



**Town of Holden Beach  
Board of Commissioners  
Regular Meeting**

**Tuesday, September 17, 2024  
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, SEPTEMBER 17, 2024 - 5:00 P.M.**

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1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
  - a. Minutes of the Special Meeting of August 20, 2024 (Page 1)
  - b. Minutes of the Regular Meeting of August 20, 2024 (Pages 2 – 11)
7. Public Comments on Agenda Items
8. Recognition from the National Weather Service that the Town is Storm Ready/Tsunami Ready  
– Inspections Director Evans (Page 12)
9. Discussion and Possible Action on the Results of the Town of Holden Beach 2024 Pavement  
Condition Survey – Shane Lippard, Right Angle Engineering (Public Works Director Clemmons)  
(Page 13, Separate Packet)
10. Presentation on Water and Sewer System Asset Management Plan – Green Engineering  
(Public Works Director Clemmons) (Page 14, Separate Packet)
11. Discussion and Possible Action on Greensboro Street List Station– Town Manager Hewett  
(Pages 15 – 35, Separate Packet)
  - a. Terrahawk Contract
  - b. Bid Tab and Recommendations of Award from Engineer
  - c. Resolution 24-08 – Resolution of Tentative Award
  - d. Addendum to Engineering Services Agreement
  - e. Ordinance 24-12, An Ordinance Amending Ordinance 24-11, The Revenues and  
Appropriations Ordinance for Fiscal Year 2024 – 2025 (Amendment No. 1)
  - f. Ordinance 24-13 – Capital Project Ordinance

12. Police Report – Police Chief Dixon (Pages 36 – 43)
13. Inspections Department Report – Inspections Director Evans (Pages 44 – 46)
14. Finance Department Report – Finance Officer McRaine (Pages 47 – 53, Separate Page)
15. Town Manager's Report – Town Manager Hewett (Page 54)
16. Discussion and Possible Action on Rules of Procedure Update – Mayor Pro Tem Myers and Commissioner Thomas (Pages 55 – 56)
17. Board Review, Approve and Direct Issuance of Engineering, Design and Financial Services Request for Qualifications (HB Pier Complex) – Town Manager Hewett (Pages 57 – 68)
18. Receive Modular Stormwater Plan for Block Q to Accommodate Grant Elements – Town Manager Hewett (Pages 69 – 72)
19. Discussion and Possible Action on Long-Term Summer Concert Venue – Mayor Pro Tem Myers and Commissioner Thomas (Page 73)
20. Discussion on Possible Actions for Non-Legislative Actions to Inform the Public of Holden Beach Code of Ordinances §91.17, Concerning the Placement of Open Flame Devices – Commissioners Dyer and Paarfus (Pages 74 – 75)
21. Discussion and Possible Action for the Adoption of an Action Tracking Tool for Certain Fiscal Year 2024 – 2025 Board of Commissioners' Objectives – Mayor Pro Tem Myers and Commissioner Paarfus (Pages 76 – 81)
22. Discussion and Possible Action on Encroachment Agreement for Hillside Drive Between the Town and Lost Boy Holdings LLC – Inspections Director Evans (Pages 82 – 86)
23. Discussion and Possible Action on an Amendment to the Stormwater Master Plan – Mayor Pro Tem Myers and Commissioner Thomas (Page 87)
24. Discussion and Possible Action on High Bid for 796 Ocean Boulevard West – Town Clerk Finnell (Pages 88 – 89)
25. Public Comments on General Items
26. Mayor's Comments
27. Board of Commissioners' Comments
28. Adjournment

\* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to [heather@hbtownhall.com](mailto:heather@hbtownhall.com) prior to 12:00 p.m. on September 17, 2024.



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
TUESDAY, AUGUST 20, 2024 – 4:45 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, August 20, 2024 at 4:45 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Police Chief Jeremy Dixon; Finance Officer Daniel McRainey; and Attorney Sydnee Moore.

**INTERVIEWS FOR VACANCIES ON TOWN BOARDS**

The Board interviewed the following people:

Parks & Recreation Advisory Board - Jim Bauer, Randy Ballard and Ray Edwards

Planning & Zoning Board – Kate Day, Chad Hock and Maria Surprise

Board of Adjustment – David Yarasheski

**ADJOURNMENT**

*Motion by Commissioner Smith to adjourn at 5:03 p.m.; second by Commissioner Thomas; approved by unanimous vote.*

\_\_\_\_\_  
J. Alan Holden, Mayor

ATTEST:

\_\_\_\_\_  
Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
TUESDAY, AUGUST 20, 2024 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, August 20, 2024 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Police Chief Jeremy Dixon; Finance Officer Daniel McRainey; and Attorney Sydnee Moore.

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

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

*Motion by Commissioner Smith to approve the agenda as written; second by Commissioner Paarfus; approved by unanimous vote.*

**CONFLICTS-OF-INTEREST CHECK**

No conflicts were disclosed.

**APPROVAL OF MINUTES**

*Motion by Commissioner Smith to approve all three, our special meetings on June 7<sup>th</sup> and 12<sup>th</sup> (2024), as well as our last regular meeting on June 18<sup>th</sup> (2024); second by Commissioner Paarfus; approved by unanimous vote.*

**PUBLIC COMMENTS ON AGENDA ITEMS**

Chad Hock said the Town has put together a strong plan and asked the Board to approve the Stormwater Plan. He also spoke on behalf of the HB West POA and asked the Board to approve the plan.

Jim Bauer provided the Board with a picture of a Town-owned pump being used after Hurricane Debby and provided details on pumping water after the storm. He suggested methods on how to use the pumps for stormwater management moving forward.

Sylvia Pate encouraged the Board to accept the resolution to move forward with the Stormwater Plan. She also suggested looking into a more comprehensive plan as the Town moves forward.

Karen Toombs urged the Board to adopt the Stormwater Master Plan. She also asked the Town to use the pump in her area to help with their concerns.

Jim Toombs agreed with his wife and urged the Board to adopt the plan and implement it as soon as possible.

## **WARD AND SMITH LEGISLATIVE UPDATE**

Town Manager Hewett introduced Mike McIntyre from Ward and Smith and Roger Gwinn from the Ferguson Group. Stephanie Missert joined on the telephone.

Mr. McIntyre highlighted information from the monthly report. He said they were in Washington with Town Manager Hewett and Assistant Town Manager Ferguson in March and had a very active week working with our Congressional delegation and their staff. He said the Town continues to achieve remarkable success in the Federal appropriations process. Mr. McIntyre explained Representative Rouzer sponsored and submitted the Town's fiscal year 2025 appropriations request for Lockwood Folly Inlet Navigation Maintenance. Senator Tillis sponsored the request to continue the General Revaluation Report (GRR) under the Corps' Investigations budget. He provided information on the projects. The next step is to get support for the House Appropriations Committee and the Senate Appropriations Committee for both requests. The committees have advanced both requests. Subcommittees are then assigned to look at it in more detail. A lot of times subcommittees reduce the requested amount. The subcommittee did reduce the Lockwood Folly amount from \$1.5 million to \$655,000. The \$250,000 for the GRR was approved. Both requests are included in the fiscal year 2025 appropriation bills. The next step is for Congress to approve the bills. Mr. McIntyre provided a timeline for possible budget approval.

Mr. McIntyre provided information on dredge material disposal sites. The Water Resources Development Act (WRDA) includes a provision that was championed by Representative Rouzer. It allows non-federal entities to utilize a disposal site if certain conditions are met. He gave details on the provision. The WRDA bill includes a significant increase for the Corps' Section 5113 NC Environmental Infrastructure Authority, which provides grants to public entities in North Carolina for water resources projects, including but not limited to water, wastewater and stormwater infrastructure projects. There is \$13 million that has been there since 2007 that hasn't been used. In 2023, we asked for funding from that fund. \$100,000 was granted through an earmark request for the Town. That was just enough money to put together a Stormwater Plan and that the Corps would understand what the need is and be in the position to sign a Partnership Project Agreement (PPA). They worked with Representative Rouzer. The authorized amount has been increased to \$50 million. They are thrilled the amount is in the bill because of the needs of Holden Beach. The Town can't be designated by name, it is a competitive bid process, but the Town is in a good position. Mr. Gwinn and Mr. McIntyre talked about moving forward.



Commissioner Thomas asked the timeline the Town would need to follow to start the grant process for stormwater. Town Manager Hewett said it has been as soon as yesterday, where they have been in contact with Senator Budd's office. They were asking for more information so they could accommodate the request. Mr. Gwinn said they would work with staff in September to start the process of additional discussions about specifics.

Commissioner Paarfus asked if there would still be a tipping fee when placing spoil material. Town Manager Hewett said that is done on a case-by-case basis. Historically, when we used the Corps' spoil sites, there was a tipping fee. There is another aspect that is unique to Holden Beach. The legislation is written specific to the Corps' designated spoil sites. We have a Town spoil site that is in the Corps' easement. We want to get access to the Corps' sites and we want the constraint for using the Town site to be lifted.

### **POLICE REPORT – POLICE CHIEF DIXON**

- Reviewed the report. It includes two months since we missed the meeting last month.

Commissioner Smith asked if we had luck finding a detective. Chief Dixon replied no and he had an officer put in his two weeks' notice. With the vacant detective position, the Police Department will have three vacancies.

- Public schools start next week. Will start seeing buses on the road. Allow for extra time and watch out for kids.

### **INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS**

- Included two months reports. Reviewed the information. There is a steady stream of work.

Commissioner Smith asked if they have seen a slowdown in people applying for permits. Inspections Director Evans responded that it is hard to judge at this time of the year, homes are being rented. He said they see a surge in new construction and remodels around the holidays. They will have a better idea of how we are doing in the housing market between September - December.

### **FINANCE DEPARTMENT REPORT – FINANCE OFFICER MCRAINEY**

- In June, the expense line for the General Fund looks inflated. That is because all the end of year transfers.
- In July everything is tracking pretty true.
- Speaking with the Audit Committee, there was interest in revamping the report. Commissioner Paarfus would like to see running totals for the year. He suggested running an example of that. Mayor Pro Tem Myers said he thinks the Audit Committee is working with Finance Officer McRainey. He provided information on what they have been working on.

## TOWN MANAGER'S REPORT – TOWN MANAGER HEWETT

- Lift Station 2 Upfit Status – We did not have a sufficient number of bids to proceed with the project for the first round. The second round is due August 22<sup>nd</sup>. We are optimistic it will be a favorable bid climate so we do not need to entertain any type of financing scenario. We have tried to position ourselves so that we might be able to do that should the circumstances require financing. If required and desired, the Board would need to take action on August 26<sup>th</sup> to meet the LGC October calendar. At the September meeting, the Board could move forward with making a contract award with the construction timeframe beginning In October/November.
- FEMA and NC Department of Public Safety Guidance –the guidance up until last week was in the event with a federal declaration 75% of all qualifying damages would be reimbursed through FEMA to the Town through the NC Department of Public Safety, with the remaining 25% maybe being reimbursed by North Carolina. Further clarification on that guidance is that there will be no disaster funding made for non-operational facilities and for any damages reimbursed, we would have to prove it with maintenance records for the operational facilities we claim damage on. As of August 14<sup>th</sup>, FEMA has stated that they are out of money and will need a supplemental appropriation of \$9 billion. Is informed that is a recurring process.
- Pier Request for Proposals (RFQ) – a request for proposals was tasked in May. We cannot do that, but we can develop a RFQ and have the Board entertain entering into a contractual agreement for the elements of work contained in the Pier Development Plan that was previously approved by the Board. The selection of the firms would be subject to the Board's approval and have to be made on the qualifications of the firm and not the price. Price is taken into consideration at the next step when the Board would enter into negotiations for the contract. Moving forward was discussed. A draft of the RFQ should be provided in the September meeting packets. Staff has talked to our bond counsel and financial advisors regarding a public/private partnership. In order to approach the Local Government Commission, we will need to know if we are going to rebuild or repair.
- 329.5 OBW Walkway – construction is complete. It is officially open with the exception of the beach mats.
- Canal Dredging – we are going to need to update our permits at the end of December. That is initiated and underway.
- Town-Owned Spoil Site at the Northeast End of Scotch Bonnet – the spoil area is not a Corps' spoil site that Mr. McIntyre is talking about. It does lie within the easement of the Corps. We have asked them to reconstitute our ability to use that site for Public Works' bulk storage and those kinds of things. We have been denied the ability to use it as a dog park again. We have received tentative approval so Public Works can use it. It is subject to a final review. We also have approval so the top of the levy can be used as a walking track so we can maintain that. This is an item of attention so we can gain unfettered use of that property and put spoils in it for future use.
- Block Q Bathroom – we have an economical, atypical stormwater solution in hand. Internal review of that is underway and we should have more information on what the final solution might be at the next meeting.
- Avenue E – our permit is in hand for ADA compliant parking, public and emergency access and restroom facilities. A request for proposals has been rough drafted. The intent is to have construction take place through the fall and winter.
- 114 Quinton Access and Restroom Facility – everything has been done. All ADA requirements are complete. We have a certificate of occupancy and are on the cusp of opening it up.



- 801 OBW Emergency and Public Access – we have decided what has initially been scoped was overkill. The refinement that has been made and the permit that has been applied for is to basically rebuild the walkway that was there before. We will keep the emergency access as uncompacted soil. That CAMA permit has been applied for. Once we get it, it is straightforward from there.
- 796 OBW – there is continued interest in the property. Assistant Town Manager Ferguson did a showing today. The current bid stands at \$520,000. The upset bids for the next evolution are due at 5:00 p.m. on August 26<sup>th</sup>.
- The note is paid on the EOC.

Commissioner Paarfus asked if the Town needs to start looking into requesting an extension on the deadline to complete the ADA bathrooms. Town Manager Hewett replied no, we are going to push as hard as we can to get it done. Inspections Director Evans is in close contact with Martha Myers to make sure she is apprised of the status. Commissioner Thomas asked for an update on the status of items after the next quarterly meeting.

Commissioner Paarfus asked if the Town needs to look at asking for an extension for the pump station #2 grant due to the difficulty we have had in awarding a contract. Assistant Town Manager Ferguson responded last year when the contract wasn't awarded, the EPA granted us an alternate date in the workplan so they have already allowed us to move it. We can ask, but they may not grant it.

## **DISCUSSION AND POSSIBLE SELECTION OF MEMBERS TO SERVE ON TOWN BOARDS**

Ray Edwards was selected to serve on the Parks & Recreation Advisory Board. Votes were as follows Jim Bauer – Mayor Pro Tem Myers and Commissioner Thomas, Ray Edwards – Commissioners Smith and Dyer, Randy Ballard – Commissioner Paarfus. Tiebreak vote – Ray Edwards – Commissioners Smith, Dyer and Paarfus, Jim Bauer – Mayor Pro Tem Myers and Tracey Thomas.

Ashley Royal, Kate Day, Chad Hock and Maria Surprise were selected to serve as Regular Members on the Planning & Zoning Board. Ashley Royal – Mayor Pro Tem Myers and Commissioners Smith, Thomas, Dyer and Paarfus, Kate Day – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Chad Hock – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Maria Surprise – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Pete Pallas – Commissioners Smith and Dyer, Wade Coleman – Commissioners Smith and Dyer, Sylvia Pate – Commissioners Smith and Dyer.

