing of requested information needed for the audit at the preplanning conference by July 15th.

The audit should be completed and reports rendered four (5) months following the fiscal year end (December 31st) unless otherwise stated by the Local Government Commission (LGC). Twenty (20) bound copies and one (1) flash drive of each CAFR, compliance report, management letter and other applicable reports must be supplied to the Finance Director within the timeframe cited above.

The financial audit opinion will cover the financial statements for the governmental activities, the business type activities, each major fund and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request no less than three (3) years from the date of the audit report.

The auditors will be available to meet with Town staff and management as necessary to discuss the audit process or any issues related to the audit.

The auditors will be available to present the CAFR to the Board of Commissioners at a scheduled meeting in either December or the following January of each year.

In the event circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

<u>Audit Contract and Payment of Audit Fees</u>

The audit contract must be approved by the staff of the LGC. Invoices are subject to approval by the LGC staff. Interim or progress billings will be accepted up to 75% of the total fee prior

to submission of the audited financial statements to the staff of the LGC and their approval of the audited financial statements.

Description of Selection Process

Proposals will be submitted in two sections. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The Town will evaluate the auditor/firm on experience, educational and technical qualifications. The second section will be comprised of the firm's technical approach and cost. The firm best meeting the Town's expectations for experience, audit approach and cost requirements will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION

The Town reserves the right to reject any and all proposals, waive technicalities and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents may disqualify the bid.

First Section – Firm's Prior Experience and Qualifications of Personnel

The first section should address the information requested below. The corresponding responses should begin with the number of the requested information.

1. Indicate the number of people (by level) located within the local office that will handle the audit.

2. Provide a list of the local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.

3. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed and the year(s) of engagement.

4. Describe your audit organization's participation in the AICPA-sponsored or comparable quality control programs (peer review).

5. Describe the professional experience in governmental audits of each senior and higher-level person assigned to the audit, the years on the job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be onsite.

6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.

7. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities or functions (e.g., utilities, solid waste)

8. Describe any specialized skills, training or background in public finance of assigned individuals. This may include participation in state or national professional organizations, speaker or instructor roles in conferences or seminars or authorship of articles and books.

9. Provide names, addresses, telephone numbers and email addresses of personnel of current and prior audit clients who may be contacted for a reference.

10. Describe how the firm meets professional independence standards.

11. Describe liability insurance coverage arrangements.

12. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.

<u>Second Section</u>

Proposals should include completed cost estimate sheets and other necessary cost information in a separate, sealed envelope marked "Cost Estimate". The Town plans to evaluate qualifications of all firms submitting proposals before considering the Cost Estimate.

Specify costs using the format below (items 8, 9 & 10) for the audit year July 1, 2025 to June 30, 2026. For the two audit years which follow, list the estimated costs. The cost for the audit year ending June 30, 2026 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a "not-to-exceed" amount. The scope of audit and cost presented should include all approved pronouncements at the date of this mailing. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during the contract period. The Town may require the Auditor's assistance to comply with these reporting requirements.

The second section should consist of the requested information below. The corresponding responses should begin with the number of the requested information.

1. Explanation of the type of audit program used (tailor-made, standard government or standard commercial).

2. Explanation of the use of statistical sampling.

3. Explanation of the use (if any) of computer audit specialists.

4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.

5. Information that will be contained in the management letter.

6. Assistance expected from the government's staff, if other than outlined in the RFP.

7. Tentative schedule for completing the audit within the specified deadlines of the RFP.

8. Specify costs using the Summary of Audit Costs Sheet on page 10 for each of the three (3) audit years. Cost estimates must indicate the basis for charges and whether the amount is a "not-to-exceed" amount.

9. Explanation of additional charges outside of the original scope of work.

10. If applicable, note the firm's method of determining increases in audit costs on a year-to-year basis.

11. Please list any other information the firm may wish to provide.

12. Please include the Summary of Audit Costs Sheets with your proposal.

Time Schedule for Awarding the Contract

Responses to the RFP must be received by 5:00 p.m. on February 9, 2026. Three (3) copies of each section of the bid (see below) should be mailed in a sealed envelope bearing the name of the firm or individual submitting it and be clearly marked "Response to RFP for Audit Services". Responses should be submitted to:

Town of Holden Beach
Bryan Chadwick, Town Manager
110 Rothschild Street
Holden Beach, NC 28462

All submittals must be valid for 90 days from the opening date, but the contract is expected to be awarded in February 2026. Submissions received after the specified time will be considered late and will not be considered.

