



***SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC***

**6:00 PM
June 3, 2024**

**Call to Order Regular Meeting – Chairman or Designee
*Moment of Silence & Pledge***

Regular Meeting Agenda

1. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

2. PUBLIC HEARING

A. Public Hearing for Warren County Occupancy Tax (5%)

1. Comments From Staff
2. Citizen Comments

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

4. CONSENT AGENDA

- A. Consider Approval of Minutes of May 6, 2024 Regular Meeting, May 8, 2024 Budget Work Session, and May 22, 2024 Budget Work Session
- B. Tax Collector's Report for April 2024 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator)
- C. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only (John Preston, Tax Administrator)

5. COUNTY MANAGER'S UPDATE – Crystal Smith

6. ACTION ITEMS

- A. Consider Approval of Verizon Water Tower Lease Agreement Renewal - Public Utilities - Eric St. Sing
- B. Consider Approval of Resolution to Levy a 5% Occupancy Tax - Charla Duncan, Community & Economic Development Director
- C. Consider Adoption of Local Water Supply Plan (LWSP) for NCDEQ - Utilities - Eric St. Sing

7. BOARD, COMMITTEE, COMMISSIONS APPOINTMENTS AND RE-APPOINTMENTS

- A. Consider Appointment of Dr. Kara Henderson to the Economic Development Commission for a First Term Beginning July 1, 2024 and Ending June 30, 2027
- B. Consider Re-Appointment of Candace White, Member At-Large, to the Warren County Board of Health for a Second Term Beginning June 1, 2024 and Ending May 31, 2027
- C. Consider Appointment to the Vance Granville Community College Board of Directors

8. BOARD OF COUNTY COMMISSIONERS' UPDATES

9. ADJOURN June 3, 2024 BOARD MEETING



Board of Commissioners Regular Meeting

May 6, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the May 6, 2024 Suggested Agenda was approved.

2. PUBLIC HEARING

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, May 6th, 2024 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589).

Petition for the following Zoning Map Amendment. Warren County Parcel(s) B5 29, B5 101A, B5 30, B5 31, B5 32, B5 32A, B5 32B from (AR) Agriculture Residential to (LI) Light Industrial.

All questions or written comments should be directed to:

David Wise
Planning & Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
davidwise@warrencountync.gov

All interested citizens are encouraged to attend this public hearing.

A. Comments from Staff

Planning Director David Wise provided an overview of the petition to amend the Warren County Zoning Map to change B5 29, B5 101A, B5 30, B5 31, B5 32, B5 32A, and B5 32B from Agriculture/Residential to Light Industrial.

B. Citizen Comments

No Citizen Comments

3. PUBLIC HEARING

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, May 6th, 2024 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589).

Petition for the following Zoning Map Amendment Warren County Parcel # K3C 155A from (R) Residential to (LB) Lakeside Business.

All questions or written comments should be directed to:

David Wise
Planning & Zoning Administrator

**542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
davidwise@warrencountync.gov**

All interested citizens are encouraged to attend this public hearing.

A. Comments from Staff

Planning Director David Wise provided an overview of the petition to amend the Warren County Zoning Map to change K3C 155A from Residential to Lakeside Business. Commissioner Davis questioned why the sign for the proposed business was already built when the property is currently zoned for Residential and not Lakeside Business.

B. Citizen Comments

- Isaac Aviles stated he and his brother own Aviles Lawncare LLC, and request that the Board vote in favor of the re-zoning request.
- Hannah Poteat owns property in Eatons Ferry Estates and stated that Eatons Ferry Estates consists of 500 residential lots. She stated that the property for which the re-zoning has been requested is across from this residential area and that she is opposed to that property being re-zoned to Lakeside Business.
- John Miller spoke in opposition to the re-zoning based on the fact that Eatons Ferry Estates is residential.
- Margaret Morgan spoke in opposition to the re-zoning because she feels it should be left as residential.
- Macon Grissom spoke about Rafael Aviles, who is requesting the re-zoning. Grissom stated that Aviles is hard-working and he supports the re-zoning which would allow Aviles to place his landscaping business on the property.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

Prior to Citizen Comments, Chairman Pierce stated that there will be no change to the way in which Fire Departments are funded at this time.

Commissioner Davis spoke about the importance and the dedication of Volunteer Fire Fighters.

- Robby Ross spoke in opposition to any change in funding for Volunteer Fire Departments
- Joey Andrews spoke in opposition to any change in funding for Volunteer Fire Departments
- Jeff Zimmer, representing the Lake Gaston Association, spoke in opposition to any change in funding for Volunteer Fire Departments
- Lewis Mustian stated that it may be beneficial to raise taxes, or create a task force to look into future funding for Volunteer Fire Departments
- Reinaldo Espinosa stated that the Board should give more money to the Volunteer Fire Departments
- Susan Wallenborn spoke in opposition to any change in funding for Volunteer Fire Departments
- Janet Rudasill spoke about pot holes by the Senior Center. She stated that she recently busted a tire leaving the Center.
- Selena Lin spoke to the Board about an exhibit that will be at the Warren County Memorial Library from the North Carolina Museum of Natural Sciences. This exhibit is called RACE: Are We So Different, and looks at how race has been used to divide people.
- Donte White spoke to the Board about the RACE: Are We So Different exhibit

- Deborah Ferruccio spoke to the Board about High Impact Land Use and the Noise Ordinance, and the need for revisions to the ordinance.
- Joseph Pernell encouraged the County to seek funding from GoldenLeaf for large projects such as the Farmers Market and Community Center
- Katherine Hilliard, Mayor of Macon, spoke about the need for Volunteer Fire Departments, and the need to keep funding as it is because the municipalities cannot sustain them but also cannot afford to lose them
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5. CONSENT AGENDA

A. Consider Approval of Minutes of April 1, 2024 Regular Meeting, April 17, 2024 Work Session, and April 17, 2024 Joint Meeting with Municipalities

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the April 1, 2024 Regular Meeting, April 17, 2024 Work Session, and April 17, 2024 Joint Meeting with Municipalities were approved.

B. Tax Collector's Report for March 2024 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collector's Report for March 2024 was approved.

C. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only (John Preston, Tax Administrator)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Release Requests (over/under \$100) were approved.

D. Proclamation Declaring May 6-10 as Economic Development Week

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation Declaring May 6 - 11, 2024 as Economic Development Week was approved.



PROCLAMATION



WHEREAS, more than 100,000 economic development or related professionals worldwide are committed to creating, retaining, and expanding top-tier opportunities that facilitate long-term, equitable community growth; and

WHEREAS, the economic development profession cultivates thriving neighborhoods, champions sustainability and resiliency, boosts economic prosperity, enhances the quality of life, and builds robust tax bases; and

WHEREAS, economic development professionals operate throughout diverse economic environments, including rural, suburban, and urban settings; local, state, provincial, and national governments; public-private partnerships; chambers of commerce; institutions of higher education; among many similar organizations and associations; and

WHEREAS, economic development professionals serve as stewards, bridging connections between community stakeholders such as residents, business leaders, elected officials, industry executives, and educational administrations, to collaborate in promoting job creation, community investment, infrastructure advancements, and an optimistic future; and

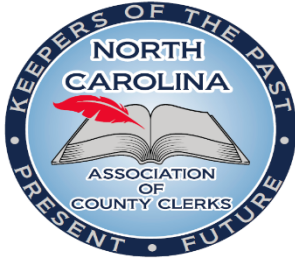
WHEREAS, economic developers contribute to the betterment and progress of Warren County within the state of North Carolina;

NOW THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners recognizes the week of May 6 through May 10, 2024, as Economic Development Week, and remind individuals of the importance of this community celebration which supports expanding opportunities, bettering lives, and moving society forward.

E. Approval of Proclamation Declaring May 5 - 11, 2024 as Clerks to the Boards of

Commissioners' Week

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Proclamation Declaring May 5-11, 2024 as Clerks to the Boards of Commissioners Week was approved.



PROCLAMATION CLERKS TO THE BOARDS OF COUNTY COMMISSIONERS' WEEK May 5 through May 11, 2024

WHEREAS: It is imperative to the democratic process that a well-informed citizenry participates in the operation of their local government; and

WHEREAS: The office of the Clerk to the Board provides the communication link between the citizens, the local governing body and administrative departments, and local government partners; and

WHEREAS: The position of clerk is one of the oldest in local government, dating at least to biblical times, and whose term has long been associated with the written word; so, it is that modern-day clerks are official recordkeepers for their counties; and

WHEREAS: North Carolina law requires every board of county commissioners to appoint a clerk and the clerk continues in that position "at the pleasure of the board"; and

WHEREAS: The clerk's most significant statutory duties concern the preparation, filing and safeguarding of local government records, but the statutory duties constitute only a portion of what the clerk actually does; and

WHEREAS: The clerk plays a vital role in county government and provides the written record needed to ensure that the board is accountable to the county's citizens and to other public and private officials; and

WHEREAS: The clerk is sometimes described as "the hub of the wheel" in local government because of the central work that the clerk plays in the government's communication network; and

WHEREAS: As local government becomes larger and more complicated, the clerk's role as a professional, dispassionate provider of information to citizens, government officials, and the media becomes more and more important; and

WHEREAS: Clerks have the opportunity to participate in the North Carolina Association of County Clerks, a very active professional association of public officials dedicated to improving the professional competency of clerks through regular regional and statewide educational opportunities; and

WHEREAS: In cooperation with the University of North Carolina at Chapel Hill School of Government and International Institute of Municipal Clerks (IIMC), the North Carolina Association of County Clerks helps to sponsor a nationally recognized, examination-based certification program that culminates in receipt of the designation of Certified Municipal Clerk; and

WHEREAS: In addition, the North Carolina Association of County Clerks and the School of Government sponsor state certification programs leading to the designation of North Carolina Certified

County Clerk, as well as opportunities for experienced clerks to obtain the continuing professional education needed to remain state-certified or to earn an advanced Master Clerk designation; and

WHEREAS: In addition to conducting education programs, the North Carolina Association of County Clerks also directly assists clerks on the job with mentoring programs to provide guidance to assist clerks in their day-to-day work; and

WHEREAS: Clerks, upon their own initiative, participate in these certification and education programs, including annual meetings of the North Carolina Association of County Clerks and the International Institute of Municipal Clerks, which not only improve the operation of their office, but through their achievements and awards bring favorable publicity to the counties in which they serve; and

WHEREAS: Clerks are involved at the state level, as well as in potential legislative and other matters of interest; and

WHEREAS: Although clerks work for the boards of county commissioners, they truly provide public service;

NOW, THEREFORE, the Warren County Board of Commissioners does hereby recognize the week of May 5 through May 11, 2024, as Clerks to the Boards of County Commissioners' Week, and extends our appreciation to our Clerk to the Board Paula Pulley (and to our Deputy Clerk to the Board Monique Hinton and to all County Clerks for the vital services they perform and their exemplary dedication to the county they represent.

Adopted this 6th day of May, 2024.

F. Approval of Resolution Formally Apologizing For Any Part An Elected or Appointed Official in Warren County Played in the 1921 Lynching of Plummer Bullock and Alfred Williams

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Formally Apologizing for Any Part an Elected Official or Appointed Official in Warren County Played in the 1921 Lynching of Plummer Bullock and Alfred Williams was approved.

6. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Occupancy Tax Implementation

Community & Economic Development Director Charla Duncan provided an overview of the Occupancy Tax Implementation process.

B. Broadband Update

C. Warren County Schools Gap

Warren County Schools Superintendent Keith Sutton discussed the funding needed to proceed with the construction of a consolidated elementary school. The anticipated cost of the school is \$49 million. \$30 million in grant funds has been received, and \$12 million more has been applied for. The County has committed to \$2.1 million and a 5% match. Sutton stated they will need a total of \$9 million from the County. Construction should begin next year, with opening anticipated in fall of 2027

D. Retirement Recognition

Interim County Manager Crystal Smith recognized the retirement of Barbara Keeton of the Health Department and Willie Boone of the Sheriff's Office.

E. Trillium Update - Joy Futrell

Joy Futrell provided an update on Trillium. A Town Hall meeting was held on May 6, 2024 to discuss services with community members. They are currently working to find someone to work with Veterans and someone to work with Schools. Funding for the Deputy at the Health Department will continue.