The Board recessed from 6:26 p.m. – 6:31 p.m.

David Yarasheski was selected to serve as the Board of Adjustment Regular Member. Votes were as follows: David Yarasheski – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Rick McInturf – Commissioners Smith and Dyer.

Mark Francis and Pete Pallas were selected to serve as Alternate Members on the Planning & Zoning Board. Votes were as follows – Pete Pallas – Mayor Pro Tem Myers and Commissioner Thomas, Mark Francis – Mayor Pro Tem Myers and Commissioners Smith, Thomas and Paarfus, Sylvia Pate – Commissioners Smith and Dyer, Wade Coleman – Commissioners Dyer and Paarfus. Tiebreak vote –

Sylvia Pate – Commissioners Smith and Dyer, Pete Pallas – Mayor Pro Tem Myers and Commissioner Thomas, Wade Coleman – Commissioner Paarfus. Tiebreak vote – Pete Pallas – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Sylvia Pate – Commissioners Smith and Dyer.

## **DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 24-07, RESOLUTION ADOPTING A STORMWATER MASTER PLAN FOR THE TOWN OF HOLDEN BEACH**

Town Manager Hewett provided background. This is a reconnaissance level, strategic plan that attempts to establish a framework which will allow projects to be fully developed, funded and constructed. It is not the final solution. In all likelihood, it will need to be refined and amended in order to optimize the tangible results townwide. It all depends on funding and would be subject to the annual budgeting process which is controlled by the Board. This is a classic planning, programming and budget exercise geared toward being the prima facie evidence needed to acquire federal and state money to fund it. Without it, you are on your own. Its adoption is not going to fix mosquito problems next week. This will be a long-term endeavor that will enable the succinct identification of projects to be taken down in bite sized chunks. The Town joined the American Flood Coalition last year. It is a formal outreach organization looking to deal with stormwater and coastal flooding issues. As briefed tonight there is \$13 million in the Corps' budget that is administered by the Wilmington District that we have our eyes on as the initial pool of money to draw from. The PPA is in development by the Wilmington District and should be coming our way soon for the Board's consideration. The ante has been upped to \$50 million by Congress. There has been a \$60 million nationwide funding appropriation made. Senator Budd's office has communicated with us on our needs. We are positioned to be first in line. Town Manager Hewett said based on conversations he has been privy to during the most recent storm, others have interest in this, Brunswick County specifically. He reminded the Board, although we are talking about the federal calendar, the NC General Assembly convenes January 15<sup>th</sup>. The approval of this plan will allow us to move forward on all of the fronts with strategic level, scoped projects that we can refine as we move forward on an annual basis.

Commissioner Smith said it is hard to ask for money if we don't have a plan.

*Motion by Commissioner Smith to approve Resolution 24-07, to adopt the McGill Stormwater Plan; second by Commissioner Dyer.*

Commissioner Paarfus stated he thinks it is important to move forward so we can get our hat in the ring for funding. He knows there are some design concerns with his colleagues but that can be knocked out if we start moving quickly. His understanding is the design criteria is for two-year and ten-year rain events of 24 hours duration. The stormwater plans are not aimed at solving the problems of a tropical storm or hurricane. He said it is a great first step, but is not the end of it. It doesn't address all the problems on the island. There is more work we need to undertake. Mayor Pro Tem Myers agreed the Board needs to support the resolution. We need to do something about the stormwater and take advantage of the money and we need a plan to move forward. He wants to make sure we have the flexibility to improve the plan before we commit to it. He suggested tweaking the plan over the next couple of months to get the items in there that need to be in there. He said as an example, he thinks we are missing east of Dunescape and the canals. He doesn't think Davis Street needs to be in there. The Town can just budget money and do it. Mayor Pro Tem Myers said we want to focus on the high

priorities and the right projects to do. Town Manager Hewett explained the Board would need to do that through the annual budgeting process. There are four major projects, all of those are along Ocean Boulevard. The primary selection measure on that was everyone has to go down Ocean Boulevard. The Board will have the flexibility to control and prioritize the projects. Commissioner Thomas said she supports it. She said Davis and Carolina were dry during this rain event. She asked if it will be project by project when the Town moves forward with the grant. Town Manager Hewett said the intent is to carry it forward for the whole amount, as much as we can get. To add to it, the Board will need to engage with McGill and amend the plan.

*The motion passed by unanimous vote.*

Mayor Pro Tem Myers mentioned areas he would like to be looked at to be added to the plan.

### **DISCUSSION AND POSSIBLE ACTION ON AMENDING TOWN ORDINANCE §94.06 PLACING OBSTRUCTIONS ON THE BEACH**

Mayor Pro Tem Myers said at the last meeting, Chief Dixon and Chief Todd discussed the problems they were having to get onto the strand and traveling down the strand due to beach equipment getting in the way. We have ordinance 94.06 to address obstructions and equipment. He provided details in the ordinance. There is nothing that deals with blocking emergency vehicle accessways. He is proposing adding a new clause that prohibits beach equipment from blocking emergency accessways. Commissioner Thomas reviewed the minutes from the last meeting and explained the proposed change would keep people from blocking the accessways. There is already an ordinance that says they should be 10 feet from the dune vegetation so that would be their access to go down the beach. After discussion, the Board did not move forward with making any changes at this time. More research needs to be done. The need for additional accesses was also discussed.

### **PUBLIC COMMENTS ON GENERAL ITEMS**

Rick McInturf talked about the summer concerts. He said it is not too early to move towards a permanent concert venue for next summer.

David Bond asked the Board to talk to Representative Charlie Miller to get an appropriation to build a new pier.

### **MAYOR'S COMMENTS**

- Concerned about the drownings up and down the North Carolina coast in recent weeks. Holden Beach has been fortunate. We have had some emergencies that have been addressed. Thank goodness nobody has lost their lives. Those of us that have pulled dead bodies out of the ocean before, have seen bad things before, we know what it is like. Once you see those kinds of things, you don't forget them. It is a serious concern. Please watch your neighbors in the ocean and be mindful of children.
- Storms – we have had our share of thunderstorms. We have also had the near misses with tropical storms. Knows there will be more activity. Begged people to make their plans and preparations. Pay attention to the announcements. Really happy with the communications

across the news world and weather predictions. They are unbelievably good and accurate now, though not perfect. Doesn't think the beach has ever been better to be prepared. Homeowners be mindful of the rising water we are experiencing this week. Has always said if can get to October 15<sup>th</sup> and there is not one immediately on the horizon we have made it. It is a long time until then so pay attention. Thinks the Town is prepared with our plans and actions. Been talking to staff regarding Tsunami plans. Be aware that the Town will be involved with moving along with a plan that conforms with the North Carolina and county plan.

- Doesn't remember comments being so positive about the appearance of Holden Beach, the homes, the streets, the rights-of-way and the garden at the entrance to our island. Thanked the property owners and all those responsible for having apart in that. It is nice to hear people coming from surrounding communities that are commenting on how beautiful Holden Beach looks.

## **BOARD OF COMMISSIONERS' COMMENTS**

### Mayor Pro Tem Myers

- Thanked everyone for attending, either physically in this room or virtually.
- Please don't hesitate to reach out if you have comments or suggestions. Wants to hear from you.

### Commissioner Smith

- This has been a great summer. Couldn't have been without the help of our Police staff, our maintenance team, Inspections Director Evans and his staff, Assistant Town Manager Ferguson and her staff. The rest of the staff keeps everything moving along smoothly and it is appreciated.
- There are golf carts going up the road that are going near 40 MPH. It is a dangerous situation, whether they have seatbelts or not. Thinks people are starting to get the hint about using the bike paths correctly. Thinks the signs in the beginning of the summer worked a bunch.
- School has started. When the stop sign comes out, stop. Be careful.
- Thanked all the people on our Parks and Recreation Advisory Board that have put in countless hours in the past.
- Labor Day is coming. The island will be packed. Please be patient with our visitors, with the golf carts. We all want everyone to have a safe and enjoyable Labor Day weekend.

### Commissioner Thomas

- Pulled out our list of objectives. Commended everyone, we are making great progress on the things we prioritized. The number one thing was completing the ADA compliance. We are making great progress on that thanks to Inspections Director Evans and the staff. The number three item was the sewer station upgrade. We are moving forward on that. We have the grants in hand. Hopefully this week we will get a bid in that we can move forward with. Number five was the stormwater study implementation plan. We talked about that tonight and adopted the plan. Number six was the ADA bathrooms for Block Q. We have the stormwater plan for that. Number 10 was 796 OBW. The first bid came in at \$345,000, now we are up to \$520,000. There are a few thing we will hopefully be able to bring that we haven't talked about like the fire station and audio video improvements. The staff is doing a great job and we are making progress on our top 10 priorities. Thanked everyone for that.

#### Commissioner Dyer

- Thanked Mr. McIntyre and Mr. Gwinn for the report Ward and Smith gave the Board. It shows how hard their staff and our staff have been working. We have a plan in place and are ahead of a lot of people. Also thanked them for all of the compliments they gave us on our beach. It is a good compliment on everyone's hard work.
- Thanked Assistant Town Manager Ferguson, the Police Department and the Public Works Department and everyone involved with the concerts. Received numerous compliments on our concerts. People are really enjoying them. Have heard comments from as far as Ash.
- Rip Currents – it is frightful to see the children and all the people distracted on the beach. There are all kinds of announcements on rip currents and it is frightful that people just don't get it. It is the week after a tropical storm and there are children out boogie boarding right next to a rip current. Please be aware of the rip currents. If you don't know there is a warning, just assume there is one.
- Lots of complaints on social media about the trash on the beach. You can put 15 trash cans out there and they will be full. Keeps bags in her beach bag. On July 4<sup>th</sup>, picked up six bags of trash at her access near the trash. Asked people to take a bag and take your trash with you. If the can is not full, she will put it in there. It will make the beach cleaner.
- Have a safe Labor Day.

#### Commissioner Paarfus

- Gave a big thanks to staff, particularly Public Works for keeping everything working while Debby was visiting. That's a job well done.
- Seeing people with charcoal fires under the house. Houses burn in threes around here. Would like to suggest people start thinking about what might be a reasonable approach to get the word out, perhaps the rental companies could help. Intention is to put this on the agenda next month. Think about what to do to get the word out.
- Thanked everybody who has attended or is online. It is important to participate and to communicate.

#### **CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), PERSONNEL**

*Motion by Commissioner Smith to go into Closed Session at 7:24 p.m.; second by Commissioner Thomas.*

Town Clerk Finnell read the reason for Closed Session.

#### **OPEN SESSION**

The Board went back into Open Session at 8:50 p.m.

**ADJOURNMENT**

*Motion to adjourn by Commissioner Thomas at 8:50 p.m.; second by Commissioner Paarfus approved by unanimous vote.*

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J. Alan Holden, Mayor

ATTEST:

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Heather Finnell, Town Clerk





Town of Holden Beach  
AGENDA TOPIC COVER SHEET

\* beginning of the meeting  
if possible \*

TO: Holden Beach BOC

MEETING DATE: September 17, 2024

FROM:

DATE SUBMITTED: August 20, 2024

Planning + Inspections

ISSUE/ACTION REQUESTED:

Recognition that the Town is now Storm Ready / Tsunami Ready

BACKGROUND/PURPOSE OF REQUEST:

Recognition from the NWS that the Town is Storm Ready / Tsunami Ready

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY: YES  NO

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT:



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: September 17, 2024

FROM: Chris Clemmons, Public Works Director    DATE SUBMITTED: September 6, 2024

**ISSUE/ACTION REQUESTED:** Discussion and Possible Action on the Results of the Town of Holden Beach 2024 Pavement Condition Survey Update

**BACKGROUND/PURPOSE OF REQUEST:** This is an update to the Pavement Condition Plan that was established in 2008. Since the plan was implemented, approximately \$1.5 million in improvements have been completed. It updates the priority and pricing.

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:** Review and approve.

**ATTACHMENT:** 2024 Pavement Condition Survey



# Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: September 17, 2024

FROM: Chris Clemmons, Public Works Director

DATE SUBMITTED: July 8, 2024

**ISSUE/ACTION REQUESTED:**

Presentation on Water and Sewer System Asset Management Plan

**BACKGROUND/PURPOSE OF REQUEST:**

Green Engineering has completed the Water and Sewer System Asset Management Plan and is here to present the results.

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
----------------------------	------------------------------	--

**ADVISORY BOARD RECOMMENDATION:**

N/A

**FINANCE RECOMMENDATION:**

N/A

**TOWN MANAGER'S RECOMMENDATION:**

N/A

ATTACHMENT: Asset Management Plan  
Maps

- in July  
packet s



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 9/17/24

FROM: Town Manager Hewett *DH*

DATE SUBMITTED: 9/6/24

**ISSUE/ACTION REQUESTED:** Consideration and possible action on the Greensboro Street Lift Station. Included with the item are several contract documents as well as an awards resolution, a capital project budget ordinance, and an addendum to the engineering contract.

**BACKGROUND/PURPOSE OF REQUEST:** After several years of attempting to accomplish the upfit to Sewer Lift Station 2, the project has been successfully bid in a favorable bid climate. There are several contract documents that are required related to procurement and these documents will need to be reviewed by the state and EPA before construction begins.

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY: YES  NO

**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** Approve

**TOWN MANAGER'S RECOMMENDATION:** Recommend approval of all documents to achieve the most expeditious path forward in meeting the workplan construction timeline.



Date: September 6, 2024  
To: Mayor Holden and Board of Commissioners  
From: David Hewett, Town Manager  
Re: Greensboro Street Lift Station

The Town of Holden Beach has invested several years in trying to achieve the upfit to Sewer Lift Station #2 located at Greensboro Street. The project was bid several times and previously was delayed based on both unacceptable bid results and a desire to obtain grant funding. The scope of work was most recently advertised for a bid opening of 8/1/24, at which time no bids were received, and a second bid opening was scheduled for 8/22/24. One bid was received from Terrahawk in the amount of \$3,899,000.

The board has several documents before you that include multiple pages:

- a. Terrahawk Contract
- b. Bid Tab and Recommendation of Award from Engineer
- c. Award Resolution
- d. Addendum to Engineering Services Agreement
- e. Budget Amendment 24-11
- f. Capital Project Ordinance

The most expeditious path forward is approval of contracts and associated administrative documents (a through f above) for the project contingent on approval by the State and EPA. This will allow the town to remain on track with the project workplan for construction, Oct/November 2024 through July/August 2025. The motion should include direction for the manager to execute all documents and complete associated required administrative actions.

BID TABULATION

PROJECT OWNER: TOWN OF HOLDEN BEACH

PROJECT DESCRIPTION: GREENSBORO STREET LIFT STATION #2 HAZARD MITIGATION UPGRADE

DWI PROJECT NO.: SRP-W-134-0021

EPA COMMUNITY GRANT NO: 03D01624

BID OPENING DATE: AUGUST 22, 2024 @ 3:00 P.M.