The Town reserves the right to reject any and all submittals or to waive any minor irregularities in the process. The Town also reserves the right to seek new proposals when it is in the best interest of the Town.

Proposals signed by authorized individuals will be received by Bryan Chadwick, Town Manager at 110 Rothschild Street, Holden Beach, NC 28462 until February 9, 2026 at 5:00 p.m. The Audit Committee will review the proposals and makes a recommendation to the Board of Commissioners. The contract will be awarded no later than March 17, 2026.

Inquires

Any questions should be directed to:

Bryan Chadwick, Town Manager
bryan.chadwick@hbtownhall.com

TOWN INFORMATION

Description

The Town of Holden Beach is a town in North Carolina with a population of approximately 900. It has 31 fulltime employees. It operates a water and sewer, general fund and two special revenue funds.

Accounting Records

The Town maintains all of its accounting records at the Finance Office located at 110 Rothschild Street, Holden Beach, NC 28462. The Town's financial system is Microfund by Harris.

Funds

The Town maintains the following funds:

1. General
2. Water & Sewer
3. Canal Dredging
4. Beach Parks Access Recreation & Tourism
5. Beach & Inlet Capital Reserve Fund

Budgets

The Town budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the levels disclosed in the CAFR. The Town also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system.

Assistance Available to the Auditor

The Town will make available to the auditor sufficient help to pull and refile records and prepare and mail all necessary confirmations.

The Town's personnel will prepare the following items:

- Trial balance
- Detailed General Ledger
- A copy of the original budget, all amendments and the final budget as of June 30th
- All bank reconciliations for each month
- List of outstanding checks, showing check number, payee, date and amount
- Schedule of all investments for all funds at the audit date
- Schedule of capital asset acquisitions, disposals and depreciation
- Schedule of accounts payable
- Computation of vested vacation payable and sick leave as of the audit date
- Debt schedule for each debt issue and related payments
- General information as requested

***** SPECIAL CONDITIONS – Other Services**

In addition to performing an audit for the Town, the Auditor must also agree to complete and submit the Town's Annual Financial Information Report (AFIR) for each year of the three-year period. Please include the cost of the AFIR preparation on the Summary of Audit Costs Sheet.

TOWN OF HOLDEN BEACH
SUMMARY OF COSTS SHEET

AUDIT FIRM NAME: _____

FY 2025 – 2026

1. Base Audit $ _____
2. Financial Statement Preparation (includes cost of printing 20 bound copies) $ _____
3. AFIR $ _____
4. Other (use additional pages to explain, if necessary) $ _____

Total $ _____

FY 2026 – 2027

5. Base Audit $ _____
6. Financial Statement Preparation (includes cost of printing 20 bound copies) $ _____
7. AFIR $ _____
8. Other (use additional pages to explain, if necessary) $ _____

Total $ _____

FY 2027 – 2028

9. Base Audit $ _____
10. Financial Statement Preparation (includes cost of printing 20 bound copies) $ _____
11. AFIR $ _____
12. Other (use additional pages to explain, if necessary) $ _____

Total $ _____

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: March 17, 2026

FROM: Town Manager Chadwick

DATE SUBMITTED: March 6, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action to Grant Permission to the Mayor of Manager to Sign a Letter in Opposition of the Town of Fuquay-Varina's Interbasin Transfer Request

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BACKGROUND/PURPOSE OF REQUEST: The Board approved Resolution 25-11, Opposing the Fuquay-Varina Interbasin Transfer (IBT) and Request For Additional Comment in December. Our resolution, in additional to multiple others were hand-delivered by the Cape Fear Council of Governments (COG) to the Environmental Management Commission. A group of working professionals has been assembled to develop a follow-up response in the form of a letter that will discuss specific points related to water quality, water quantity impacts of the proposed IBT, several flaws with the environmental study and flaws in the decision-making process for IBTs. Allen Serkin from the COG is requesting that local governments grant permission to the mayor or manager to sign the letter on behalf of the Board once it is completed.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Grant permission to the mayor and/or manager to sign the letter in order to meet the submittal deadline of April 1st.