7. FINANCE OFFICE – Nikki Dickerson

Consider Approval of Budget Amendment #5 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

Revenue:

- 1. Appropriates \$ 2,782 in the Emergency Management budget for Duke Race Cars Grant funds received.**
- 2. Appropriates \$ 1,000 in the Co-operative Extension budget for Ila McIlwain White Grant funds received for the Nitasha Kearney.**
- 3. Re-allocates previously budgeted funds from Economic Development for unspent Business Incentives to Board of Election for May 2024 second primary expenses in the amount of \$ 63,880.**

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, Budget Amendment #5 to the FY24 Budget Ordinance was approved.

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2023-2024
Amendment No. 5

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

<u>Increase/(Decrease) Expenditures:</u>	<u>Line Item #</u>	<u>Amount</u>
EMS Duke Race Cars	104370-526136	\$ 2,782
Co-Op Extension - Ila McIlwain White Grant	104950-523104	\$ 1,000
Elections - May 14 Second Primary	multiple	\$ 63,880
EDC - Business Incentives	104920-569940	\$ (63,880)
TOTAL		\$ 3,782

<u>Increase/(Decrease) Revenues:</u>	<u>Line Item #</u>	<u>Amount</u>
Co-Op Extension - Grant Revenue	100400-449550	\$ 1,000
EMS - Duke Race Cars Grant Revenue	100220-433017	\$ 2,782
TOTAL		\$ 3,782

This amendment:

- * This budget amendment recognizes funding from Ila McIlwain White Grant Revenue for Nitasha Kearney in Co-operative Extension and Duke Race Cars Grant Revenue For EMS.
- This budget amendment also moves previously budgeted funds from Economic Development Business Incentive funds unused for Glen Raven to the May 2024 second primary.

8. FOLLOW UP TO APRIL 17, 2024 WORK SESSION

A. Consider Approval of Phase II of Compensation Plan - Sierra Thomas, Human Resources Manager

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Phase II of the Compensation Plan was approved with an effective date of July 1, 2024.

B. Fire Department Funding

Interim County Manager Crystal Smith stated that good information was provided at the May 1, 2024 Fire Association meeting. A committee will be formed to look into future funding for the Volunteer Fire Departments after the new fiscal year. Commissioner Davis stated that the request for FY25 is an additional \$166,000 so that all Departments can have a paid firefighter, and that if a Department doesn't want a paid firefighter then the money will stay with the County. Commissioner Hunt asked why departments that don't want a paid firefighter can't still get the money to use as they see fit.

C. Farmers Market - Crystal Smith, Interim County Manager

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the agreement with The Wooten Company in the amount of \$293,050 for design and engineering work was approved.

D. Community Development Block Grant (CDBG) Neighborhood Revitalization Application - Charla Duncan, Community & Economic Development Director

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the application to participate in Community Development Block Grant (CDBG) Neighborhood Revitalization was approved and Interim County Manager Crystal Smith was authorized to execute related documents.

9. ACTION ITEMS

A. Schedule Occupancy Tax Public Hearing for June 3, 2024 - Charla Duncan, Community & Economic Development Director

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Public Hearing for Occupancy Tax was set for June 3, 2024 at 6:00 p.m.

B. Consider Approval of Petition for Zoning Map Amendment: Warren County Parcel(s) B5 29, B5 101A, B5 30, B5 31, B5 32, B5 32A From Agriculture Residential (AR) to Light Industrial (LI) - David Wise, Planning/Zoning Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the petition for Zoning Map Amendment to change parcels B5 29, B5 101A, B5 30, B5 31, B5 32, and B5 32A from Agriculture Residential to Light Industrial was approved.

C. Consider Approval of Petition for Zoning Map Amendment: Warren County Parcel K3C 155 A From Residential (R) to Lakeside Business (LB) - David Wise, Planning/Zoning Director

Commissioner Hunt made motion to table Item 9C until June 3, 2024. Motion failed due to a lack of a second.

D. Consider Approval of Resolution Declaring Surplus Property and Disposal Through Online Auction - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Resolution Declaring Surplus Property and Disposal Through Online Auction was approved.

E. Consider Approval of Change to the Board of Commissioners 2024 Meeting Schedule Moving the June 19, 2024 Work Session to June 26, 2024 - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the 2024 Board of Commissioners Meeting Schedule was amended moving the June 19, 2024 Work Session to June 26, 2024.

F. Consider Approval of Public Comment Policy for Board of Commissioners Meetings - Clerk to the Board Paula Pulley and County Attorney Shiekell Richardson

Commissioner Hunt made motion to approve the Public Comment Policy for Board of Commissioners Meetings. With no second, the motion failed.

10. BOARD, COMMITTEE, COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Appointment of Charla Duncan as Economic Development Representative to the Kerr-Tar Workforce Development Board for a One-Year Term Beginning May 1, 2024 and Ending April 30, 2025

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Charla Duncan was appointed as Economic Development Representative to the Kerr-Tar Workforce Development Board for a one-year term beginning May 1, 2024 and ending April 30, 2024.

B. Consider Re-Appointment of Jeff Zimmer for a 3rd Three-Year Term on the Lake Gaston Weed Control Council Beginning May 1, 2024 and Ending April 30, 2027

Commissioner Davis made motion to re-appoint Jeff Zimmer to a 3rd three-year term on the Lake Gaston Weed Control Council. With no second, the motion failed.

C. Consider Approval of Appointment of Cathy Alston-Kearney as Member-At-Large (1st Term) on the Juvenile Crime Prevention Council (JCPC) for a Two-Year Term Ending April 30, 2026.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Cathy Alston-Kearney was appointed to a first term as member-at-large to the Juvenile Crime Prevention Council for a two-year term ending April 30, 2026.

D. Consider Re-Appointment of Randall Robinson (2nd Term) and Julia Torain (2nd Term) to the Zoning Board of Adjustments With Three-Year Terms Beginning May 1, 2024 and Ending April 30, 2027

Commissioner Davis made motion to re-appoint Randall Robinson (2nd Term) and Julia Torrain (2nd Term) to the Zoning Board of Adjustments with three-year terms beginning May 1, 2024 and ending April 30, 2027. With no second, the motion failed.