ENGINEER: GREEN ENGINEERING, P.L.L.C

CONTRACTOR

Terrahawk, LLC

PART A - ARCHITECTURAL AND GENERAL CONSTRUCTION

Item	Description	Lump Sum
1.	The Bidder will furnish all equipment, labor, materials, tools and supervision to complete all Architectural and General Construction for the complete renovation of the existing Vacuum Pump Station #2 including all demolition, reinforced concrete, above ground structure and all other items shown on the Drawings and/or included in the Specification for the Lump Sum Price of:	\$1,395,709.00
TOTAL CONSTRUCTION - PART A		\$1,395,709.00

PART B - ELECTRICAL CONSTRUCTION

Item	Description	Lump Sum
1.	The Bidder will furnish all equipment, labor, materials, tools and supervision to complete all Electrical Construction for the complete renovation of the existing Vacuum Pump Station #2 including all electrical demolition, grouting and filling all recessed boxes and conduit openings called for, and all new electrical gear, conduit, cable, system controls, and all other items shown on the Drawings and/or included in the Specifications. Work shall also include all Electrical Construction required to provide electrical service for the Owner's existing temporary vacuum pump skid at Vacuum Pump Stations #2, #3, & #4 as shown on the Drawings for the Lump Sum Price of:	\$750,000.00
TOTAL CONSTRUCTION - PART B		\$750,000.00

PART C - STATION PIPING AND EQUIPMENT MODIFICATIONS

Item	Description	Lump Sum
1.	The Bidder agrees to furnish all labor, materials, equipment, tools and supervision and all else necessary to provide, construct, erect and place into operation one (1) duplex vacuum pump system, one (1) temporary duplex vacuum pump system, all piping, valves, fitting and removal of the existing vacuum pump system and controls for the Lump Sum Price of:	\$1,265,017.00
TOTAL CONSTRUCTION - PART C		\$1,265,017.00

PART D - SITE WORK

Item	Description	Lump Sum
1.	The Bidder will furnish all labor, materials, equipment, tools and supervision and all else necessary to perform all outside site work to include demolition, fencing, retaining walls, media filter bed, drives, piping, fittings, valves, hatches, and site restoration and all other items as shown on the Drawings and/or included in the Specifications for the Lump Sum Price of:	\$488,274.00
TOTAL CONSTRUCTION - PART D		\$488,274.00
TOTAL ALL CONSTRUCTION PARTS A-D		\$3,899,000.00

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



*Thomas D. Dienes*

THOMAS D. DIENES, P.E.

8/26/24

NC Firm License No. P-0115



## BID FORM

**Town of Holden Beach**  
**Greensboro Street Lift Station #2**  
**Hazard Mitigation Upgrade**  
**Holden Beach, North Carolina**

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#### **ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

***Town of Holden Beach***  
***110 Rothschild Street***  
***Holden Beach, North Carolina 28462***

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

#### **ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for **120 days** after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
NONE	

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder’s safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### ARTICLE 4 – BIDDER’S CERTIFICATION

##### 4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

**SINGLE PRIME CONTRACT  
FOR THE  
TOWN OF HOLDEN BEACH – VACUUM SEWER STATION #2 MODIFICATIONS**

**BASE BID**

**PART A – ARCHITECTURAL AND GENERAL CONSTRUCTION**

The Bidder will furnish all equipment, labor, materials, tools and supervision to complete all Architectural and General Construction for the complete renovation of the existing Vacuum Pump Station #2 including all demolition, reinforced concrete, above ground structure and all other items shown on the Drawings and/or included in the Specification for the Lump Sum Price of:

One Million Three Hundred Ninety-Five Thousand Dollars and  
Zero Seven Hundred Nine Cents (\$ 1,395,709.00 )

**TOTAL PART A** \$ 1,395,709.00

**PART B – ELECTRICAL CONSTRUCTION**

The Bidder will furnish all equipment, labor, materials, tools and supervision to complete all Electrical Construction for the complete renovation of the existing Vacuum Pump Station #2 including all electrical demolition, grouting and filling all recessed boxes and conduit openings called for, and all new electrical gear, conduit, cable, system controls, and all other items shown on the Drawings and/or included in the Specifications. Work shall also include all Electrical Construction required to provide electrical service for the Owner's existing temporary vacuum pump skid at Vacuum Pump Stations #2, #3, & #4 as shown on the Drawings for the Lump Sum Price of:

Seven Hundred Fifty Thousand Dollars and  
Zero Cents (\$ 750,000.00 )

**TOTAL PART B** \$ 750,000.00

**PART C – STATION PIPING AND EQUIPMENT MODIFICATIONS**

The Bidder agrees to furnish all labor, materials, equipment, tools and supervision and all else necessary to provide, construct, erect and place into operation one (1) duplex vacuum pump system; one (1) temporary duplex vacuum pump system; all piping, valves, fitting and removal of the existing vacuum pump system and controls for the Lump Sum Price of:

One Million Two Hundred Sixty Five Thousand Seventeen Dollars  
Zero cents Dollars and \_\_\_\_\_  
 Cents (\$) 1,265,017.00

**TOTAL PART C**\$ 1,265,017.00**PART D – SITE WORK**

The Bidder will furnish all labor, materials, equipment, tools and supervision and all else necessary to perform all outside site work to include demolition, fencing, retaining walls, media filter bed, drives, piping, fittings, valves, hatches, and site restoration and all other items as shown on the Drawings and/or included in the Specifications for the Lump Sum Price of:

Four Hundred Eighty Eight Thousand Two Hundred Seventy Four  
zero Dollars and \_\_\_\_\_  
 Cents (\$) 488,274.00

**TOTAL PART D**\$ 488,274.00**TOTAL BASE BID PARTS A-D**\$ 3,899,000.00

TOWN OF HOLDEN BEACH  
 GREENSBORO STREET LIFT STATION #2  
 HAZARD MITIGATION UPGRADE  
 ADDITIONAL INFORMATION REQUIRED

PROPOSED MAJOR SUPPLIERS:

Fortiline

Core + Main

PROPOSED SUBCONTRACTORS:

Frye Fence

Concrete Cowboys

Jessie + Myers Construction Company

PROJECT REFERENCES:

The Wooten Company Eric Olson 919 264 0186

Samet Corporation David Bascom 919 703 0263

City of Myrtle Beach, SC Frankie Collins 843 918 2085



Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

#### **ARTICLE 6 – TIME OF COMPLETION**

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

#### **ARTICLE 7 – ATTACHMENTS TO THIS BID**

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
  - B. NC Division of Water Infrastructure MBE/WBE (DBE) Compliance Supplement – Good Faith Efforts Form (2 pages);
  - C. NC Division of Water Infrastructure MBE/WBE (DBE) Compliance Supplement – Table A;
  - D. List of Proposed Subcontractors;
  - E. List of Proposed Suppliers;
  - F. List of Project References;
  - G. Build America Buy America Certification;
  - H. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

**ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *(Indicate correct name of bidding entity)*

TERRAHAWK, LLC

By:

*(Signature)*



*(Printed name)*

K. DANIEL HOANA

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*(Signature)*



*(Printed name)*

BRANDON MITCHELL

Title:

Estimator

Submittal Date:

8/22/24

Address for giving notices:

1001 Goodworth Drive Suite 105  
Apex, NC 27539

Telephone Number:

919-372-8982

Fax Number:

919-372-8875

Contact Name and e-mail address:

bmitchell@terrahawknc.com

Bidder's License No.:

75880

*(where applicable)*

August 26, 2024

Town of Holden Beach  
110 Rothchild Street  
Holden Beach, North Carolina 28462

Attention: Mr. David Hewett  
Town Manager

**SUBJECT: Recommendation of Award**  
Greensboro Street Lift Station #2  
Hazard Mitigation Upgrade  
Project No.: SRP-W-134-0021  
Holden Beach, North Carolina  
PN: 20-030.3

Dear Mr. Hewett:

Bids were received and publicly read aloud on August 22, 2024 at 3:00 PM at the Town of Holden Beach Town Hall for the above referenced project. Enclosed for your review is a copy of the certified bid tabulation of the bids received. Based on the bids received, we recommend award of the contract to the low bidder as follows:

Terrahawk, LLC  
1001 Goodworth Drive, Suite 105  
Apex, North Carolina 27539  
Phone: 919-372-8982  
Bid Amount: \$3,899,000.00

Should you have any questions regarding this information, please do not hesitate to call me.

Respectfully,



Thomas Dienes, P.E.

Enclosures: As Stated

Attachment C

**RESOLUTION 24-08  
RESOLUTION OF TENTATIVE AWARD**

**WHEREAS**, the Town of Holden Beach has received bids, pursuant to duly advertisement notice therefore, for construction of the Greensboro Street Lift Station #2, Hazard Mitigation Upgrade project, DWI Project No. SRP-W-134-0021 and EPA Community Grant No. 03D01624; and

**WHEREAS**, Green Engineering P.L.L.C., Consulting Engineers have reviewed the bids; and

**WHEREAS**, Terrahawk, LLC was the lowest bidder with a total price of \$3,899,000; and

**WHEREAS**, the Consulting Engineers recommend **TENTATIVE AWARD** to the lowest responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED** that **TENTATIVE AWARD** is made to the lowest responsible bidder for the work in the amount of \$3,899,000.00.

**BE IT FURTHER RESOLVED THAT SUCH TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality (NCDEQ) and the Environmental Protection Agency (EPA).

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the above **RESOLUTION** was unanimously adopted.

This is \_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
J. Alan Holden, Mayor

**Attest:**

\_\_\_\_\_  
Heather Finnell, Town Clerk

(Seal)

**Green Engineering, PLLC**

# Memo

**To:** David Hewett  
**From:** Leo Green, III  
**cc:** Christy Ferguson  
**Date:** September 4, 2024  
**Re:** Addendum to Agreement for Engineering Services

---

Attached is an Addendum to the Agreement for Engineering Services for the Vacuum Sewer System Station #2 Upgrade Project, now named Greensboro Street Lift Station #2 – Hazard Mitigation Project.

This addendum describes the additional Basic and Construction Management Services to be provided for this project and includes amendments to the Engineering Service Fees since this Agreement was originally executed on June 4, 2021.

Please include on the agenda for the town's September 17, 2024 Board of Commissioners meeting for their consideration.

Mr. Leo Green, III will be present at the meeting to discuss any questions from the Board regarding.

**ADDENDUM TO THE**  
**AGREEMENT FOR ENGINEERING SERVICES**  
**FOR CONSTRUCTION ADMINISTRATION AND SUPERVISION SERVICES**  
**TO**  
**VACUUM SEWER SYSTEM STATION #2 UPGRADE**

This Addendum made and entered into this 17<sup>th</sup> day of September, 2024, by and between Town of Holden Beach, North Carolina (hereinafter, the "Town") and Green Engineering, PLLC (hereinafter, the "Engineer").

The purpose of this addendum to the existing agreement is to request an amendment to the fees for Basic and Construction Administration and Supervision Services for the current project, now named Greensboro Street Lift Station #2 – Hazard Mitigation Project, which was originally intended to be a Town funded project and now is funded with EPA Community Grant and NCDEQ – Division of Water Infrastructure (DWI) administered Session Law 134 monies.

Amendments to this agreement include the following (to be amended to the current agreement).

**WITNESSETH:**

That the Town and Engineer, for the consideration herein named, do hereby agree as follows:

**ARTICLE 1**

No changes

**ARTICLE 2**  
**RESPONSIBILITIES OF THE ENGINEER**

No changes

**ARTICLE 3**  
**BASIC AND CONSTRUCTION MANAGEMENT SERVICES**

Add the following bulleted items at the end of Section 3.1 – Basic Services

- Submit the required scoping documents to the Environmental Review Agencies per EPA's program requirements.
- Prepare Contract Documents acceptable to both funding agencies, submitting one (1) pdf copy of the contract documents to the Town for submittal to EPA's project manager and one (1) copy of the contract documents, on behalf of the Town, to NCDEQ – DWI, including all supporting documentation, per DWI's Bid and Design Document Submittal checklist.
- Assist the Town in project solicitation for the purpose of minority business development.
- Participate in and chair pre-bid meetings, as required, to familiarize all prospective bidders with the bid submittal requirements of the funding agencies.
- Receive, review and determine the acceptability of the Bidder(s) bid documents, including the acceptability of the low bidder's MBE/WBE (DBE) documentation and American Iron and Steel (AIS) and Build America Buy America (BABA) certifications.
- Prepare the Project Bid Information submittal per NCDEQ DWI requirements including all supporting documentation.

Add the following bulleted items at the end of Section 3.2 – Construction Management Services

- Ensure Contractor compliance with Davis-Bacon certified payroll reports, AIS and BABA.
- Hold monthly project progress meetings as required to satisfy funding agency requirements and submit meeting minutes to the appropriate parties.

**ARTICLE 4  
PROJECT DEVELOPMENT SCHEDULE**

The following schedule items in Section 4.1 shall be revised as follows:

· Advertise for Bids .....	07/01/2024
· Pre-Bid Meeting .....	07/15/2024
· Re-advertise for Bids .....	08/08/2024
· Pre-Bid Meeting .....	08/15/2024
· Receive Bids.....	08/22/2024
· Town Tentatively Awards Contract .....	09/17/2024
· Submit Project Bid Information Submittal to NCDEQ-DWI.....	09/18/2024
· Town to receive NCDEQ-DWI Authority to Award (ATA) letter (anticipated)	10/18/2024
· Execute Construction Contract.....	11/4/2024
· Preconstruction Conference .....	11/11/2024
· Begin Construction.....	11/21/2024
· Complete Construction (270 days).....	08/18/2025
· System Start-Up.....	10/01/2025
· Project Closeout.....	11/01/2025

**ARTICLE 5  
COMPENSATION**

Revised Section 5.1 as follows:

**5.1 Compensation for Basic and Construction Management Services**

Compensation for Construction Management Services of this Addendum to the Current Agreement shall include all compensation due the Engineer from the Town for all services under Articles 3.1 and 3.2 of this Agreement. The amount(s) payable to the Engineer for these Services are:

	Current Charges	Additional Charges	Revised Charges
<b>Bidding Phase</b>	<b>\$11,308.00</b>	<b>\$15,000.00 (lump sum)</b>	<b>\$26,308.00</b>
<b>Construction Adm./Supervision</b>	<b>\$140,386.00 (lump sum)</b>	<b>\$69,064.00 (hourly)</b>	<b>\$209,450.00</b>

**ARTICLE 6  
RESPONSIBILITIES OF THE TOWN**

No changes

**ARTICLE 7  
INSURANCE**

No changes

**ARTICLE 8  
AMENDMENTS TO THE AGREEMENT**

No changes

**ARTICLE 9**  
**TERMINATION AND SUSPENSION**

No changes

**ARTICLE 10**  
**ADDITIONAL PROVISIONS**

No changes

:



IN WITNESS WHEREOF, the parties, by and through their authorized agents, have hereunder set their hands and seal, all as of the day and year first above written.