ATTACHMENT: Email from Allen Serkin, COG

Resolution 25-11

Heather Finnell

From: Allen Serkin <aserkin@capefearcog.org>
Sent: Thursday, March 5, 2026 5:22 PM
To: Becky Lanier; Sharon A. Niemann; townmanager@townofbelville.com; Tanya Shannon; ghargrove@cityofbsl.org; Mary Etta Hewett; Daralyn Spiver; steve.stone@brunswickcountync.gov; Kristen Wells; jgantt@burgawnc.gov; Kim Ward; bruce.oakley@carolinabeach.gov; Niki Hewett; chicks@carolinashoresnc.com; Beth Usery; jpierce@caswellbeach.org; April Radford; Allen Serkin; Peggy Moore; Heather Finnell; Bryan Chadwick; Beth Chase; m.sanders@tokb.org; Sabrena Reinhardt; dhollis@townofleland.com; Kym Crowell; ccoudriet@nhcgov.com; Casey Reeves Hayes; justin@oibgov.com; tshoulder@pendercountync.gov; csawyer@pendercountync.gov; Sabrina Child; Natalie Goins; mgaither@townofshallotte.org; kklamar@sunsetbeachnc.gov; Carla Citarelli; kbreuer@surfcitync.gov; Rochelle Jagst; cburke@topsailbeachnc.gov; Cassandra Parrish; Penelope (Penny) Spicer-Sidbury; becky.hawke@wilmingtonnc.gov; Lance Heater; hbrigman@towb.org
Cc: Kenneth Waldroup - Cape Fear Public Utility Authority (Kenneth.Waldroup@cfpua.org); Kara Spencer; Buckland, Tim (tbuckland@nhcgov.com); Tony McEwen (tony@floodcoalition.org); Niel Brooks - Town of Leland (nbrooks@townofleland.com); Mallin, Michael A.; Chris Giesting
Subject: Governing board request

Managers and Clerks,

Many of your governing boards adopted resolutions in opposition to the Town of Fuquay-Varina's Interbasin Transfer (IBT) request that proposes to permanently transfer more than 6 MGD from the Cape Fear River for the benefit of Fuquay-Varina but to the detriment of all of us downstream. The COG hand-delivered a stack of more than 20 of those resolutions to the Environmental Management Commission (EMC) at their public hearing in Pittsboro in December. Thank you for your engagement on this important issue.

Now we have assembled a working group of professionals across multiple disciplines to develop a follow-up response in the form of a letter that more specifically addresses the criteria from NCGS ?143-215.22L that the EMC must use to evaluate the adequacy of the IBT request. The letter will discuss specific points related to the water quality and water quantity impacts of the proposed IBT, several flaws with the environmental study, and flaws of the decision-making process for IBTs. The letter must be submitted to the EMC by April 1, the public comment deadline.

We hope that each of your communities will agree to sign onto the letter, but it likely won't be available until after most of your governing boards have met for the last time before the submittal deadline. Therefore, we are asking that you discuss this with your Board at their next meeting, and we request that, if they are willing, they grant permission for either the mayor, chair, or manager to sign the letter on behalf of the board. We will distribute a copy of the letter once it is completed. Please don't hesitate to reach out to me if you have any questions.

Allen Serkin
Executive Director
Cape Fear Council of Governments
(910) 395-4553 office
(910) 274-0341 direct
(910) 833-0380 mobile

RESOLUTION 25-11

RESOLUTION OPPOSING THE FUQUAY-VARINA INTERBASIN TRANSFER AND REQUEST FOR ADDITIONAL COMMENT

WHEREAS, Brunswick County Public Utilities provide the following municipalities with wholesale water: Bald Head Island, Holden Beach, Oak Island, and Ocean Isle Beach and the following with retail water service for: Bolivia, Calabash, Carolina Shores, Caswell Beach, Holden Beach (parts), Leland (parts), Navassa, St. James, Sandy Creek, Shallotte, Sunset Beach, and Varnamtown. Brunswick County is one of the fastest growing counties in the state and serves 350,000 customers at the seasonal peak. Brunswick County's primary role is to treat water for potable use to its customers. The majority of this water is sourced from the Cape Fear River.