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

12. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Closed Session was tabled until June 3, 2024.

13. ADJOURN May 6, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board



Board of Commissioners Regular Meeting

May 8, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

2. FY25 PROPOSED BUDGET PRESENTATION

Interim County Manager Crystal Smith and Finance Director Nikki Dickerson provided an overview of the FY25 Proposed Budget. The FY25 Proposed Budget is available for inspection on the County website at warrencountync.com

3. ADJOURN May 8, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board



Board of Commissioners Budget Work Session

May 22, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the suggested agenda was approved.

2. FY25 PROPOSED BUDGET DISCUSSION

Interim County Manager Crystal Smith and Finance Director Nikki Dickerson provided updated information regarding the FY25 Proposed Budget. The proposed budget does allocate fund balance which will cause the current fund balance to fall to 29%, below the 30% that is currently required by our Unappropriated Fund Balance Policy. Commissioner Davis stated he would support a 3% COLA.

Chairman Pierce asked if it is possible to exclude those employees that are getting increases from any COLA and Ms. Dickerson stated that could be done but may set us back into compression issues. It was noted that many long-term employees are not getting increases from the Compensation Plan, but many new employees are. After much discussion, the Board agreed to hold a Budget Work Session with a Closed Session on June 3, 2024 at 5:00 p.m., and the Budget Public Hearing will be held on June 10, 2024 at 6:00 p.m.

3. ADJOURN May 22, 2024 BOARD MEETING

Paula Pulley, Clerk to the Board

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month April 2024**

2023-2024

Current Year Collections

Tax Year	Charge	Collected in April	Collected to Date	Balance Outstanding	Percentage Collected
April 2024 FY 24	\$20,239,285	\$200,366	\$19,749,203	\$490,082	97.58
April 2023 FY 23	\$19,754,871	\$171,336	\$19,229,228	\$525,643	97.34

Delinquent Collections

2022	\$425,656	\$34,292	\$202,926	\$222,730	47.67
2021	196,717	8,290	50,645	\$146,072	25.75
2020	135,511	3,153	20,721	\$114,790	15.29
2019	148,779	1,566	10,412	\$138,367	7.00
2018	89,298	1,062	5,867	\$83,431	6.57
2017	88,453	804	5,880	\$82,573	6.65
2016	67,717	1,184	4,324	\$63,393	6.39
2015	56,494	1,204	3,310	\$53,184	5.86
2014	47,993	545	2,585	\$45,408	5.39
2013	76,231	1,292	5,220	\$71,011	6.85
Total Delinquent Years	\$1,332,849	\$53,392	\$311,890	\$1,020,959	

Other April Receipts

County Penalties

Landfill User Fees

Municipalities

Fire District Taxes

Advance Taxes

\$ 20,960	\$ 68,094
\$ 49,240	\$ 1,514,954
\$ 11,388	\$ 664,659
\$ 17,545	\$ 1,133,423
\$ 9,178	\$ 86,023

APRIL GRAND TOTAL

\$533,405	\$42,757,474
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John Preston, Tax Administrator

5/15/2024

John Preston, Tax Administrator

Over \$100

6/3/2024

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

ALSTON BARBARA	2013 03359-200	48832 \$	278.07	TAXPAYER DECEASED
ALSTON BARBARA	2013 03359-200	48838 \$	273.03	TAXPAYER DECEASED
ALSTON BARBARA	2013 03359-200	48758 \$	270.47	TAXPAYER DECEASED
ALSTON BARBARA	2013 03359-200	48837 \$	270.41	TAXPAYER DECEASED
ALSTON BARBARA	2013 03359-200	48833 \$	265.25	TAXPAYER DECEASED
ALSTON WAYNE	2013 46217-200	48774 \$	314.54	TAXPAYER DECEASED
ALSTON WAYNE	2014 46217-200	51404 \$	288.04	TAXPAYER DECEASED
ALSTON WAYNE	2015 46217-200	54181 \$	276.39	TAXPAYER DECEASED
ALSTON WAYNE	2016 46217-200	57317 \$	281.94	TAXPAYER DECEASED
ALSTON WAYNE	2017 46217-200	29203 \$	298.86	TAXPAYER DECEASED
ALSTON WAYNE	2018 46217-200	29203 \$	284.39	TAXPAYER DECEASED
ALSTON WAYNE	2019 46217-200	27186 \$	267.35	TAXPAYER DECEASED
ALSTON WAYNE	2020 46217-200	27661 \$	251.62	TAXPAYER DECEASED
ALSTON WAYNE	2021 46217-200	27901 \$	234.46	TAXPAYER DECEASED
ALSTON WAYNE	2022 46217-200	30680 \$	217.30	TAXPAYER DECEASED
ALSTON WAYNE	2023 46217-200	27971 \$	200.14	TAXPAYER DECEASED
HEDERICK JOSH	2022 5412	31738 \$	469.69	SOLD PP IN 2021
HEDERICK JOSH	2023 5412	28974 \$	438.37	SOLD PP IN 2021

TOTAL ERROR CORRECTIONS:**\$ 5,180.32****LANDFILL USER FEE RELEASES:**

DAVIS LULA R HEIRS OF	2013 11236-336	G8-52	4312 \$	120.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2014 11236-336	G8-52	4312 \$	120.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2015 11236-336	G8-52	4312 \$	120.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2016 11236-336	G8-52	4312 \$	132.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2017 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2018 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2019 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2020 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2021 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2022 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING
DAVIS LULA R HEIRS OF	2023 11236-336	G8-52	4312 \$	150.00	REMOVE LFUF/NO DWELLING

TOTAL LFUF RELEASES:**\$ 1,542.00****Total Releases****\$ 6,722.32**

Under \$100

6/3/2024

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
SAAVEDRA CAROL HILDA	2023	9321		28944	\$ 44.84	PP NOT OWNED JAN 1

SUB-TOTAL ERROR CORRECTIONS:

\$ 44.84

MOTOR VEHICLE RELEASES:

ALSTON BARBARA PERRY	2018	ECF7915			\$ 8.13	TAYPAYER DECEASED
ALSTON BARBARA PERRY	2018	PAY1442			\$ 10.98	TAYPAYER DECEASED
JOHNSON MADILYN ROSE	2022	TMY9475		V-119405	\$ 49.58	DOES NOT OWN VEHICLE/IN NAVY
PASCHALL VIRGINIA GAIL	2019	EME3625			\$ 3.13	CAR SOLD/NOW IN VANCE CO
TAYLOR ANDREW MAURICE	2019	TAD6611			\$ 7.44	OWNER MOVED OUT OF STATE 2018

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 79.26

SUB-TOTAL CORRECTION RELEASES:

\$ 44.84

Total Releases

\$ 124.10

TO: Warren County Board of Commissioners

THROUGH: Crystal Smith, Interim County Manager

THROUGH: Eric St. Sing, Public Utilities Director *ES*

FROM: Lauren Fowler, Public Utilities Assistant Director *LF*

DATE: April 2, 2024

SUBJECT: Renew Water Tower Lease Agreement – N. Oine Road Water Tank

Background

Since 2007, Warren County Public Utilities has been in a lease agreement with Verizon Wireless to support cellular antennas on top of North Oine Road Water Tank. Verizon is interested in make certain modification to our cell site lease since the agreement expires on October 31, 2024. These modifications will allow the cell site on the water tank to better meet Verizon Wireless' operational needs and enhance the long-term value to the overall network. During these negotiations, Verizon provided two (2) options for the County to select from. Collectively, the Department of Public Utilities elected Option B with the terms of:

New Rent Amount: \$1,762.00 per month, commencing on November 1, 2024.

New Rent Escalator: Two (2%) increase every year on November 1st.

Additional Renewal Terms: Six (6) additional five (5) year renewal terms. Totaling up to 35 years.

Fiscal Impact

There is no charge to the Department of Public Utilities to secure this agreement. The rent payments, through this agreement, will contribute to Utilities Enterprise budget as revenue for the length of this agreement and renewals as granted.

Recommendation

I recommend that the Board approve Public Utilities to continue this lease agreement with Verizon Wireless with the new terms provided above.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

- WHEREAS, Warren County Public Utilities and Verizon Wireless, to enter into a new Water Tower Lease Agreement.
- WHEREAS, Warren County Utilities and Verizon Wireless entered into a Water Tower Lease Agreement, (hereinafter, "Original Agreement") on September 20, 2007, as amended by that certain amendment dated September 2, 2010, where by Verizon Wireless leased from Warren County Utilities a certain space on a water tank located at 105 Blue Mud Swamp Road Norlina, North Carolina, commonly referred to as Oine Road Water Tank, as described in agreement, and
- WHEREAS, Warren County Utilities desire to enter into new agreement with Verizon Wireless in accordance with agreed terms,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WARREN COUNTY:

That Warren County, the **Applicant**, does hereby agree to the terms written in the agreement dated March 21, 2024 for Verizon Site ID: 72478. The terms being:

1. On November 1, 2024, a new agreement will take effect with a monthly rent of \$1,762.00.
2. Beginning November 1, 2025, Verizon's monthly rent will increase by two percent (2%) every one (1) year for the remainder of this agreement and future renewals.
3. Verizon Wireless reserve the right to renew this agreement for six (6) additional five (5) year renewal terms.

That Warren County, the **Applicant**, does hereby give assurance to the lessee, Verizon Wireless, will adhered to terms listed above and within agreement and; that both parties have substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations and ordinances applicable to the agreement; and

That Crystal Smith, Interim County Manager, the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other document as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the ____ day of _____, 2024 in Warren County, North Carolina.

Jennifer Pierce, Chairman

THIRD AMENDMENT TO WATER TOWER LEASE AGREEMENT

This Third Amendment to Water Tower Lease Agreement (“Third Amendment”) is made, and shall be effective, as of the last date of the signatures below (“Effective Date”), between Warren County, North Carolina (“LESSOR”), and Cellco Partnership d/b/a Verizon Wireless (“LESSEE”). LESSOR and LESSEE (or their predecessors in interest) entered into that certain Water Tower Lease Agreement dated September 20, 2007, as may have been previously amended and/or assigned, (the “Agreement”), pursuant to which LESSEE is leasing or licensing from LESSOR a portion of that certain property located at 105 Blue Mud Swamp Road, Norlina, North Carolina, as more particularly described in the Agreement. LESSOR and LESSEE may be referenced in this Third Amendment individually as a “Party” or collectively as the “Parties.”

In consideration of the mutual covenants and promises contained in this Third Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

1. Use. Notwithstanding anything contained in the Agreement to the contrary, all improvements, equipment, antennas and conduits shall be at LESSEE’s expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates (“LESSEE Modifications”), whether the equipment, antennas, conduits, or frequencies are specified or not on any exhibit attached to the Agreement.

LESSOR acknowledges and agrees that any provision in the Agreement that provides for (i) LESSEE to obtain LESSOR’s consent for LESSEE Modifications or send notice to LESSOR prior to making LESSEE Modifications, (ii) an increase in rent as consideration for LESSEE Modifications, (iii) LESSEE to submit engineering designs, including but not limited to, a structural analysis, to LESSOR for approval prior to making LESSEE Modifications and (iv) an amendment to memorialize LESSEE Modifications, are hereby deleted.

2. Term. Notwithstanding anything contained in the Agreement to the contrary, the Agreement shall expire on 10/31/2024. Commencing on 11/01/2024, the Agreement shall be extended for 5 years (“Initial Extension Term”). The term of the Agreement shall thereafter automatically extend for 6 additional terms of 5 years each (each, an “Additional Extension Term”), unless LESSEE terminates the Agreement by giving LESSOR notice of such termination at least 30 days prior to the expiration of the Initial Extension Term or then-current Additional Extension Term.

2. Rent. Commencing on 11/01/2024, the monthly rent shall be \$1,762.00 to be paid on the first day of the month in advance to LESSOR or such other person as LESSOR may designate in writing at least 30 days in advance of any rental payment date. Beginning on 11/01/2025, the monthly rent shall increase by 2% over the monthly rent then in effect and by 2% over the then current monthly rent on each one-year anniversary of 11/01/2025 thereafter.