TOWN: Town of Holden Beach  
110 Rothschild Street  
Holden Beach, North Carolina 28462

ENGINEER: Green Engineering, PLLC  
303 Goldsboro Street E., P.O. Box 609  
Wilson, North Carolina 27894

\_\_\_\_\_  
Signature of Town Manager

\_\_\_\_\_  
Signature of Officer/Owner

David W. Hewett, Town Manager  
Printed Name and Title

E. Leo Green, III, Managing Member

(SEAL)

ATTEST:

By: \_\_\_\_\_  
Penny B. Glover, Notary Public

My Commission Expires: September 6, 2024

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

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

## Attachment E

## TOWN OF HOLDEN BEACH

## ORDINANCE NO. 24-12

## AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024-2025 (AMENDMENT NO. 1)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 24-11 appropriating funds for fiscal year 2024-2025 be amended as follows:

**REVENUES**

<b>DESCRIPTION</b>	<b>ACCOUNT #</b>	<b>AMOUNT</b>	<b>ACTION</b>
EPA STAG	30.0399.9302	4,630,000	DECREASE
FUNDBALANCE APPROPRIATED	30.0399.0500	60,459	DECREASE
SEWER USE CHARGES	30.0372.0000	34,340	DECREASE
WATER USE CHARGES	30.0371.0000	51,509	DECREASE
	<u>TOTAL</u>	<u>4,776,308</u>	

**EXPENDITURES**

<b>DESCRIPTION</b>	<b>ACCOUNT #</b>	<b>AMOUNT</b>	<b>ACTION</b>
CAPITAL OUTLAY MAJOR EQUIP SEWER	30.0810.7401	4,776,308	DECREASE
	<u>TOTAL</u>	<u>4,776,308</u>	

The Finance Officer as may be appropriate is hereby authorized to effect such administrative actions as necessary to ensure compliance with the Local Government Fiscal Control Act and Governmental Accounting Standards Board.

This amendment is effective the 17th day of September 2024.

ATTEST:

\_\_\_\_\_  
J. Alan Holden, Mayor

\_\_\_\_\_  
Heather Finnell, Town Clerk

# Attachment F

## ORDINANCE 24-13 Capital Project Ordinance

**BE IT ORDAINED** by the Board of Commissioners of the Town of Holden Beach, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for capital projects to be funded by EPA STAG and DEQ grants. The project authorized is the upfit of the sewer lift station.

**Section 2:** The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution and the budget contained herein.

**Section 3:** The following amounts are appropriate for the project and authorized for expenditure:

Description	Appropriation of Funds
Administration	\$15,000
Construction	\$4,300,950
Engineering	\$235,386
<b>TOTAL</b>	<b>\$4,551,336</b>

**Section 4:** The following revenues are anticipated to be available to complete the project:

<b>EPA STAG &amp; DEQ GRANT</b>	<b>\$4,551,336</b>
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**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting and other compliance records to satisfy the requirements of the grantor agency, the grant agreements and state law.

**Section 6:** Funds may be advanced from the water/sewer fund for the purpose of making payments as due. Disbursement request to the grantor agency should be made in a timely manor.

**Section 7:** The Finance Officer is hereby directed to report the financial status of the project(s) to the governing board on a quarterly basis.

**Section 8:** The Budget Officer is directed to include a detailed analysis of past and future cost and revenues on this capital project in every budget submission made to this board.

**Section 9:** Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Duly adopted this 17<sup>th</sup> day of September 2024

**(seal)**

\_\_\_\_\_  
J. Alan Holden, Mayor

ATTEST:

\_\_\_\_\_  
Heather Finnell, Town Clerk



## Holden Beach Police Department

110 Rothschild St  
Holden Beach, NC 28462  
[www.hbtownhall.com](http://www.hbtownhall.com)

Phone: 910-842-6707  
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Calls For Service (August '24)

Printed on September 10, 2024

Descriptions	Totals	
911 Hang Up (911HU)	2	2
911 Open Line (OL)	1	1
Administrative Call	1	1
Alarm (SIG45 Signal 45)	23	23
Animal Carcass in the Roadway (10-86 x86)	2	2
Animal Control Call	9	9
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Assist Other Agency (EMS); Disturbance or Disorderly Subject	1	1
Assist Other Agency (EMS); Fight in Progress (10-40 x40); Suspicious Vehicle or Subject (10-60 x60)	1	1
Attempt to Locate (ATL)	8	8
Breathing Problems (COPD) [Delta]	2	2
Breathing Problems [Delta]	1	1
Call By Phone (10-21Law x21L)	20	20
Call By Phone (10-21Law x21L); Keys In Vehicle or Lockout	1	1
Careless & Reckless (C&R)	2	2
Chest Pain or Discomfort [Delta]	2	2
Coastal Water Rescue [Delta]	3	3
Coastal Water Rescue [Delta]; Assist Other Agency (EMS)	1	1
Coastal Water Rescue (Multiple) [Delta]	1	1
Debris in Roadway	3	3

Descriptions	Totals	
Disabled Motorist (10-87 x87)	8	8
Disturbance or Disorderly Subject	6	6
Domestic Disturbance (10-82 x82)	4	4
Elevator Stuck or Problems [Alpha]	1	1
Falls [Alpha]	1	1
Fight in Progress (10-40 x40)	1	1
Fireworks	1	1
Gunshot Wound [Bravo]; Disturbance or Disorderly Subject	1	1
Heart or AICD Problems [Delta]	1	1
Heat Exposure [Alpha]	1	1
Improperly Parked Vehicle (10-70 x70)	37	37
Investigation (Law)	1	1
Keys In Vehicle or Lockout	2	2
Lift Assist (No Injury) [Alpha]	1	1
Lost or Found Property	11	11
Medical Alarm [Bravo]; Assist Other Agency (Fire)	1	1
Meet with Complainant (10-83 x83)	25	25
Meet with Complainant (10-83 x83); Take Written Report (10-92 x92)	1	1
Meet with Subject or Officer (10-25 x25)	25	25
Missing or Abandoned Person	1	1
Multiple Residential Fire Alarm [Charlie]	1	1
Noise Complaint	4	4
Open Door	2	2

Descriptions	Totals	
Overdose or Poisoning (Accidental) [Delta]	1	1
Overdose or Poisoning (Intentional) [Bravo]	1	1
Psychiatric or Abnormal Behavior (Violent) [Charlie]	1	1
Sewer Alarm or Light	1	1
Sick Person [Alpha]	1	1
Sick Person [Charlie]; Assist Other Agency (Fire)	1	1
Sick Person [Omega]	1	1
Single Residential Fire Alarm [Bravo]	3	3
Single Residential Structure Fire [Delta]	1	1
Special Check - Business - Residence (10-79 x79)	416	416
Special Check - Business - Residence (10-79 x79); Alarm (SIG45 Signal 45)	1	1
Special Operations Assignment (Signal 55 SIG55)	12	12
Stopping Vehicle (10-61 x61)	35	35
Storm - Roads (Flooding or Ice)	1	1
Storm - Special Operations	1	1
Structure Fire (Extinguished) [Delta]	1	1
Suicidal (Violent) [Bravo]	1	1
Suspicious Vehicle or Subject (10-60 x60)	9	9
Suspicious Vehicle or Subject (10-60 x60); Call By Phone (10-21Law x21L)	2	2
Take Written Report (10-92 x92)	3	3
Traffic Accident (Property Damage Only 10-50PD x50PD)	4	4
Traffic Control (10-58 x58)	4	4
Traffic Incident ACN [Bravo]	1	1

Descriptions	Totals	
Trespassers	1	1
Unconscious or Fainting [Alpha]	2	2
Unconscious or Fainting [Charlie]; Assist Other Agency (Fire)	1	1
Unconscious or Fainting [Delta]	1	1
Underwater Rescue (Submerged) [Delta, Water]	1	1
Unknown Problem [Bravo]	1	1
Water or Sewer Problems	2	2
Welfare Check	2	2
<b>Totals</b>	741	741





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HBPD Monthly Report (August '24)

Printed on September 10, 2024

Reported	Case Number	Address	Offenses	Disposition
08/04/24 10:34	HBP24-00082	639 OCEAN BLVD W	STRUCTURE FIRE - NO CRIME	Closed - Unfounded
08/10/24 08:54	HBP24-00083	1315 OCEAN BLVD W	14-127 - INJURY TO REAL PROPERTY	Investigator Requested
08/10/24 13:58	HBP24-00084	146 S SHORE DR	Found Property No Offense	Closed - Unfounded
08/10/24 18:43	HBP24-00085	844 OCEAN BLVD W	DEATH INVESTIGATION	Closed - By Other Means
08/13/24 01:51	HBP24-00086	179 OCEAN BLVD W	20-158 - STOP SIGN VIOLATION; 90-95(D)(4) - POSSESS MARIJUANA UP TO 1/2 OZ; 90-113 - MARIJUANA PARAPHERNALIA	Closed - Citation Issued
08/15/24 09:20	HBP24-00087	113 HIGHPOINT ST	CIVIL DISPUTE	Closed - Unfounded
08/17/24 21:12	HBP24-00088	JORDAN BLVD /	90-95(D)(4) - SIMPLE POSSESS SCH VI CS (M); 90-95(D)(2) - SIMPLE POSSESS SCH IV CS (M); 20-309 - NO LIABILITY INSURANCE; 90-95(D)(2) - SIMPLE POSSESS SCH II CS (M); 20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG; 20-28(A) - DWLR	Closed - Citation Issued
08/20/24 18:47	HBP24-00089	HOLDEN BEACH RD /	14-72.6(A)(1) - LARCENY FROM CONSTRUCTION SITE; 20-7(A) - NO OPERATORS LICENSE	Closed - Cleared By Arrest
08/26/24 20:23	HBP24-00090	112 OCEAN BLVD W	14-33(B)(1) - ASSAULT WITH A DEADLY WEAPON	Investigator Requested
<b>Total Records: 9</b>				



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## Ordinance Violations (August '24)

Printed on September 10, 2024

Date	Defendant	Citation/Warning	Ordinance
08/02/24	GIOVACCHINI, ANTHONY	Citation	Parking - No Parking Zones (All Other)
08/04/24	ZAVARELLA, MICHAEL	Citation	Parking - Right-of-Way Violation (Ocean Blvd)
08/04/24	DORN, PAUL	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
08/08/24	LLC, HERTZ	Warning	Parking - Roadway/Travel Lane
08/12/24	MAGUIRE, STEPHEN	Citation	Parking - Roadway/Travel Lane
08/12/24	COLE, RICHARD	Citation	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
08/12/24	OUTLET, GOLF	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
08/17/24	MALLOL, LEONARD	Citation	Parking - Block Crosswalk/Sidewalk/Pedestrian Accessway
08/17/24	PEARSALL, PAMELA	Citation	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
08/18/24	EATON, JOHN	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
08/18/24	FARRELL, LYNN	Citation	Parking - Right-of-Way Violation (Ocean Blvd)
08/19/24	GOMBAR, LAAVANYA	Warning	Animal Control - Pet on Strand When Prohibited

Date	Defendant	Citation/Warning	Ordinance
08/21/24	HODGES, DANIEL	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
08/22/24	BROWN-QUINN, MICHELE	Citation	Parking - Right-of-Way Violation (Ocean Blvd)
08/26/24	KNODE, JASON	Citation	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
08/27/24	CULEBRO, JESSICA	Warning-Compliant	Parking - Block Crosswalk/Sidewalk/Pedestrian Accessway
08/31/24	TAYLOR, JAMES JR	Citation	Parking - No Parking Zones (All Other)
08/31/24	PARKER, TYLER	Citation	Parking - No Parking Zones (All Other)
08/31/24	PARKER, CANDACE	Citation	Parking - No Parking Zones (All Other)
08/31/24	COOK, TIMOTHY JR	Citation	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
08/31/24	HUME, EUGENE	Citation	Parking - Within 40ft of Intersection/Cul-De-Sac

**Total Records: 21**

LSV = 2



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State Citation (August '24)

Printed on September 10, 2024

Date	Defendant	Statutes/Charges
08/13/24	PITT, XAVIER GRAY	20-158 - STOP SIGN VIOLATION; 90-95(D)(4) - POSSESS MARIJUANA UP TO 1/2 OZ; 90-113 - MARIJUANA PARAPHERNALIA
08/17/24	LOCKLEAR, JAMIE LYNN EARWOOD	90-95(D)(2) - SIMPLE POSSESS SCH IV CS (M); 20-309 - NO LIABILITY INSURANCE; 90-95(D)(2) - SIMPLE POSSESS SCH II CS (M); 20-111(2) -
08/18/24	HOLLAND, WILLIAM ZACHARY	20-137.1 - FAIL TO SECURE PASSENGER UNDER 16
08/18/24	HOLMES, PATRICIA HOGAN	20-135.2A - FAIL TO WEAR SEAT BELT-DRIVER
08/20/24	ACUNA, AVELINO JAIMES	20-7(A) - NO OPERATORS LICENSE

**Total Records: 5**

LSV = 2

# Permit Report

08/14/2024 - 09/06/2024

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
9/6/2024	240826	Electrical	0		
9/5/2024	240825	Boat Lift	25,000	\$350.00	\$350.00
9/5/2024	240824	Swimming Pool	61,800	\$1,831.20	
9/5/2024	240823	Repair	110,000	\$1,175.00	
9/3/2024	240822	Swimming Pool	150,000	\$1,575.00	\$1,575.00
8/30/2024	240821	Mechanical	17,600	\$200.00	\$200.00
8/30/2024	240820	Electrical	1,700	\$175.00	\$175.00
8/30/2024	240819	Repair	2,500	\$125.00	\$125.00
8/30/2024	240818	Repair	20,000	\$205.00	\$205.00
8/30/2024	240817	Zoning	50	\$50.00	\$50.00
8/30/2024	240816	Repair	28,500	\$331.50	\$331.50
8/30/2024	240815	Repair	25,680	\$306.12	
8/30/2024	240814	Boat Lift	19,000	\$196.00	\$196.00
8/29/2024	240813	Electrical	4,000	\$175.00	\$175.00
8/29/2024	240812	Zoning	50	\$50.00	\$50.00
8/29/2024	240811	Mechanical	8,550	\$100.00	\$100.00
8/29/2024	240810	Mechanical	7,160	\$100.00	\$100.00
8/28/2024	240809	Boat Lift	16,900	\$177.10	
8/28/2024	240808	No Permit Required	1,500	0	0
8/27/2024	240807	Renovation	70,000	\$955.00	\$955.00
8/27/2024	240806	Boat Lift	7,700	\$225.00	\$225.00
8/27/2024	240805	Single Family Construction	400,000	\$5,980.26	\$5,980.26
8/26/2024	240804	Mechanical	8,300	\$100.00	\$100.00
8/26/2024	240803	Electrical	1,500	\$175.00	\$175.00
8/26/2024	240802	Mechanical	14,183	\$200.00	\$200.00
8/26/2024	240801	No Permit Required	34,000	0	0
8/23/2024	240800	Repair	4,200	\$125.00	\$125.00
8/23/2024	240799	Zoning	50	\$50.00	\$50.00
8/23/2024	240798	Zoning	50	\$50.00	\$50.00
8/23/2024	240797	Electrical	1,500	\$175.00	
8/23/2024	240796	Electrical	2,500	\$175.00	
8/23/2024	240795	Mechanical	5,170	\$100.00	\$100.00
8/22/2024	240794	No Permit Required	7,000	0	0
8/22/2024	240793	Electrical	0	\$175.00	\$175.00
8/22/2024	240792	Zoning	50	\$50.00	\$50.00
8/22/2024	240791	Electrical	1,000	\$175.00	\$175.00
8/21/2024	240790	Repair	20,000	\$305.00	\$305.00
8/21/2024	240789	Repair	145,000	\$1,330.00	
8/21/2024	240788	No Permit Required	30,000	0	0
8/20/2024	240787	Zoning	25	\$25.00	\$25.00
8/20/2024	240786	Mechanical	9,006	\$200.00	\$200.00