WHEREAS, on September 1, 2020, the Town of Fuquay-Varina (Town) submitted a Notice of Intent to Request an Interbasin Transfer (IBT) requesting an average day transfer of approximately 4 million gallons per day (MGD) and a maximum day transfer of 8 MGD from the Cape Fear River basin to the Neuse River basin.

WHEREAS, <u>over five years</u> after submitting its Notice of Intent, the Town released a draft Environmental Impact Statement (DEIS) identifying a preferred alternative of sourcing water from the Tri-Rivers Water Treatment Plant in the Cape Fear River basin and seeking approval to transfer 6.17 million gallons per day from the Cape Fear River basin (2-3) to the Neuse River basin (10-1). The DEIS is nearly 2,000 pages.

WHEREAS, the Town's DEIS does not account for <u>any</u> of the 6.17 million gallons per day to be returned from the benefiting Neuse River basin to the impacted Cape Fear River basin at any time.

WHEREAS, published documents indicate the Town has purchased a total of 6 million gallons of water capacity from the City of Sanford via the Tri-Rivers Water Treatment Plant.

WHEREAS, presently the Town receives up to a total of 4.25 MGD of potable water from the City of Raleigh, Harnett County, and Johnston County on a contractual basis.

WHEREAS, Lower Cape Fear Water and Sewer Authority, Brunswick County, Pender County, and the Cape Fear Public Utility Authority, (collectively, Cape Fear Basin Water Utilities) rely upon the Cape Fear River as the source of their raw water to serve their communities.

WHEREAS, data reflects that the removal, without return, to the Cape Fear River basin may result in the overallocation of the Cape Fear River at Kings Bluff, leading to substantial adverse environmental and economic effects to the impacted communities, particularly those served by the Cape Fear Basin Water Utilities.

WHEREAS, the potential impacts to the communities served by the Cape Fear Basin Water Utilities include increased risk of water shortages during periods of drought; less potential future economic development opportunities; and reduced water flow or quality for recreational use.

WHEREAS, the Town has not provided any measures or alternatives to avoid detrimental impacts upon the currently authorized Local Water Supply Plans of the Cape Fear Basin Water Utilities. Drought conditions throughout the State have affected the flow of the Cape Fear River, the net effect of the IBT would result in negative water quantity and quality, particularly during periods of drought or low river flow.

WHEREAS, although the communities served by the Cape Fear Basin Water Utilities will be detrimentally impacted by this IBT certificate request, those communities benefiting from the request will be positioned for growth and increased economic development.

WHEREAS, in December 2022, a public records request was sent on behalf of the Cape Fear Basin Water Utilities to the Town of Fuquay-Varina requesting documents related to the requested IBT certificate. Nearly three years later, the Town has yet to fulfill this request.

WHEREAS, in October 2023, a public records request was submitted on behalf of the Cape Fear Basin Water Utilities to the City of Sanford requesting documents related to the Sanford's expansion of its drinking water structure in the Cape Fear River basin. Over two years later, the Cape Fear Basin Water Utilities has not received any documents in response to this request.

WHEREAS, in July 2024, the Cape Fear Public Utility Authority submitted a public records request to DEQ requesting documents related to Fuquay-Varina's IBT certificate request. On October 23, 2025, fifteen months after the public records request was submitted, DEQ provided thousands of pages of additional documents in response to the CFPUA's public records request.

WHEREAS, on November 4, 2025, a week after LCFWASA received the documents from DEQ, it was announced that the Environmental Management Commission (EMC) would allow public comment relating to the Town's DEIS for its IBT certificate request, with a public comment deadline of February 1, 2026.

WHEREAS, although the Town required five years to develop its DEIS, and DEQ required fifteen months to fulfill a public records request, the Authority will have only <u>three months</u> within which to review thousands of pages of engineering and environmental records and conduct its own independent analysis.

WHEREAS, furthermore, the November 4, 2025 announcement stated that the EMC would hold a series of public hearings regarding the Town's DEIS, to be held December 4, 2025, in Fayetteville, NC; December 9, 2025, in Raleigh, NC; and December 11, 2025, in Pittsboro, NC.

WHEREAS, despite the substantial impact of the Town's DEIS and IBT certificate request to the Cape Fear Basin Water Utilities, the closest hearing location is nearly 100 miles away, in Fayetteville, NC.