3. Rent Credit. This Third Amendment provides for a reduction in rent, effective 11/01/2024. The Parties acknowledge and agree that LESSEE shall be entitled to a credit in the

event of any overpayment of rent resulting from said reduction in rent. Such credit shall be applied against LESSEE's rent due under the Agreement.

4. Notice Address. The notice address for LESSEE in the Agreement is hereby amended as follows:

If to LESSEE: Verizon Wireless
Attn: Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921

With a copy to: Basking Ridge Mail Hub
Attn: Legal Intake
One Verizon Way
Basking Ridge, NJ 07920

5. Continued Effect. Except as amended hereby, all of the other terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term and provision of the Agreement and this Third Amendment, the terms and provisions of this Third Amendment shall control. In addition, except as otherwise stated in this Third Amendment, all initially capitalized terms shall have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Third Amendment.

6. Ratification and Reaffirmation. LESSOR and LESSEE do hereby ratify, reaffirm, adopt, contract for and agree to be, or continue to be, bound by all of the terms and conditions of the above-referenced Agreement. Except as modified by this Third Amendment, all of the terms and conditions of the Agreement are incorporated by reference herein as if set forth at length. It is acknowledged and agreed that the execution of this Third Amendment by the Parties is not intended to and shall not constitute a release of either Party from any obligation or liability which said Party has to the other pursuant to the Agreement.

[SIGNATURE PAGE TO FOLLOW]

Lessee Site Name: North Oine
Lessee MDG Location ID: 5000303292

IN WITNESS WHEREOF, this Third Amendment is effective and entered into as of the date last written below.

LESSOR:

Warren County, North Carolina

By: _____

Name: _____

Title: _____

Date: _____

LESSEE:

Cellco Partnership d/b/a Verizon Wireless

By: _____

Name: Sergei Mislevy

Title: Executive Director-Network Engineering/Real Estate

Date: _____



To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Warren County occupancy tax proposal (5%)

Background

A local occupancy tax applies to the same transactions that are subject to state sales taxes on accommodations mandated by general statutes. Occupancy taxes on short-term rentals are not levied against the property/business owner; they are levied on the occupant/renter. However, facilitators, rental agents, and business owners engaged in short-term rental accommodations are required to charge the occupancy taxes to the occupant and to remit that revenue to the local government.

In a January 2024, the NC Association of County Commissioners (NCACC) reported that 82 counties have chosen to levy an occupancy tax since the state granted local governments the authority to do so in 1983.

In 2023, upon request by the county, the General Assembly granted Warren County the authority to levy an occupancy tax up to 5% (in the same bill, the following counties were also approved: Avery, Davidson, Iredell, Bertie, Union, and Wilkes). The approval for the occupancy tax can be found in Senate Bill 154 Part XIII- Warren County Occupancy Tax (p. 17).

While counties are allowed to levy up to 8%, Warren County requested 5% to stay in line and competitive with other counties in our region: Vance (6%), Halifax (5%), Northampton (6%), and Franklin (6%).

A short-term rental accommodation subject to a local occupancy tax is anything supplied to one person for less than 90 days. Short-term accommodations include: hotel and motel rooms, residences, cottages, or a similar lodging facility, as well as any type of structure that is rented for temporary residential use such as houseboats, tents, yurts, and train cabooses. Parking spots for recreational vehicles, campsites, and boat slips would not be subject to local occupancy taxes. Occupancy taxes do not apply to enrollment in school, camp, or hospital programs.

Occupancy taxes apply to the cost of the accommodation rental, as well as to other mandatory charges of the rental, such as early or late departure fees, cleaning fees, pet fees,

etc. (all mandatory charges that are directly related to the use and occupancy of a rental accommodation).

The three parties held liable for collecting occupancy taxes from tenants and for remitting the taxes locally are: retailers (ex: hotel operators, bed and breakfast operators), facilitators (ex: AirBnb, Vrbo), and rental agents (brokers and other persons engaged in property management).

The penalties for delinquent occupancy taxes are the same as the penalties for delinquent sales taxes. Counties are allowed to enforce collection remedies with the exception of placing liens on properties and governments cannot foreclose on properties that do not property remit their occupancy tax collections. Occupancy taxes are not subject to successor liability (they do not go with the property when it is sold).

Occupancy tax returns and payment records are confidential and not subject to public records requests.

Warren County is the only county in the Kerr Lake and Lake Gaston region that does not currently levy an occupancy tax.

Process and Next Steps

Now that the General Assembly has granted Warren County the authority to levy an occupancy tax, the next step is to hold a public hearing before adopting a resolution levying the tax. A separate resolution must be passed to establish an oversight board for the revenue- the Warren County Tourism Development Authority (TDA).

Warren County can collect the occupancy tax revenue before establishing its TDA; however, revenues cannot be spent until a TDA is established. The TDA is the authority that determines how occupancy tax revenues can be expended.

Should the Board of Commissioners approve the occupancy tax, it is recommended that the county begin collection immediately so that the 2024 lake tourism season revenue is captured; however, staff recommends bringing the TDA establishment back to the board at a later date. County staff desire more time to propose a TDA structure to the board.

Fiscal Impact

In 2022, Air Bnb report that Warren County property owners generated approximately \$2.2 million in revenue. At a 5% occupancy tax rate, estimated yearly revenue from Air Bnb rentals alone would be approximately \$110,000 in revenues from short-term rental accommodations.

To cover the cost of administering and collecting the tax, Warren County is allowed to retain up to 3% of the first \$500,000 of gross proceeds each year and 1% of the remaining gross receipts collected each year.

At least two-thirds of the county's occupancy tax revenue must be used to promote travel and tourism; the remainder of the funds shall be used for tourism-related expenditures. Occupancy taxes can be collected by the Tax Administrator even though they are not property taxes. However, state provisions allow for occupancy taxes to be payable to the county finance officer.

If Warren County passes a resolution to levy an occupancy tax, this does not automatically include the municipalities. Each municipal government must receive authority from the state before levying their own occupancy tax.

2022 Comprehensive Development Plan Alignment

ED 5: Coordinate with Visit Warren County to encourage tourism.