8/20/2024	240785	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240784	Electrical	2,500	\$175.00	\$175.00
8/20/2024	240783	Electrical	2,500	\$175.00	\$175.00
8/20/2024	240782	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240781	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240780	Repair	6,000	\$125.00	\$125.00
8/20/2024	240779	Boat Lift	12,000	\$233.00	\$233.00
8/16/2024	240778	Single Family Construction	820,000	\$20,107.32	\$20,107.32
8/16/2024	240777	Mechanical	19,400	\$200.00	\$200.00
8/16/2024	240776	Gas	2,175	\$100.00	\$100.00
8/16/2024	240775	Mechanical	9,111	\$200.00	\$200.00
8/16/2024	240774	Repair	28,000	\$477.00	\$477.00
8/16/2024	240773	Repair	8,000	\$125.00	\$125.00
8/16/2024	240772	Repair	60,000	\$665.00	\$665.00
8/15/2024	240771	Zoning	50	\$50.00	\$50.00
8/15/2024	240770	Repair	30,000	\$345.00	\$345.00
8/15/2024	240769	Mechanical	10,080	\$200.00	\$200.00
8/15/2024	240768	Mechanical	4,650	\$100.00	\$100.00
8/15/2024	240767	Mechanical	5,750	\$100.00	\$100.00
8/15/2024	240766	Mechanical	8,540	\$100.00	\$100.00
8/15/2024	240765	Repair	25,500	\$254.50	\$254.50
8/15/2024	240764	Repair	16,000	\$169.00	\$169.00
8/14/2024	240763	Renovation	52,500	\$747.50	\$747.50
8/14/2024	240762	New Construction	26,850	\$416.65	\$416.65
8/14/2024	240761	New Construction	31,700	\$460.30	\$460.30
8/14/2024	240760	Plumbing	1,500	\$200.00	\$200.00
			<b>\$2,448,530.00</b>	<b>\$43,942.45</b>	<b>\$38,773.03</b>

**PERMIT SUMMARY REPORT****COMMERCIAL**

Count	1
Total Fees	\$0
Fees Paid	\$0
Total Project Cost	\$0

**RESIDENTIAL**

Count	66
Total Fees	\$43,942.45
Fees Paid	\$38,773.03
Total Project Cost	\$2,448,530

**TOTAL**

Count	67
Total Fees	\$43,942.45
Fees Paid	\$38,773.03
Total Project Cost	\$2,448,530

ACTIVE NEW HOME PERMITS = 31

OTHER ACTIVE PERMITS= 403

PERMITS ISSUED OVER \$30,000 = 39 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 7 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS =0 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 22

TOTAL PERMITS= 456

PERMITS IN REVIEW= 7

CAMA ISSUED= 3

ZONING ISSUED =10

PERMITS SERVICED FOR INSPECTIONS FROM 7/9-8/13=86

TOTAL INSPECTIONS MADE= 180

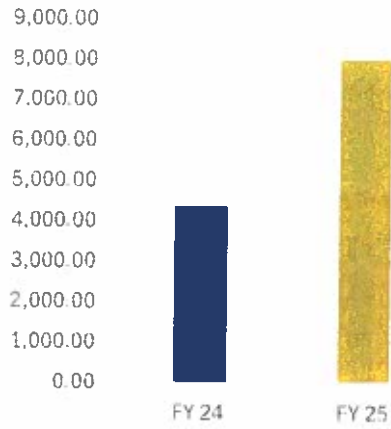


# Finance Report

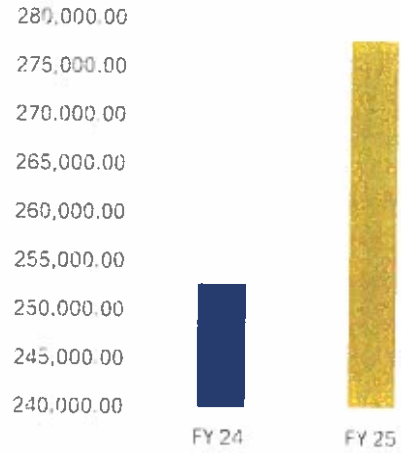
July 1, 2023 - August 31, 2023 vs. July 1, 2024 - August 31, 2024

## Revenues to Watch

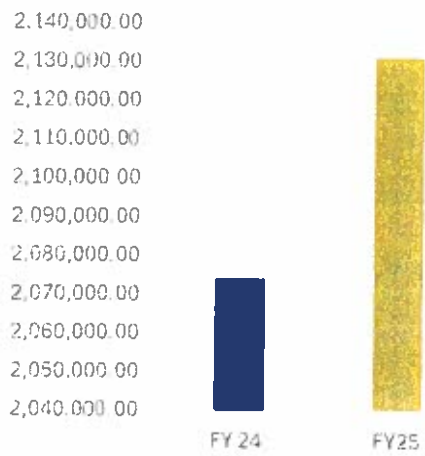
AD VALOREM TAX	
FY 24	4,371.15
FY 25	8,013.76



PARKING REVENUE	
FY 24	252,627.03
FY 25	277,855.90

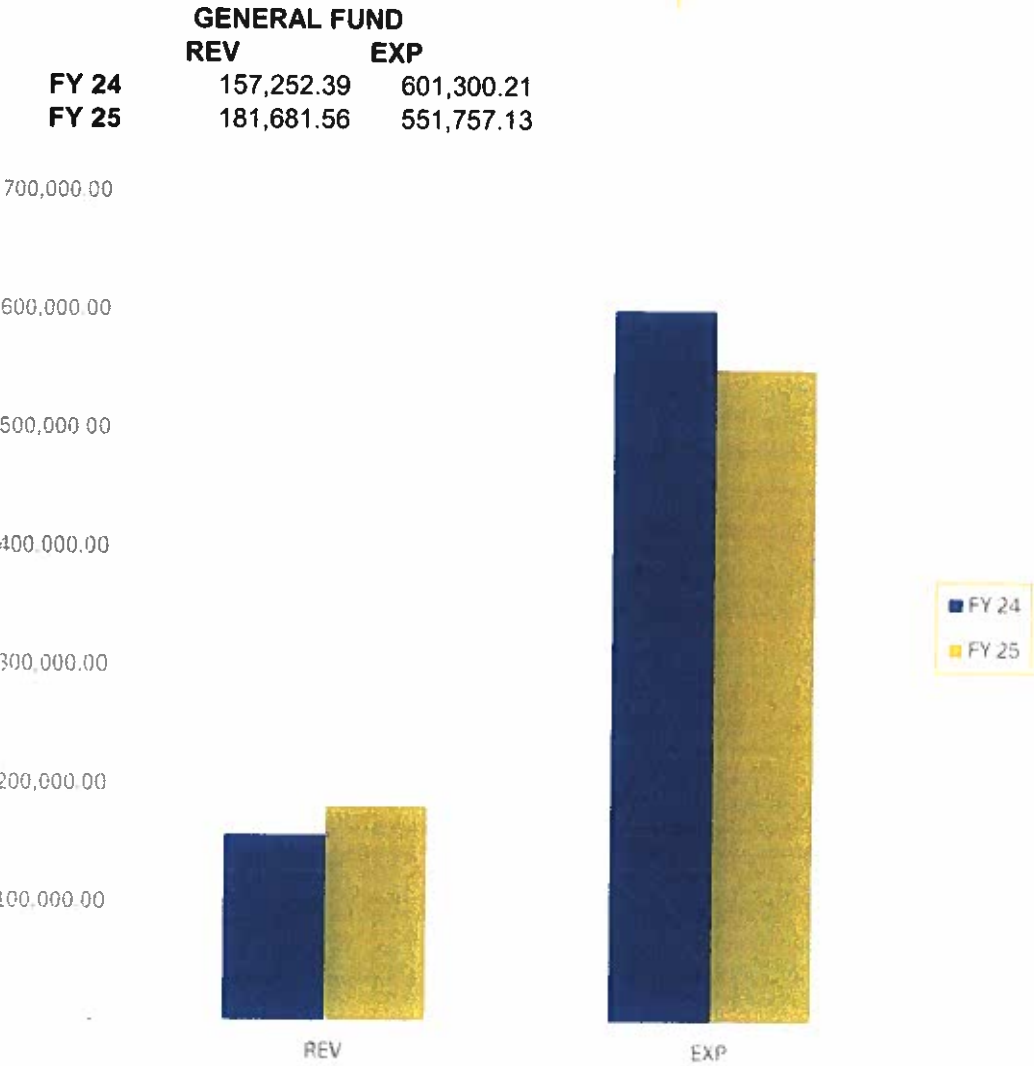


OCCUPANCY TAX	
FY 24	2,074,040.93
FY25	2,131,488.15



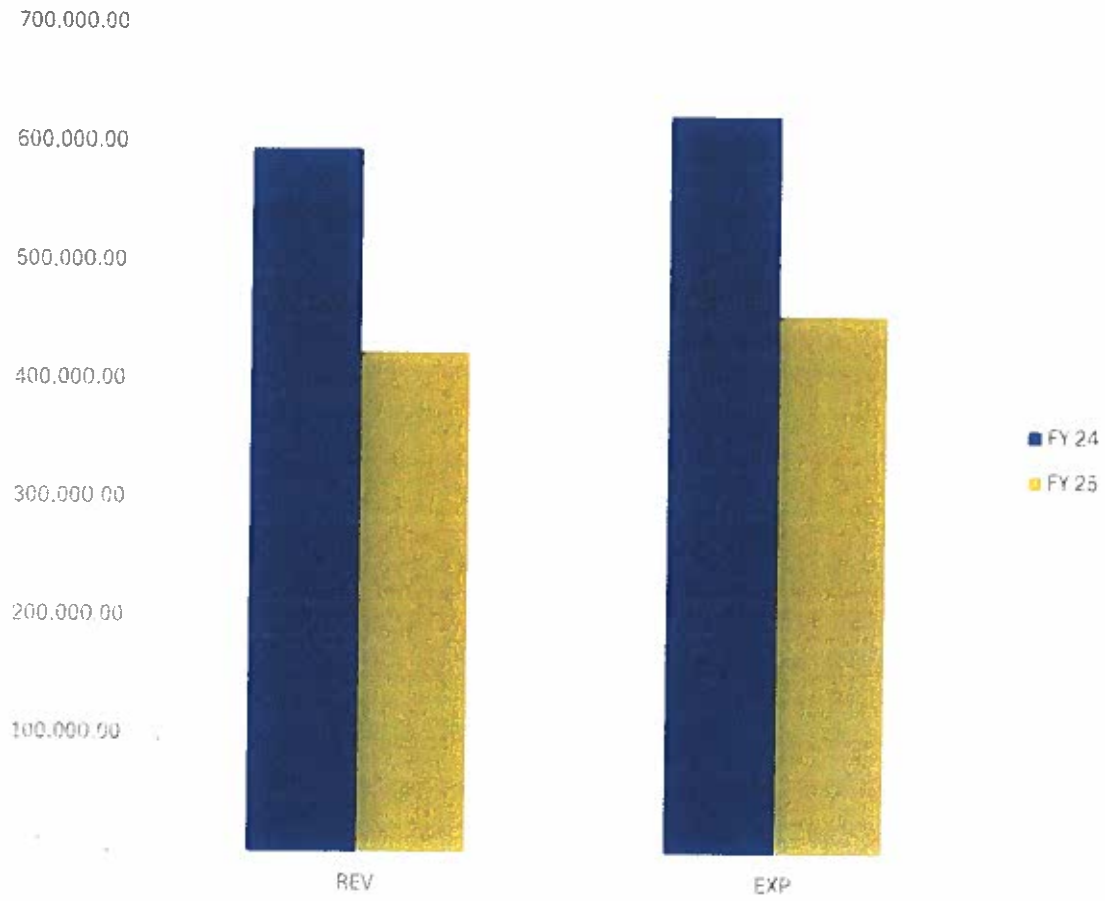
Revenues are looking good through August very comparable to last year. Ad valorem consist of prior year taxes at this time. Parking and occupancy tax revenues show a slight increase over last year.

### Revenue vs Expenditures by Fund



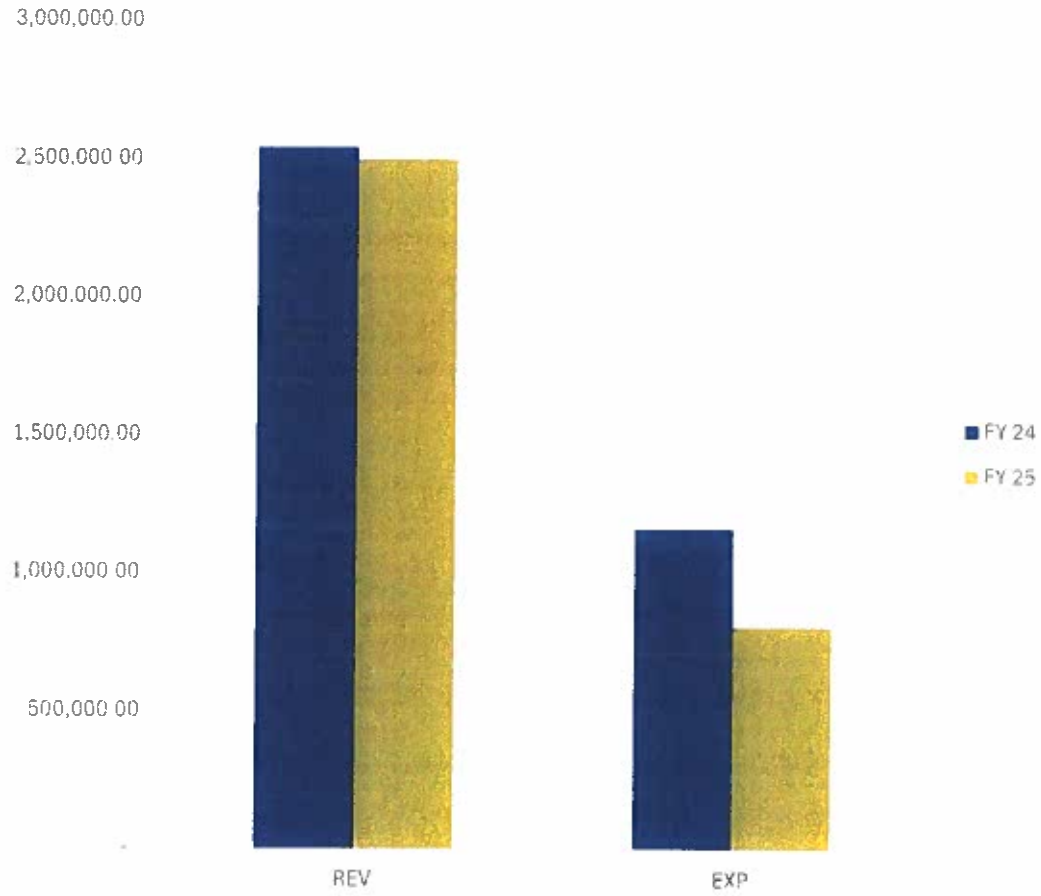
### Revenue vs Expenditures by Fund

	WATER SEWER	
	REV	EXP
FY 24	594,384.46	623,306.67
FY 25	423,256.89	455,714.42



### Revenue vs Expenditures by Fund

BPART (PARKS AND REC)		
	REV	EXP
<b>FY 24</b>	2,540,981.14	1,161,743.82
<b>FY 25</b>	2,497,932.95	807,225.67



Debt Service	interest rate	FY 25	FY 26
BLOCK Q 2022 Promissory Note	3.180%	343,933.33	-
EOC 2015 Note - Real Estate	2.420%	93,334.83	-
VAC TRUCK 2021 Capital lease	2.100%	64,770.39	64,770.40
2005 Sanitary Sewer Revolving Loan	2.205%	174,016.67	170,341.67
2004 Sanitary Sewer Revolving Loan	2.205%	415,821.65	415,821.66
CENTRAL REACH 2016 Note - Flood and Erosion Control	2.180%	1,265,400.00	1,239,240.00
TOWN HALL 2008 Note - Real Estate	3.810%	222,553.45	214,933.45
2019B Taxable Enterprise Systems Revenue Refunding Bonds	2.347%	519,407.29	519,176.31
LS REIMBURSEMENT 2021 Note - Sanitary Sewer	1.920%	147,864.05	145,574.54
LS REIMBURSEMENT 2021A Note	2.290%	66,928.91	65,737.33
PIER 2022 Installment Financing Contract	3.180%	273,099.04	267,022.95
<b>Annual Debt Payment</b>		<b>3,587,129.61</b>	<b>3,102,618.31</b>