WHEREAS, due process requires that those impacted be offered both notice and an opportunity to be heard. The locations of the hearings are centrally located to the beneficiaries of the Town's IBT certificate request, but do not provide the same access and opportunity to be heard by impacted communities, particularly the Cape Fear Basin Water Utilities.

THEREFORE, BE IT RESOLVED:

THAT, the Holden Beach Board of Commissioners formally opposes the Town of Fuquay-Varina IBT certificate request and draft Environmental Impact Statement as submitted and amended.

THAT, the Holden Beach Board of Commissioners opposes any IBT certificate request affecting the Cape Fear River basin that does not account for the return of the water so removed.

THAT, the Holden Beach Board of Commissioners requests the North Carolina Environmental Management Commission to allow the Cape Fear Basin Water Utilities additional time to respond and submit comments to the DEIS and requested IBT Certificate. The Board of Commissioners further requests that any extension of time be commensurate with the delay between when information was requested by the Cape Fear Basin Utilities and when it was actually delivered.

THAT, the Holden Beach Board of Commissioners requests the North Carolina Environmental Management Commission to hold an additional, fourth public hearing on the draft Environmental Impact Statement in New Hanover, Brunswick, and Pender County during the month of December 2025 or January 2026, to allow the public to attend and provide relevant comments on the DEIS and requested IBT Certificate.

Adopted this 16th day of December, 2025

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

TOWN OF HOLDEN BEACH
SEAL
ESTABLISHED
FEBRUARY 14, 1969
HOLDEN BEACH, NC

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC MEETING DATE: March 17, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: March 6, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Next Steps in Filling the Vacancy on the Board of Commissioners

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BACKGROUND/PURPOSE OF REQUEST: Seven applications were received for the commissioner vacancy. The Board needs to determine the next steps in the process.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Applications

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/17/2026

FROM: Sylvia Pate

DATE SUBMITTED: 3/6/2026

ISSUE/ACTION REQUESTED: Discussion/Possible Action to Adopt a Resolution of Support for the Holden Beach Causeway Corridor Redevelopment Project as outlined in the Holden Beach Causeway Corridor Study dated 10/18/2023 for submission to Brunswick County Board of Commissioners and Secretary of NCDOT .

BACKGROUND/PURPOSE OF REQUEST: A study was completed in collaboration with Brunswick County GSATS with study having been completed and represented in an attachment, referred to as Holden Beach Causeway Corridor Study (dated 10/18/2023). It was submitted to the Brunswick County Commissioners. The Holden Beach Board of Commissioners have never adopted a position in support of the recommendations outlined in the Study, therefore I would like to ask for adoption of a Resolution of Support for the Holden Beach Causeway Corridor Redevelopment Project. Below are some points for consideration:

I. Purpose

I am formally requesting that the Holden Beach Board of Commissioners consider adopting a resolution in support of the **Holden Beach Causeway Corridor Redevelopment Project**. This project is essential for the safety and economic vitality of the primary entrance to our island.

II. Economic and Community Impact

Although the Causeway is located in the unincorporated district of **Supply** rather than within the municipal jurisdiction of Holden Beach, it serves as the sole point of ingress and egress for our island. The Causeway provides the critical commercial businesses required to service Holden Beach's tourism economy. The proposed improvements will bolster the local economy by:

- **Improving Access**: Establishing an organized parking plan providing an estimated **908 total parking spaces**.
- **Enhancing Pedestrian Safety**: Constructing **multi-use paths** on both sides of the roadway and **three median-protected midblock crossings**.
- **Placemaking**: Investing in **120 street trees, 120 pedestrian-scale lights**, and **60 benches**.

III. Public Safety and Emergency Access

Chief Roy Todd of the **Tri-Beach Volunteer Fire Department** has conducted a formal review of the Corridor Study and site plans. He has confirmed that the proposed infrastructure maintains the necessary clearances and maneuverability required for fire apparatus and EMS vehicles, ensuring no negative impact on emergency response times *(see attached letter from Chief Todd)*.

IV. Funding and Local Match

The project is positioned for advancement with available **Federal Funding** that requires a **20% local match**. The total project estimate of **$8,143,000** includes a **20% planning contingency** and accounts for a **2.3% annual inflation rate** over 10 years *(see attached letter regarding costs)*. This local match would be facilitated by **Brunswick County** and/or the **NCDOT**.