2021-2024 Strategic Plan Alignment

Goal 3.0: Leverage the best of our assets to attract, retain and expand business, industry and residential growth – to revitalize/grow our 21st century economy.

Creating Outdoor Recreation Economies (CORE) Alignment

Goal 1: Increase outdoor recreation and related small business revenue by 5% annually

Recommendation

The members of the Warren County Economic Development Commission unanimously voted at their May 2024 meeting to recommend to the Board of Commissioners that they pass a resolution to levy a 5% occupancy tax.

The director of Warren County Community and Economic Development recommends that the board of commissioners schedule a public hearing on June 3, 2024 about the proposed 5% occupancy tax and move toward passing a resolution to levy the county occupancy tax.

TO: Warren County Board of Commissioners

THROUGH: Crystal Smith, Interim County Manager

THROUGH: Eric St. Sing, Public Utilities Director *ES*

FROM: Lauren Fowler, Public Utilities Assistant Director *LF*

DATE: May 22, 2024

SUBJECT: Adoption of Local Water Supply Plan

Background

This memo is to bring to your attention the annual request from the North Carolina Department of Environmental Quality (NCDEQ) for the adoption of the Local Water Supply Plan (LWSP) for Warren County's water system #02-93-015.

Following a review, it has been confirmed that the water system meets the minimum criteria established under NC General Statute 143-355 (1) in providing a safe and reliable supply of drinking water. However, to ensure compliance with the LWSP requirements, it is crucial to have an adopted resolution signed.

Fiscal Impact

There is no financial obligation to the Department of Public Utilities for approval.

Recommendation

Our recommendation is that the Board approve and sign the attached resolution to remain in compliance.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

- WHEREAS, the North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan (LWSP), and
- WHEREAS, as required by the statute and in the interest of sound local planning, a Local Water Supply Plan for Warren County, has been developed and submitted to North Carolina Department of Environmental Quality (NCDEQ) and Warren County Board of Commissioners for approval, and
- WHEREAS, that Warren County received NCDEQ approval on May 3, 2024. However, in order to fully comply with NCGS 143-355 (1), the Warren County Board of Commissioners find that the Local Water Supply Plan is in accordance with the provision of NC GS 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for Warren County, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan, as required by the statute.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WARREN COUNTY:

That Warren County, the **Applicant**, hereby affirms that the Local Water Supply Plan entitled Warren County 2023 Local Water Supply Plan is hereby approved and shall be submitted the Department of Environmental Quality, Division of Water Resources; and

That Warren County, the **Applicant**, does hereby give assurance to the North Carolina Department of Environmental Quality that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That Crystal Smith, Interim County Manager, the **Authorized Representative**, and successors so titled, intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Adopted this the 4th day of June, 2024 in Warren County, North Carolina.

Jennifer Pierce, Chairman

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Clerk to the Board of Warren County does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Warren County Board of Commissioners duly held on the 4th day of June, 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)

ROY COOPER

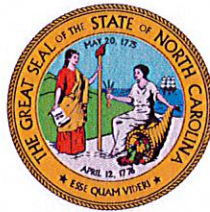
Governor

ELIZABETH S. BISER

Secretary

RICHARD E. ROGERS, JR.

Director



NORTH CAROLINA
Environmental Quality

May 3, 2024

Eric StSing, Public Utilities Director
Warren County
P. O. Box 577
Warrenton, NC 27589

Subject: LWSP Meets Minimum Criteria
Warren County
PWSID#: 02-93-015
Warren County

Dear Eric StSing,

This letter is to notify you that our staff has reviewed the information contained in the 2023 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the 02-93-015 system hereby meets the minimum criteria established in North Carolina General Statute 143-355 (I).

Your water system's 2023 LWSP is now viewable online from the LWSP website found at: <http://www.ncwater.org/WUDC/app/LWSP/search.php>. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2023 LWSP complete.

The 2023 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(I) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Klaus Albertin at klaus.albertin@deq.nc.gov or 919-707-9035 or Linwood Peele at linwood.peele@ncdenr.gov or (919) 707-9024 if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "K Higgins".

Karen Higgins, Planning Section Chief
Division of Water Resources, NCDEQ



North Carolina Department of Environmental Quality | Division of Water Resources
512 North Salisbury Street | 1611 Mail Service Center | Raleigh, North Carolina 27699-1611
919.707.9000

Warren County

2023 ▾

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

1. System Information

Contact Information

Water System Name:	Warren County	PWSID:	02-93-015
Mailing Address:	P. O. Box 577 Warrenton, NC 27589	Ownership:	County
Contact Person:	Eric StSing	Title:	Public Utilities Director
Phone:	252-257-3645	Cell/Mobile:	--
Secondary Contact:	Eric St. Sing	Phone:	252-257-3645
Mailing Address:	P. O. Box 577 Warrenton, NC 27589	Cell/Mobile:	--

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Ductile Iron	8	1.00 %
Ductile Iron	6	1.00 %
Polyvinyl Chloride	6	40.00 %
Polyvinyl Chloride	10	5.00 %
Polyvinyl Chloride	12	8.00 %
Polyvinyl Chloride	2	10.00 %
Polyvinyl Chloride	8	20.00 %
Polyvinyl Chloride	4	15.00 %

What are the estimated total miles of distribution system lines? 630 Miles

How many feet of distribution lines were replaced during 2023? 0 Feet

How many feet of new water mains were added during 2023? 0 Feet

How many meters were replaced in 2023? 5

How old are the oldest meters in this system? 14 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 6

What is this system's finished water storage capacity? 1.8500 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

Programs

Does this system have a program to work or flush hydrants? Yes, As Needed

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

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? No

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? Yes

We use NCRWA as needed.

Water Conservation

What type of rate structure is used? Flat/Fixed, Uniform

How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0

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

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Fishing Creek (15-2)	62 %	Warren	99 %
Roanoke River (14-1)	38 %	Vance	1 %

What was the year-round population served in 2023? 10,214

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	5,004	0.5110	0	0.0000
Commercial	26	0.0120	0	0.0000
Industrial	8	0.0410	0	0.0000
Institutional	66	0.1335	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0400 MGD

Experienced major main break and other breaks.

Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Town of Norlina	02-93-020	0.1100	365	0.2000	2037	Yes	Yes	12	Regular
Town of Warrenton	02-93-010	0.1930	365	0.4000	2037	Yes	Yes	12	Regular

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	1.1680		May	1.2030		Sep	1.2500	
Feb	1.1270		Jun	1.3600		Oct	1.2200	
Mar	1.1330		Jul	1.3600		Nov	1.1600	
Apr	1.1300		Aug	1.3100		Dec	1.0200	



Water Purchases From Other Systems

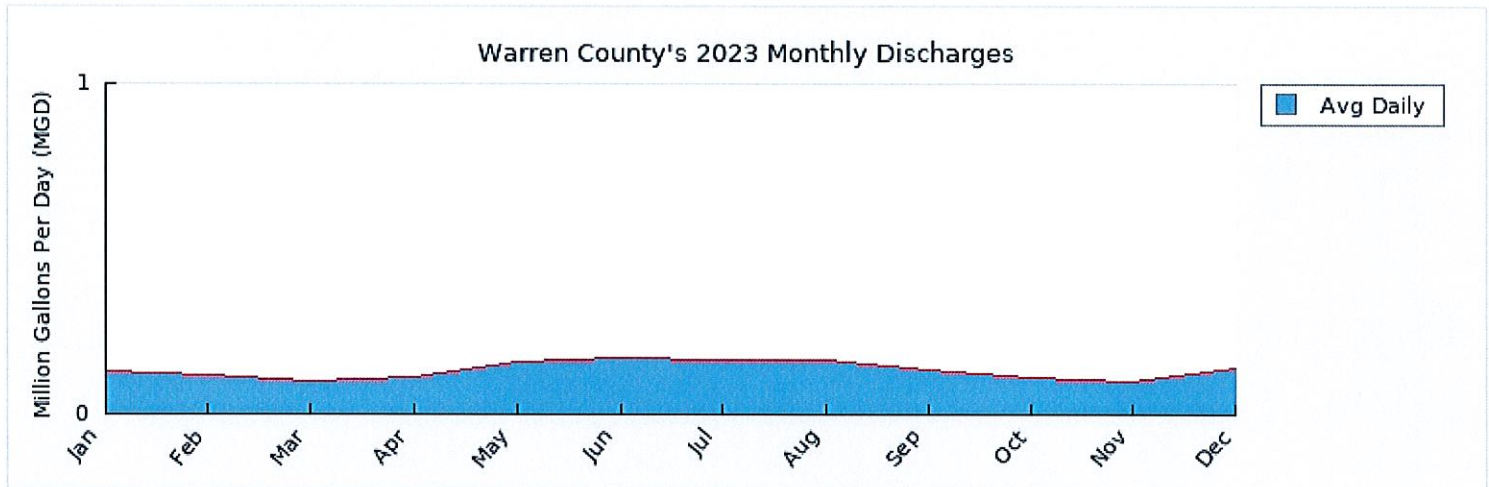
Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
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Kerr Lake Regional Water System	02-91- 010	1.2060	365	2.0000	2037	Yes	Yes	20	Regular
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4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.1320	May	0.1571	Sep	0.1340
Feb	0.1152	Jun	0.1734	Oct	0.1100
Mar	0.0976	Jul	0.1619	Nov	0.1028
Apr	0.1136	Aug	0.1619	Dec	0.1402



How many sewer connections does this system have? 120

How many water service connections with septic systems does this system have? 5,010

Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

Wastewater Interconnections

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
Town of Warrenton	02-93-010	Discharging	0.1324	365	1.1600

5. Planning

Projections

	2023	2030	2040	2050	2060	2070
Year-Round Population	10,214	10,630	11,173	11,686	12,223	12,784
Seasonal Population	0	0	0	0	0	0
Residential	0.5110	0.5136	0.5398	0.5654	0.5904	0.6175
Commercial	0.0120	0.0104	0.0109	0.0114	0.0119	0.0125
Industrial	0.0410	0.0380	0.0380	0.0380	0.0380	0.0380
Institutional	0.1335	0.1363	0.1432	0.1498	0.1566	0.1640
System Process	0.0400	0.0350	0.0350	0.0350	0.0350	0.0350
Unaccounted-for	0.1655	0.1646	0.1721	0.1794	0.1867	0.1946

Demand v/s Percent of Supply

	2023	2030	2040	2050	2060	2070
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Purchases	2.0000	2.0000	2.0000	2.0000	2.0000	2.0000
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	2.0000	2.0000	2.0000	2.0000	2.0000	2.0000
Service Area Demand	0.9030	0.8979	0.9390	0.9790	1.0186	1.0616
Sales	0.3030	0.6000	0.6000	0.6000	0.6000	0.6000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	1.2060	1.4979	1.5390	1.5790	1.6186	1.6616
Demand as Percent of Supply	60%	75%	77%	79%	81%	83%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 50 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. No Changes.

Are there other demand management practices you will implement to reduce your future supply needs? No Changes.

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? No Changes.

How does the water system intend to implement the demand management and supply planning components above? No Changes.

Additional Information

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

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

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

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



To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Recommendation for EDC board appointment

Background

Dr. Kara Henderson submitted a statement of interest to serve on the Warren County Economic Development Commission. Her statement of interest was reviewed at the April and May 2024 EDC meetings.

Fiscal Impact

There is no fiscal impact to this appointment.

Recommendation

The Warren County Economic Development Commission (EDC) voted unanimously at their May 2024 meeting to recommend Dr. Kara Henderson be appointed to the EDC for her first term.



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Dr. Margaret Brake, DHA, MHA
Health Director

MEMORANDUM

TO: Paul Pulley
Clerk to the Board of County Commissioners

FROM: Dr. Margaret Brake
Health Director

DATE: May 22, 2024

RE: Statement of Interest to Serve on Health Board

The Warren County Board of Health at its May 21, 2024 meeting reviewed and approved the Statement of Interest to Serve from Candice White. They are recommending that Mrs. White be considered for re-appointment to the Warren County Board of Health to serve as a Member at Large.

Thanks for your assistance in this matter.

WCHD mission: To provide services to improve and protect the health of Warren County Citizens.