FY 27	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34	FY 35
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
1,213,080.00	-	-	-	-	-	-	-	-
199,267.48	-	-	-	-	-	-	-	-
519,505.64	520,152.04	517,583.78	-	-	-	-	-	-
143,285.03	140,995.53	138,706.02	136,416.51	134,127.00	131,837.49	129,547.99	127,258.48	124,968.97
64,545.75	63,354.16	62,162.58	60,971.00	59,779.41	58,587.82	57,396.24	56,204.66	55,013.08
260,946.86	254,870.78	248,794.69	242,718.60	236,642.52	230,566.44	224,490.35	218,414.26	212,338.18
<b>2,400,630.76</b>	<b>979,372.51</b>	<b>967,247.07</b>	<b>440,106.11</b>	<b>430,548.93</b>	<b>420,991.75</b>	<b>411,434.58</b>	<b>401,877.40</b>	<b>392,320.23</b>

FY 36	FY 37	FY 38
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
122,679.46	120,389.95	-
53,821.50	52,629.92	-
206,262.09	200,186.00	194,109.84
<b>382,763.05</b>	<b>373,205.87</b>	<b>194,109.84</b>



## Manager Talker August 2024

### **NC General Assembly Convenes mid January**

Long Session  
 Crossover date unknown at this time -usually apr/may  
 Board may wish to have asks ready soonest  
 Town legislative agenda items to Reps nlt tbd

### **CRC meeting OIB mid November**

Inlet Hazard Area revisions maybe Nov but probably after new year- tracking closely

### **Ocean Blvd Bike Lanes**

NCDOT Cost Overrun – Estimate \$1,722,364: actual \$1,797,424; delta **\$75,060**.  
 Town's share at 42% would be \$31,525  
 Coordinating with DOT to review project and identify potential alternative funding to satisfy overrun; follow on appropriation by Town probable to satisfy obligation.  
 Maintenance – DOT advises that state's standard of care is not what Town will require (Mowing versus sweeping)  
 Staff reviewing options for service provision: in-house versus contract for sweeping

### **114 Quentin Access and Restroom Facility**

Open for business on a limited basis until access lighting refinements are complete

### **Requests for Proposals**

**Ave E due Sep 27**

ADA compliant parking, public and emergency accesses & restroom  
 Keybridge agreement deadline March '25

**801 OBW Emergency and Public Access due 3 oct**

**ADA Self-Assessment due 15 Oct**

### **Volunteer Appreciation Luncheon**

25 Oct 1130 RSVP to Christy



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tracey Thomas & Tom Myers

MEETING DATE: 9/17/2024

DATE SUBMITTED: 9/6/2024

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**ISSUE/ACTION REQUESTED:**

Discuss & Possible action on Rules of Procedure update

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**BACKGROUND/PURPOSE OF REQUEST:**

- **Revise Rule 13:**
  - Add the Mayor Pro Tem as a backup for the executive secretary on agenda preparation (see redlined revision attached)

---

**FISCAL IMPACT:** (circle one)

BUDGET AMENDMENT REQUIRED: NO  
 CAPITAL PROJECT ORDINANCE REQUIRED: NO  
 PRE-AUDIT CERTIFICATION REQUIRED: NO  
 REVIEWED BY FINANCE DIRECTOR: NO

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**CONTRACTS/AGREEMENTS:** (circle One)  
 REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

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**ADVISORY BOARD RECOMMENDATION:** N/A

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**FINANCE RECOMMENDATION:** N/A

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**TOWN MANAGER'S RECOMMENDATION:** N/A

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ATTACHMENT

## Rule 13. Agenda

### **(a) Draft Agenda.**

- (1) *Preparation.* The Executive Secretary (designated by the Commissioners) or the Mayor Pro Tem, with administrative assistance from the town clerk, shall prepare a draft agenda in advance of each meeting of the town board.



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 17 September 2024

FROM: David Hewett, Town Manager DATE SUBMITTED: 6 September 2024

**ISSUE/ACTION REQUESTED:** Board Review, Approve and Direct Issuance of Engineering, Design and Financial Services Request for Qualifications

**BACKGROUND/PURPOSE OF REQUEST:** Attached Request for Qualifications (RFQ) has been drafted in accordance with formal Board tasker of 21 May 2024 and subsequently modified by consensus at the August 2024 regular Board meeting to develop for Board review prior to issuance of a RFQ necessary to select firm(s) to provide preliminary design and budgetary information in accordance with the Pier Development Plan approved by the Board of Commissioners 30 April 2024.

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:** Board receive/review and issue RFQ necessary to select firm(s) to provide preliminary design and budgetary information subject to follow on negotiated services agreement per the Mini-Brooks Act.

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**ATTACHMENT: RFQ**

Request for Qualifications (RFQ)  
Development of Preliminary Designs and Cost Estimates  
for  
Repair or Replacement of Town Pier Properties located at  
441 Ocean Boulevard West, Holden Beach NC

**I. PURPOSE.**

The Town of Holden Beach ("Town") is seeking qualified providers of Engineering, Design and Financial services to develop Level 3 estimates that will enable the Town to make repair or rebuild decisions regarding its Pier Complex located at 441 Ocean Boulevard West, Holden Beach NC.

**II. BACKGROUND**

The Town is a municipal corporation located in Brunswick County, North Carolina serving a community of 932 year-round residents and a summer population exceeding fifteen thousand. The Town provides for solid waste disposal, water distribution and sewer collection/transmission, building inspection, code enforcement, parks and recreation, police and fire protection.

The Town purchased the Pier complex in the Spring of 2022. On site facilities currently include a pier house, an ocean pier, an 80 space paid parking lot, modular public restrooms, two public beach accesses, one emergency beach access and a six space campground with utilities. Neither the Pier nor the Pier house are open to the public at the present time.

**III. SCOPE OF WORK.**

The Town is seeking to contract with one firm having multi-faceted experience working with public facility projects, but may also consider a team of qualified firms, which could include subconsultants. Such experience may include, but is not necessarily limited to, the following:

- Civil Engineering with specific coastal engineering and/or marine construction experience
- Structural Engineering
- Survey
- Environmental Services and Permits – Including CAMA Permitting
- Architectural and Landscape Design
- Financial Modeling
- Cost Estimating
- Grant Funding Administration

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected firm. The scope of work shall include, but not be limited to, the following:

- A. Preliminary design services for repair of the current pier structure from the pier deck using a phased approach as follows:

Phase I. Structural Stabilization of the existing wooden pier to include replacement of all 16 major/severely damaged piles, replacement of all fasteners, and a significant portion of the bracing, if not all, depending on analysis results. Analysis may call for additional bracing as well.

Phase II. Safety repairs to make the pier safe for the public, to include handrails and ADA access

Phase III. Plumbing, electrical, mechanical and decking replacement

Phase IV. Pier Extension of 250 feet to restore the pier to its original 1000 foot length and reach significantly deeper fishing waters than the current 4 to 8 foot depths reached by the existing 750 foot pier length.

Develop Cost estimates for each phase and a draft Maintenance and Repair Plan with annual life cycle cost estimates for a period of 30 years.

- B. Preliminary design and cost estimates to construct an entirely new wooden pier

Phase 1. Develop and identify funding mechanisms and alternatives to replace the existing 750 foot pier.

Phase 2. Develop and identify funding mechanisms and alternatives to construct a 250 foot extension of the "new/replacement" 750 foot long pier.

Develop Cost estimates for each phase and a draft Maintenance and Repair Plan with annual life cycle cost estimates for a period of 30 years to include considerations needed to implement a condition based maintenance program that includes periodic and post storm inspections in addition to any storm damage projections and associated damages.

- C. Preparation of a financial/business case analysis to determine potential revenue to offset development costs to include market analysis of potential commercial/retail facilities that may be sited on the property for each of the existing pier repair and new pier options and phases outlined in A and B above. Financial/business case analysis must include sufficiently detailed information that will enable the Town to pursue external funding sources.
- D. Provision and inclusion of estimated end state performance/construction times and schedules for each of the existing pier repair and new pier options and phases outlined in A

and B above in addition to plot plans, general assembly drawings, piping and Instrumentation schematics, utility diagrams, equipment lists, general standards and specifications to include detailed specs for critical equipment.

#### IV. ADMINISTRATIVE REQUIREMENTS

Pursuant to North Carolina General Statute 143-64.31, the Town of Holden Beach utilizes a qualifications-based selection process without consideration of fees during the initial phase in selecting firms for professional engineering services.

Interested firms must electronically submit their qualifications package as a PDF document by no later than **28 October, 2024 at 5:00 p.m.**, to Heather Finnell, Town Clerk; [heather@hbtownhall.com](mailto:heather@hbtownhall.com).

**Paper copies are not required.** If a hard copy is submitted, (7) copies shall be delivered to the Holden Beach Town Hall located at 110 Rothschild Street, Holden Beach NC 28462 prior to the submission deadline.

Whether digital or hard copy, the subject line should contain the **firm's name and "Statement of Qualifications for Development of Preliminary Designs and Cost Estimates for 441 Ocean Boulevard West"**

All interested firms that have questions must direct them to the Town Clerk Heather Finnell via email no later than 14 October 2024. Any addendums will be released with answers to submitted questions with posting on the Town's website at <https://www.hbtownhall.com>.

#### V. NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor's responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein.

#### VI. SUBMISSION REQUIREMENTS

The following submittals must accompany the Statement of Qualifications:

- a. A fully completed and executed Execution page (Exhibit A)
- b. Statement of Financial Condition (Exhibit B)
- c. Completed and signed Supplemental Vendor Information – Historically Underutilized Businesses (Exhibit C)

The selection of a firm will be based on the overall qualifications as presented in the detailed Statement of Qualifications provided by the respondent firm(s). The presence or absence of one or more of the items listed below, except for those items required by law, shall not be completely



disqualifying but shall be taken into consideration when evaluating each firm. Qualification statements should address the following:

- a. Firm name and office location responsible. Include background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel, and the number of staff by discipline.
- b. Key Project Team member qualifications, including subconsultants. Address the overall capabilities of the firm relevant to this RFQ.
- c. Relevant experience in design, permitting and construction administration of public facilities in North Carolina. Provide summaries of completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project and specific grant assistance provided/attained if applicable, and the name, title, email address and telephone number of the reference contact.
- d. Statement of Qualifications shall not exceed a maximum of 30 pages.

## VII. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm(s). Selection will be made by the Holden Beach Board of Commissioners.

- a. **Professional Expertise:** The firm's recent experience, knowledge, and familiarity in conducting similar projects.
- b. **Management & Technical Expertise:** The experience of the proposed Project Team in completing public projects of this nature efficiently and through administration of relevant grant funding.
- c. **Local Knowledge & Permitting Experience:** Strong consideration will be given to the team demonstrating knowledge of the local permitting processes and requirements. Recent experience with similar projects in coastal NC areas will be relevant.
- d. **Past Performance:** Relevant project references shall be provided. The firm's ethical and professional standing and satisfactory performance under previous contracts, along with positive client relationships, will be considered. The Town will review other factors directly applicable to the firm's qualifications as provided for this project.

## **VIII. CONDITIONS AND RESERVATIONS**

The Town reserves the right to request substitution of any subconsultants. The Town also reserves the right to reject any or all responses to this RFQ, to waive technicalities, to advertise for a new RFQ response, or to accept any RFQ response deemed to be in the best interest of the Town. The selected firm/consultant(s) and all subconsultants may be required to submit an affidavit certifying compliance with the terms of the State of North Carolina's E-verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor does it indicate commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

It is an absolute requirement of the Town that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. The qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

## **IX. DELIVERABLES SCHEDULE**

The elements outlined in the Scope of Work and subsequently agreed to by Town and Consultant(s) will be required to be fulfilled within 90 days after execution of a mutually agreeable contract.

## **X. CONTRACTING**

Any contract developed for this work shall be enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by action initiated in the appropriate division of the General Court of Justice in Brunswick County, North Carolina.

## **XI. CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.**

During the evaluation period – from the date the responses are opened and the vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor's response or qualifications, the contents or qualifications of another vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A vendor failing to comply with this provision shall be disqualified from being evaluated for this RFQ unless it is determined, in the Town's discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of vendors under this RFQ. Only those discussions, communication or transmittals of

information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

## **XII. EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Holden Beach does not discriminate in any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

## **XIII. HISTORICALLY UNDERUTILIZED BUSINESSES.**

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises, and non-profit work centers for the blind and severely disabled. In responding to this RFQ, vendors shall complete and sign the Supplemental Vendor Information – Historically Underutilized Businesses attached hereto as Exhibit C.

## **XIV. INFORMAL COMMENTS.**

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

## **XV. COST OF PREPARING THE RESPONSE.**

Any costs incurred by a vendor in preparing or submitting a response are the vendor's sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

## **XVI. WITHDRAWAL OF RESPONSE.**

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the October 28, 2024 submission deadline. A withdrawal request must be on the Vendor's letterhead and signed by an authorized official of the Vendor.

## **XVII. VENDOR'S REPRESENTATIONS.**

- a. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel

performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.

- b. Vendor warrants that it has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

**EXHIBIT A****Execution Page**

By executing this Request for Qualifications ("RFQ"), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified vendor.

**The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Late responses shall not be considered.**

Vendor:

Street Address:

City, State, and Zip:

Mailing Address:

City, State and Zip:

Federal ID No. or Social Security No.:

Name/Title of Person Signing on Behalf of Vendor:

Signer's Telephone No.:                      Signer's Mobile No.:

Signer's Email Address:                      Date:

Vendor's Authorized Signature:

**EXHIBIT B**

Name of Vendor: \_\_\_\_\_.

The undersigned hereby certifies that [check all applicable boxes]:

- Vendor is in sound financial condition.
- Vendor has no outstanding tax or judgment liens.
- Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.
- Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.
- The undersigned is authorized to make the foregoing statements on Vendor's behalf.