It is my understanding that this study has not been considered at this point by the Brunswick County Board of Commissioners, therefore, I would recommend that the Holden Beach Board of Commissioners adopt a resolution indicating support of the Holden Beach Causeway Corridor Study and request that the NCDOT and Brunswick County Board of Commissioners pursue available funding and provide the required match to implement the project.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: Proposed Resolution of Support for Brunswick County Board of Commissioners and NCDOT, Secretary, Holden Beach Causeway Corridor Study, Letter from Tri-Beach Fire Department and Letter regarding costs of project are attached for your review. A link to the completed Corridor Study is:
https://www.brunswickcountync.gov/DocumentCenter/View/4766/Holden-Beach-Causeway-Corridor-Study-Report-1-18-2024-PDF?bidId=

RESOLUTION 26-04
A RESOLUTION BY THE HOLDEN BEACH BOARD OF COMMISSIONERS SUPPORTING THE HOLDEN BEACH CAUSEWAY CORRIDOR REDEVELOPMENT PROJECT

Whereas

1. The Holden Beach Causeway is the sole point of ingress and egress for the Town of Holden Beach and serves as the primary commercial corridor supporting the Town's tourism economy;
2. The proposed Holden Beach Causeway Corridor Redevelopment Project aims to improve pedestrian safety through the installation of multi-use paths and protected crossings, while organizing traffic flow with approximately 908 parking spaces;
3. The Chief of the Tri-Beach Volunteer Fire Department has reviewed the project and confirmed that these improvements will support an organized flow of traffic and certifies that it will not hinder emergency operations or the protection of life and property for the island or surrounding businesses; and
4. The Causeway is the singular gateway to one of North Carolina's premier family beaches with the project cost estimated at $8,143,000.00, and Federal Funding is available contingent upon a 20% local match from that district's local authority, Brunswick County and the NCDOT.

Now, Therefore, Be It Resolved

1. The Town of Holden Beach Board of Commissioners formally supports the Holden Beach Causeway Corridor Redevelopment Project dated October 18, 2023.
2. The Town respectfully requests that the Brunswick County Board of Commissioners and the North Carolina Department of Transportation move forward with implementation of the project and provide the required 20% local match to secure Federal Funding.
3. The Mayor is authorized to transmit a formal letter of support to the NCDOT Secretary of Transportation and the Brunswick County Board of Commissioners.

Adopted this 17th day of March, 2026.

_____

J. Alan Holden, Mayor

ATTEST:

_____

Heather Finnell, Town Clerk

Town Manager's Report

Ocean Boulevard Stormwater

- Meeting is being coordinated with McGill, the USACE, and the Town

Block Q Restroom and Parking

- In process

Block Q Master Plan RFQ

- March 11 special meeting agenda to narrow the scope for inclusion in contract with McGill

Block Q Stage Area

- Request for Proposals are out for bid
- Bids will be returned to staff with a recommendation for approval by commissioners

NC Resilient Coastal Communities Program

- Committee met with engineer and a grant representative to discuss

Southeastern Regional Hazard Mitigation Plan

- Resolution is included in March agenda packet

Halstead Park

- Working on getting the CAMA permit so contractor can begin work
- Pier is closed due to safety until further notice as previously advertised

Auditor Selection

- RFQs have been received for review by Staff and Audit Committee
- Audit Committee was unable to meet with a needed quorum
- Staff scored RFQs with recommendation in March agenda packet

Lockwood Folly Funding

- Congress approved an appropriation for maintenance of Lockwood Folly Inlet

Canal Dredging

- Plans are being made to dredge canals next winter

Ocean Isle Borrow Area

- Ocean Isle has requested to expand the Shallotte borrow sight
- Fran Way is composing a response for the Town

Pier

- Special Meeting has been scheduled in April to discuss

Commissioner Vacancy

- Applications have been received and BOC will decide on process

Employee Updates

- Steve Barger has been selected as police chief
- Frank Dilworth is interim chief
- Chris Benton received his cross-connection certification
- Archie Archibald received his CDL
- Brice Tripp received his Class C distribution - water
- Penny King received her notary

Upcoming Town Events

- The Easter Egg hunt will be Good Friday

Manager's Report Change

- I would like to hand out my report on the night of meeting for the most current information
- Heather can then include it in the meeting synopsis she sends to the public