**If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.**

\_\_\_\_\_  
Signature \_\_\_\_\_

Date

\_\_\_\_\_  
Printed name and title

**EXIHIBIT C**

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov).

1. Is Vendor a Historically Underutilized Business?  Yes  No

2. Is Vendor certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 9/17/24

FROM: Town Manager Hewett

DATE SUBMITTED: 9/6/24

**ISSUE/ACTION REQUESTED:** Receive attached modular stormwater plan for Block Q to accommodate grant elements.

**BACKGROUND/PURPOSE OF REQUEST:** At the March 19<sup>th</sup> meeting of the BOC the board approved the Block Q grant to include the restroom, associated parking for the restroom, site prep, and landscaping. At the April meeting, the staff was directed to come back with a revised stormwater solution that was modular and accomplished the grant requirements

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:** Recommend receipt of the stormwater plan so that staff can move forward with getting plans and specifications for the restroom from the engineer/architect and proceed with a RFP for construction.





Date: September 6, 2024

To: Mayor Holden and Board of Commissioners

From: David Hewett, Town Manager

Re: Block Q Stormwater

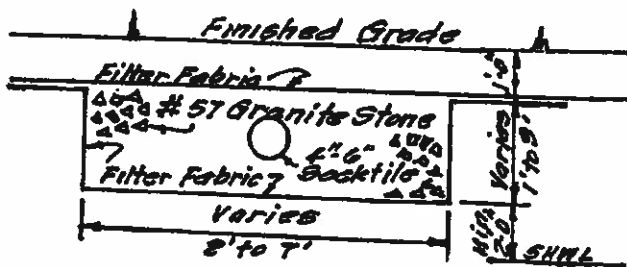
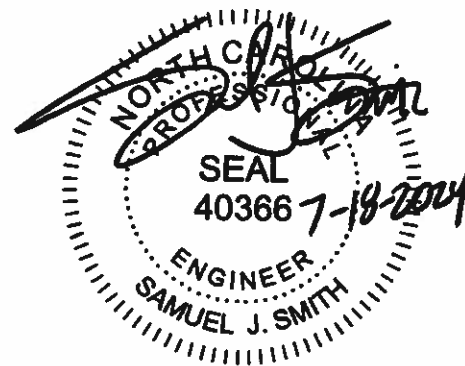
At the March meeting of the BOC, the board voted to move forward with the Block Q grant for the restroom facility, associated parking, site prep, and landscaping. At the April meeting, the BOC further directed staff to come back with a revised stormwater solution that was modular and accomplished the grant requirements. Attached you will find the engineer's modular plan (attachment 1) that will accomplish this project for an estimated \$10,000, which is within the existing budget.

Manager recommends receipt of the plan so that staff can move forward with engaging the engineer/architect on restroom facility design and publish an RFP for construction.

Structure Area                      3200 square feet                      100 sf  
 1.5" Volume                      400 cubic feet                      12.5 cf

Various Trench Options	Voids in Trench	Total Length of Trench Needed for 3200 s.f. of Impervious		Total Length of Trench Needed for 100 s.f. of Impervious	
3'x5' Trench w/ 6" Tile	6.12 c.f./ln. ft	65.36	ft	2.04	ft
2'x5' Trench w/ 6" Tile	4.12 c.f./ln. ft	97.09	ft	3.03	ft
2'x4' Trench w/ 6" Tile	3.14 c.f./ln. ft	127.39	ft	3.98	ft
2'x3' Trench w/ 6" Tile	2.34 c.f./ln. ft	170.94	ft	5.34	ft
2'x7' Trench w/ 6" Tile	5.72 c.f./ln. ft	69.93	ft	2.19	ft
2'x6' Trench w/ 6" Tile	4.92 c.f./ln. ft	81.30	ft	2.54	ft
1.5'x4' Trench w/ 6" Tile	2.34 c.f./ln. ft	170.94	ft	5.34	ft
1.5'x3' Trench w/ 6" Tile	1.92 c.f./ln. ft	208.33	ft	6.51	ft
1.5'x2' Trench w/ 6" Tile	1.32 c.f./ln. ft	303.03	ft	9.47	ft
1'x4' Trench w/ 4" Tile	1.65 c.f./ln. ft	242.42	ft	7.58	ft
1'x3' Trench w/ 4" Tile	1.25 c.f./ln. ft	320.00	ft	10.00	ft
1'x2' Trench w/ 4" Tile	0.85 c.f./ln. ft	470.59	ft	14.71	ft

Trench Size	Tile	Voids in Trench
3' x 5' Trench	6"	6.12 c. f. / ln. ft.
2' x 5' Trench	6"	4.12 c. f. / ln. ft.
2' x 4' Trench	6"	3.14 c. f. / ln. ft.
2' x 3' Trench	6"	2.34 c. f. / ln. ft.
2' x 7' Trench	6"	5.72 c. f. / ln. ft.
2' x 6' Trench	6"	4.92 c. f. / ln. ft.
1.5' x 4' Trench	6"	2.34 c. f. / ln. ft.
1.5' x 3' Trench	6"	1.92 c. f. / ln. ft.
1.5' x 2' Trench	6"	1.32 c. f. / ln. ft.
1' x 4' Trench	4"	1.65 c. f. / ln. ft.
1' x 3' Trench	4"	1.25 c. f. / ln. ft.
1' x 2' Trench	4"	0.85 c. f. / ln. ft.



**TYPICAL INFILTRATION TRENCH**  
**NOT TO SCALE**

Structure Area                    3200 square feet  
 1.5" Volume                    400 cubic feet

100 sf  
 12.5 cf

Various Trench Options	Voids in Trench	Total Length of Trench Needed for 3200 s.f. of Impervious		Total Length of Trench Needed for 100 s.f. of Impervious	
3'x5' Trench w/ 6" Tile	6.12 c.f./ ln. ft	65.36	ft	2.04	ft
2'x5' Trench w/ 6" Tile	4.12 c.f./ ln. ft	97.09	ft	3.03	ft
2'x4' Trench w/ 6" Tile	3.14 c.f./ ln. ft	127.39	ft	3.98	ft
2'x3' Trench w/ 6" Tile	2.34 c.f./ ln. ft	170.94	ft	5.34	ft



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tracey Thomas & Tom Myers

MEETING DATE: 9/15/24

DATE SUBMITTED: 9/6/24

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**ISSUE/ACTION REQUESTED:**

- Discuss and possible action on long term summer concert venue

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**BACKGROUND/PURPOSE OF REQUEST:**

- Previous concert venue (pavilion next to sewer station #1) was condemned and removed before the 2024 concert season
- 2024 concerts were held at the Bridgewater Park pavilion:
  - This required closing the park on Sunday afternoons to prep the area and allow bands to set up
  - Portable toilets were rented to provide bathroom facilities (park bathrooms were locked/closed during concerts)
- Review Lessons Learned – feedback from town employees and concert goers
- Discuss 2025 plan for concerts – Bridgeview park again?/temporary/rented stage somewhere else? (where); new pavilion? (where)

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**FISCAL IMPACT:** (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

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**CONTRACTS/AGREEMENTS:** (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

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**ADVISORY BOARD RECOMMENDATION:** N/A

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**FINANCE RECOMMENDATION:** N/A

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**TOWN MANAGER'S RECOMMENDATION:** N/A

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ATTACHMENT-



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Rick Paarfus, Dr. Page Dyer

MEETING DATE: 9-17-2024

DATE SUBMITTED: 9-3-2024

**ISSUE/ACTION REQUESTED:** Discussion on possible actions for non legislative actions to inform the public of the Holden Beach General regulation 91.17 restriction concerning the placement of open flame devices.

**BACKGROUND/PURPOSE OF REQUEST:**

Several residents have observed the practice of using open flame devices under houses in violation of 91.17 (attached). This usually is the result of the individual having no knowledge of the regulation's required stand off distance. It is desirable to find an effective means of informing the public about this important safety issue, particularly because houses typically burn in 2's or 3's due to proximity and environmental concerns.

**FISCAL IMPACT:** (circle one)

BUDGET AMENDMENT REQUIRED: YES  NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES  NO

PRE-AUDIT CERTIFICATION REQUIRED: YES  NO

REVIEWED BY FINANCE DIRECTOR: YES  NO

**CONTRACTS/AGREEMENTS:** (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO)

**ADVISORY BOARD RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

# ATTACHMENT

8

## Holden Beach - General Regulations

be effective in the town at the time such amendments are filed with the Building Inspector as provided in § 91.03 of this chapter.

('85 Code, § 8-1.7) (Ord. 91-04, passed 4-8-91; Am. Ord. 00-15, passed 6-26-00)

### § 91.03 COPIES OF CODE FILED WITH TOWN CLERK.

An official copy of each regulatory code adopted herein, and official copies of all amendments thereto, shall be kept on file in the office of the Town Clerk and Building Inspector. Such copies shall be the official copies of the code and amendments.

('85 Code, § 8-1.8) (Ord. 91-04, passed 4-8-91)

### OPEN BURNING

#### § 91.14 DEFINITIONS.

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CHARCOAL BURNER.** A stove that burns charcoal as fuel.

**COMBUSTIBLE CONSTRUCTION,** Capable of burning, generally in air under normal conditions of ambient temperature and pressure.

**OPEN-FLAME DEVICES.** Portable or non-portable flame devices fueled by flammable or combustible gases or liquids that are not enclosed or installed in such a manner as to prevent the flame from contacting combustible material.  
(Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21)

#### § 91.15 PROHIBITED FIRES.

It shall be unlawful for any person or business to set or cause to be set any fire within the town. Exception: see § 91.17.

('85 Code, § 3-4.1) (Ord. 13-84, passed - - ; Am. Ord. 90-15, passed 10-1-90; Am. Ord. 02-08, passed 5-27-02; Am. Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

#### § 91.16 RECREATIONAL FIRES.

Recreational fires, except those confined within containers manufactured specifically for such purpose, shall not be allowed.

('85 Code, § 3-4.3) (Ord. 13-84, passed - - ; Am. Ord. 02-08, passed 5-27-02; Am. Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

#### § 91.17 OPEN FLAME DEVICES.

Charcoal burners and other open flame devices shall not be operated on or within ten feet (3,048 mm) of combustible construction. Exception: propane fueled grills.

(Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

#### § 91.18 COOKING IN PUBLIC AREAS OR ON PRIVATE DUNES PROHIBITED.

All open and closed flame devices, and cooking devices shall not be operated or put into use in any public areas or on private dunes.

(Ord. 21-10, passed 6-15-21) Penalty, see § 91.99



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Rick Paarfus, Tom Myers

MEETING DATE: 9/17/2024

DATE SUBMITTED: 9/5/2024

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**ISSUE/ACTION REQUESTED:** Discussion and possible action for the adoption of an action tracking tool for certain FY 2024-2025 BOC Objectives with the initial distribution to the BOC by 8 October 2024.

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**BACKGROUND/PURPOSE OF REQUEST:** The purpose of this request is to consider adoption of an action tracking tool for certain FY 24-25 BOC objectives (see attachments 1-3) that can be expanded as necessary. An example of the tool is attached.

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**FISCAL IMPACT:** (circle one)

BUDGET AMENDMENT REQUIRED: YES/NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES/NO

PRE-AUDIT CERTIFICATION REQUIRED: YES/NO

REVIEWED BY FINANCE DIRECTOR: YES/NO

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**CONTRACTS/AGREEMENTS:** (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO)

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**ADVISORY BOARD RECOMMENDATION:** N/A

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**TOWN MANAGER'S RECOMMENDATION:**

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**FINANCE RECOMMENDATION:**

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## ATTACHMENT 1

Currently, the status of several BOC objectives do not have sufficient visibility for proper oversight and/or may not be receiving the appropriate attention. Additionally, some items, while visible, do not have the basic steps clearly defined with target completion dates established, or identification of the parties who are responsible for achieving the objective. While work may be ongoing, it is not generally visible to the BOC or public unless a specific inquiry is made, and may not be documented for future reference.

The purpose of the action tracking tool is to ensure that the BOC and staff do not lose sight of the objectives or their relative priorities when other issues arise. The system will also establish some expectations for progress towards satisfying the objectives, aid in identifying obstacles to progress, and allow for a shift in priorities if needed due to emerging issues.

It is recommended that the action officers update the information monthly and that it be provided to the BOC on the first Tuesday of each month (with the exception of the initial distribution). Updates are not intended to be exhaustive, but rather provide a brief synopsis of the objective's status that highlights progress, challenges, or a change in priority.

Not all objectives need tracking. As an example, ADA compliance (Objective 1) does not require tracking as that is being aggressively pursued and is visible. Others, such as the Fire Station investigation (Objective 7), do not have a clearly defined path forward.

The following BOC Objectives are recommended for tracking action:

- #2 – ADA Self Assessment
- #6 – ADA bathroom (at block Q)
- #7 – Fire Station Upgrades
- #8 – Improve Audio/Video for Town meetings
- #14 – Block Q site plan
- #18 – Update Town Website
- #19 – Pier repair/replacement
- #26 – Investigate vacuum bypass system.

Given that the first quarter of the current fiscal year is nearly over and that the next budget process will begin in January, it is strongly recommended that the tracking tool for these 8 initial items be adopted to support decision making and the upcoming budget process.



## ATTACHMENT 2

**Scored BOC Objectives for Fiscal Year 2024/2025**

1. **ADA Compliance - Complete all obligations per the agreement (Must Do, Core Service 4)**
2. **ADA Self-Assessment (Must Do, Core Service, 10)**
3. **Complete pump station 2 upgrade (Should Do, Core Service, 15)**
4. **Transfer money from the General Fund to the Beach and Inlet CRF as defined by the existing policy (BOC & TM); Adherence to fund balance policy for funding beach and inlet capital reserves (Must Do, Protecting Property, 32)**
5. **Evaluate stormwater study recommendations and develop implementation plan including funding (Should Do, Protecting Property, 33)**
6. **ADA compliant bathhouse (Should Do, Amenities, 33)**
7. **Investigate and possibly plan for the fire station including funding requirements (Should Do, Protecting Property, 34)**
8. **Improve audio/video at Town meetings (Should Do, Core Service, 43)**
9. **Completion of water system assessment (water tower) and corresponding update of the CIP (Should Do, Core Service, 47)**
10. **Take action on 796 OBW (Should Do, Amenities, 49)**
11. **Inclusion of beach nourishment plans and funding in the CIP (Should Do, Protecting Property, 53)**
12. **Redefine policy for the capital reserve fund for beach renourishment to restrict its use solely for physical beach renourishment and define the annual revenue streams for implementation during fiscal year 2024/2025 (Should Do, Protecting Property, 55)**
13. **Create a plan for the pavilion, including funding requirements (Nice to Have, Amenities, 55)**
14. **Create a site plan for Block Q, including funding requirements (Nice to Have, Amenities, 57)**
15. **Lobbyist - review cost/benefit analysis (Should Do, Core Services, 60)**

16. Continue to support and monitor Lockwood Folly Inlet access to the ocean (Should Do, 61)
17. Monitor the proposed changes to Inlet Hazard Areas and how this could impact property values, construction and insurance rates. Assist when appropriate to scope IHA recommendations to the benefit of Holden Beach (Should Do, Protecting Property, 62)
18. Updated Town website and improved communications with citizens (Should Do, Core Services, 62)
19. Pier (Not Categorized, 67)
20. Pier House (Not Categorized, 71)
21. Upgrade budget message document to include details and pie charts on relative departmental and types of expenses as well as full details on debt service schedules (as was done in the FY 18/19 report) (TM) (Should Do, 73)
22. Repair parcourse marsh between Greensboro and Scotch Bonnet Drive, consider move to area not flooding (Nice to Have, Amenities, 78)
23. Consider a location to have pickleball courts to free basketball court (Nice to Have, Amenities, 83)
24. Assess existing parks & rec facilities, playground equipment for maintenance, repair or replacement (Nice to Have, Amenities, 86)
25. Review and update paid parking program (e.g. rates, fines, rate structure, season, festival parking) (Nice to Have, 87)
26. Investigate vacuum bypass system (Like to Do, Core Services, 94)

#### **Goals**

1. Balance the budget without raising taxes; no tax increase
2. Maintain required reserves in the General Fund
3. Assess water and sewer reserve funds to ensure they can satisfy short and long-term needs
4. 90% budget execution excluding contingency items, spend what you asked for

# ATTACHMENT 3

#19 Pier

## Title: Holden Beach Pier – Develop Plan of action to repair or replace the pier

Board Priority: 19 (Select 1-26 or N/A)

Date Tasked By BOC:

Task Sponsors (BOC, Staff, other):

Action Officers (BOC, Staff, other):

Budgeted: Yes No Funding Required? Yes No

### Actions

	Estimated Completion & Actual Dates					
	Original	Rev 1	Rev 2	Rev 3	Rev 4	Actual
1. Develop and Approve Pier Plan						
2. Task Staff to develop RFP IAW Pier Plan						
3. Meet With Staff to discuss Task						
4. Complete Draft RFQ						
5. Review & Approve Draft RFQ						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

07/02/24

07/02/24

#19 Pier

17  
18  
19  
20  
21

**Action Narrative:**

8-31-24 -- The pier plan was approved at the April BOC. Staff was tasked with developing an RFP (subsequently determined that an RFQ was the appropriate approach) to perform preliminary design and cost estimates for repair and replacement for the pier.  
9-17-24 -- Draft RFQ provided to BOC for Review.



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: September 17, 2024

FROM:

DATE SUBMITTED: September 6, 2024

Planning & Inspections

**ISSUE/ACTION REQUESTED:**

Encroachment agreement at 180 Ocean Boulevard East

**BACKGROUND/PURPOSE OF REQUEST:**

Encroachment agreement to allow beach access way over abandoned Town owned road

**FISCAL IMPACT: (select one)**

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**CONTRACTS/AGREEMENTS: (select one)**

REVIEWED BY TOWN ATTORNEY: YES  NO

**ADVISORY BOARD RECOMMENDATION:**

**FINANCE RECOMMENDATION:**

**TOWN MANAGER'S RECOMMENDATION:**

**ATTACHMENT:**



- 4. The party of the second part agrees to restore all areas disturbed during the construction to the satisfaction of the TOWN. The party of the second part further agrees to exercise every reasonable precaution during construction to prevent erosion and shall comply with all local ordinances, state laws and regulations and federal laws and regulations applicable to the subject property.
- 5. In the case of non-compliance with this agreement by the party of the second part, the TOWN reserves the right to stop all work upon the said walkway until the facility has been brought into compliance or removed from the right-of-way at no cost to the TOWN.
- 6. The party of the second part agrees to maintain the walkway in good repair and in a safe condition. Party of the second part further agrees to remove or repair the said walkway upon notification by the TOWN that the Building Inspector has determined that a hazardous or potentially hazardous condition exists because of the said walkway. If not repaired or removed within a reasonable period of time, the TOWN may remove the structure and charge the cost of said removal to the party of the second part.
- 7. If, at any time, it becomes necessary for the TOWN to resume its full and complete control of the said STREET NAME right-of-way due to the construction, repair or maintenance of the public facility, the party of the second part agrees that it shall remove the encroaching walkway at no cost to the TOWN or pay to the TOWN the cost of such removal
- 8. All parties hereto do agree that this agreement shall become void if the contemplated construction by the party of the second part is not begun on or before one (1) year from the date of this statement.

**IN WITNESS WHEREOF**, the parties have caused this instrument to be executed as of the date first above written.

**TOWN OF HOLDEN BEACH**


BY: \_\_\_\_\_  
 J. Alan Holden, Mayor

ATTEST:

\_\_\_\_\_  
 Heather Finnell, Town Clerk

(MUNICIPAL SEAL)

**PARTY OF THE SECOND PART**

BY:  (SEAL)

BY: \_\_\_\_\_ (SEAL)

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

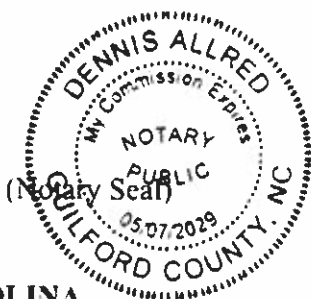
I, Dennis Allred, a Notary Public in and for the State and County aforesaid to hereby certify that Heather Finnell personally appeared before me this day and acknowledged that she is the Clerk of the TOWN OF HOLDEN BEACH and that, by authority duly given and as the act of the municipal body politic, the foregoing instrument was signed in its name by the Mayor, sealed with its municipal seal and attested by herself as its Clerk.

WITNESS my hand and official seal this the 3<sup>rd</sup> day of September, ~~2020~~ <sup>2024</sup>.

Dennis Allred  
NOTARY PUBLIC

My commission expires:

5/7/2029



STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

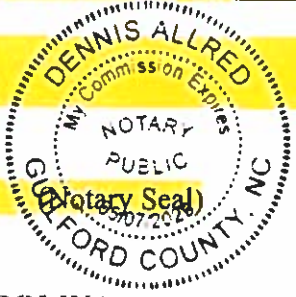
I, Dennis Allred, a Notary Public of said County and State, do hereby certify that Mason Schmeckhorn personally appeared before me this day and acknowledged the due execution of the foregoing agreement.

WITNESS my hand and official seal this the 3<sup>rd</sup> day of September, ~~2020~~ <sup>2024</sup>.

Dennis Allred  
NOTARY PUBLIC

My commission expires:

5/7/2029



STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

The foregoing (or annexed) Certificate(s) of \_\_\_\_\_

Notary(ies) Public is (are) Certified to be Correct.

This Instrument was filed for Registration on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

In the Book and Page shown on the First Page hereof.

\_\_\_\_\_, Register of Deeds



UNIVERSITY CALCULATED  
 PROPOSED BOUNDARY - 2.485, 50 FT  
 PROPOSED AREA CONCRETE - 18.58 FT  
 TOTAL SURVEYING - 2549.00 FT  
 TOTAL DISTANCE - 10.00 FT  
 TOTAL AREA - 100.00 AC

GPS CONTROL USED FOR THIS PROJECT BASED ON THE FOLLOWING DATA:  
 1. PROGRAM ACCURACY - 1.00  
 2. TYPE OF FIELD MEASUREMENTS - 1  
 3. SECOND ORDER - 100  
 4. THIRD ORDER - 100  
 5. FOURTH ORDER - 100  
 6. FIFTH ORDER - 100

NC GRID  
 NAD 83 NA 2011

LEGEND

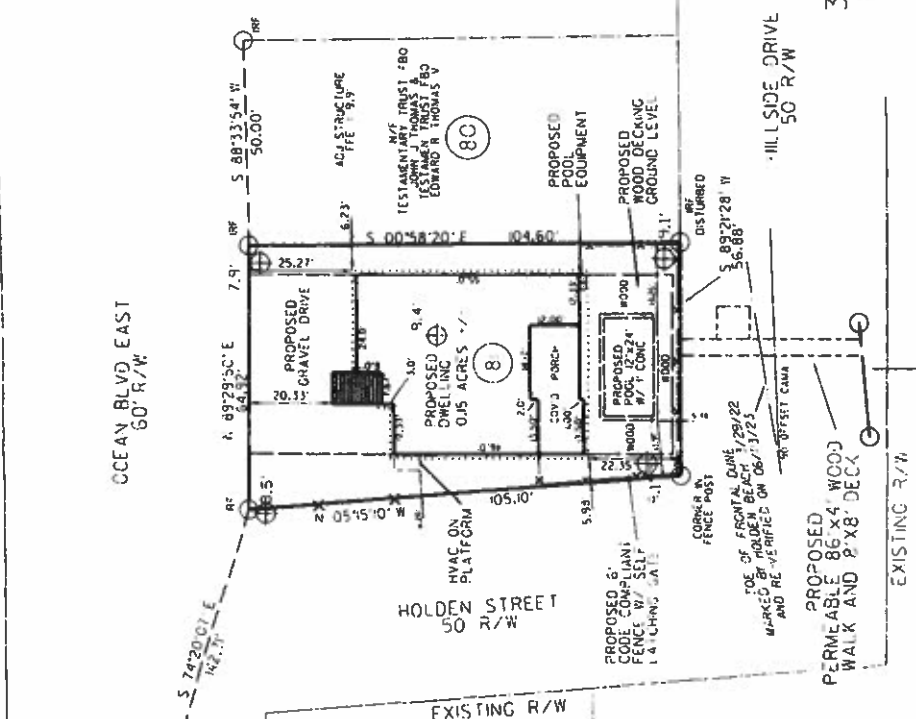
CP	COMPUTED POINT (COLLAD ACT. SET)
PK	PK NAIL FOUND
DB	DEED BOOK
MB	MAP BOOK
RF	IRON ROD FOUND
MS	IRON ROD SET
MS	MADE NAIL SET
MP	MEASURED POINT FOUND
MP	IRON PIPE FOUND
CON	EXISTING CONCRETE MONUMENT
---	1:1 LINE
---	SURVEYED BOUNDARY LINE
---	NON-SURVEYED LINES
---	FROM DEEDS OR PLATS
-X-	FENCE
N/F	NOT TO SCALE

**SITE PLAN**  
 180 OCEAN BOULEVARD EAST  
 HOLDEN BEACH, NC  
**LOST BOY HOLDINGS LLC**  
 BRUNSWICK COUNTY, NORTH CAROLINA  
 LOCKWOOD FOLLY TOWNSHIP  
 PARCEL # 23240022  
 DEED REFERENCE - DS 4826 PC 1230  
 PLAT BOOK 2: PAGE 158

**SALTWATER SURVEYING**  
 FIRM LICENSE #: P 2791  
 GEORGE L. HART, PLS L-5390  
 1557 VILLAGE POINT ROAD, SW, SHALLOTTE, NC  
 PHONE: 910-309-2104

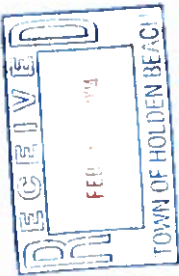
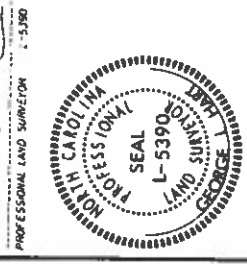
DATE: 09/26/2023 SURVEYED BY: GLH  
 SCALE: 1" = 30' DRAWN BY: GLH

JOB # 159



NCS MONUMENT  
 N-500842.77  
 E-2224472.15

I, GEORGE L. HART, CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY OF DESCRIPTIONS AS RECORDED IN DEED BOOK 408 PAGE 1230 AND MAP BOOK 2:5 PAGE 58 AND WERE PORTED FROM INFORMATION AS REFERENCED HEREON THAT THE RATIO OF PRECISION AS CALCULATED WAS 10000. I FURTHER CERTIFY THIS IS A SURVEY OF AN EXISTING PARCEL OR PARCELS OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND, AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (2018C SB-003), WITNESS MY HAND AND SEAL THIS 26TH DAY OF SEPTEMBER, 2023.



- GENERAL NOTES:
- ALL DISTANCES ARE HORIZONTAL GROUND.
  - AREA BASED ON GS DATA.
  - THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS AND/OR RIGHT OF WAY OF RECORD.
  - NON-CONFORMING STRUCTURES HAVE NOT BEEN CREATED BY THIS SURVEY.
  - THIS SURVEY IS SUBJECT TO ANY FACTS DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
  - THIS PROPERTY IS LOCATED WITHIN A FEMA FLOOD HAZARD AREA SHOWN AS PANEL 17202026-00A EFFECTIVE 08-28-2018.
  - LOT IS ZONED RESIDENTIAL R1.
  - ALL TIES WERE NOT LOCATED WITH THIS SURVEY.

END OF WALKWAY  
 MARKED BY HOLDEN BEACH

PROPOSED PERMEABLE 86' X 4' WOOD WALK AND 8' X 8' DECK

HILLSIDE DRIVE  
 50' R/W

OCEAN BLVD EAST  
 60' R/W

HOLDEN STREET  
 50' R/W

30' 0' 30'  
 GRAPHIC SCALE 1" = 30 FEET



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tom Myers & Tracey Thomas

MEETING DATE: 9/17/2024

DATE SUBMITTED: 9/6/2024

**ISSUE/ACTION REQUESTED:**

Discussion and possible action on an amendment to the Stormwater Master Plan

**BACKGROUND/PURPOSE OF REQUEST:**

At the August BOC meeting, a resolution was passed to adopt the Stormwater Master Plan. The Town is now proceeding to obtain grants and external funding to implement the plan. Once we have applied and been accepted for funding, we will likely be restricted to spending it only on the areas defined in the plan.

There are two additional areas on the island that have significant flooding issues: OBE to the east of the entrance to Dunescape, and the canal streets. We should consider adding these areas to the plan before we apply for any grants or funding that would restrict our scope to only the six identified areas.

Possible Action: Obtain a quote from McGill and Associates to amend the plan to include these new areas.

**FISCAL IMPACT:** (circle one)

**BUDGET AMENDMENT REQUIRED:** NO

**CAPITAL PROJECT ORDINANCE REQUIRED:** NO

**PRE-AUDIT CERTIFICATION REQUIRED:** NO

**REVIEWED BY FINANCE DIRECTOR:** NO

**CONTRACTS/AGREEMENTS:** (circle One)

**REVIEWED BY TOWN ATTORNEY:** (YES/NO) N/A

**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:**



Town of Holden Beach  
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: September 17, 2024

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: September 9, 2024

**ISSUE/ACTION REQUESTED:** Discussion and Possible Action on High Bid for 796 Ocean Boulevard West

**BACKGROUND/PURPOSE OF REQUEST:** The Board adopted Resolution 24-06, dated June 18, 2024, authorizing sale of Town-owned property located at 796 OBW by the upset bid process in accordance with NCGS 160A-269. A final high offer in the amount of \$565,000 was received from Paul Buchanan. The Board must approve the final high offer within 30 days after the final upset bid period ended (October 9<sup>th</sup>) before a sale can be closed.

If the Board would like to accept the offer, staff suggests making a motion to direct the town attorney to prepare the closing documents and the town manager to execute the documents and any follow-on actions.

**FISCAL IMPACT:** (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**CONTRACTS/AGREEMENTS:** (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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**ADVISORY BOARD RECOMMENDATION:** N/A

**FINANCE RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION: N/A**

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**ATTACHMENT:**