



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

December 04, 2017

10:00 AM

Regular Meeting

**Historic Courtroom
Courthouse Complex**

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

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
SCWSD - Regular Meeting
December 04, 2017
10:00 AM
Historic Courtroom, Courthouse Complex**

CALL TO ORDER

ITEM 1. PUBLIC COMMENTS

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

ITEM 2. CONSIDERATION OF THE AGENDA

ITEM 3. NEW BUSINESS (For discussion and possible action)

- A. Monthly Update
- B. Capacity Fee Analysis

ITEM 4. CONSENT AGENDA

- A. Budget Amendment

ITEM 5. OTHER

ITEM 6. ADJOURN



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

New Business

Item Number: 3.A
Meeting Date: December 04, 2017
Submitted By: David Credle, Public Works Director
Public Works
Prepared by: David Credle

Item Title Monthly Update

Attachments: October 2017 (DOCX)

Summary: Monthly update of water/sewer work orders.

Recommendation: Information.

South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: October 2017

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	92	92	100%	0
Sewer/Collection	1	1	100%	0

Locates:

Water Line: 72

Sewer Line: 22

Water & Sewer, same ticket:12

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Attachment: October 2017 (1890 : Monthly Update)



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

New Business

Item Number: 3.B

Meeting Date: December 04, 2017

Submitted By: David Credle, Public Works Director
Public Works
Prepared by: David Credle

Item Title Capacity Fee Analysis

Attachments: Raftelis Camden_Co_Engagement_Letter_20171121
(PDF)

Summary:

Changes to NC General Statutes require an analysis of System Development fees charged in relation to Water & Sewer service. Previously termed Tap Fees which included this System Development fee, the Tap Fees will now only include the charges directly related to installation of the service at each service location. System Development fees must be charged to each development that creates a need for service. The fee must be charged at the time of plat recording or upon committing to provide service. In addition, the analysis must allow for public review and input. The System Development Fee analysis will be provided to the public through our website and available by request prior to adoption of the computed fee(s).

After requesting proposals from several firms, the attached proposal most closely met the requirements for the analysis and the best value in relation to the fee proposed.

Recommendation:

Approve request.



November 21, 2017

Stephanie M. Humphries, MBA, CLGFO
Interim County Manager & Finance Officer
Camden County
PO Box 190, Camden NC 27921

Subject: Engagement Letter – Camden County System Development Fee Study

Dear Ms. Humphries:

Raftelis Financial Consultants, Inc. (“Raftelis”) is pleased to submit this engagement letter to Camden County (County) to perform a water and sewer system development fee study. The new North Carolina House Bill 436 (HB 436) is prompting the County to review its water and sewer system development fees and ensure the fees comply with HB 436. Raftelis is providing this engagement letter to the County to provide assistance with developing cost-justified water and sewer system development fees using methodologies consistent with the methodology described in HB 436.

Project Scope

Based on HB 436, one of three methodologies may be used for calculating impact fees: the System Buy-In Approach, Marginal Incremental Approach, or a Combined Approach.

The Buy-In Methodology is most appropriate in cases where the existing system assets provide extra capacity to provide service to new customers. This approach calculates a fee based upon the proportional cost of each user’s share of existing plant capacity. The cost of the facilities is based on fixed assets records and usually includes escalation of the depreciated value of those assets to current dollars. All core assets that provide benefit to the general transmission/collection and treatment systems are typically included, such as water and wastewater treatment plants, water reservoirs (storage tanks), major water transmission mains and wastewater interceptors, and pump/lift stations.

The Incremental Cost (or Marginal Cost) Methodology focuses on the cost of adding additional facilities to serve new customers. It is most appropriate in a situation where existing facilities do not have available capacity to provide service to new customers, and the cost for new capacity can be tied to an approved capital improvement plan (CIP), or where additional capacity is currently being added and costs can be tied to an on-going construction program.

The Combined Cost approach is used in cases where the existing assets provide some capacity to accommodate new customers, but where the CIP also identifies significant capital investment to add additional infrastructure to address future growth and capacity needs.

To calculate the water and sewer system development fees for the County, Raftelis will perform the following tasks:

TASK 1: Project Management and Administration

This task provides for consistent and competent project oversight to ensure all objectives of the study are met efficiently and on schedule.

TASK 2: Data Collection and Review

Raftelis will prepare a detailed data request list that will identify the information needed to complete the study. Examples of data may include current detailed fixed asset information, the current and approved capital improvement plan, existing debt service, capacity in existing or proposed facilities, etc.

Task 3: Data Analysis and Model Development

Raftelis will develop a model which will provide the functionality to determine the cost basis for the water and sewer system development fees, determine the water and sewer capacity supported by the cost basis, and ultimately determine a cost per gallon per day for capacity in core assets. This cost of capacity per gallon per day will be multiplied by the amount of capacity needed to serve each customer, which becomes the basis for the utility's system development fees. The system development fee can be assessed in various ways. For example, one common approach is to scale the system development fee by meter size using demand ratios established by the American Water Works Association. Once all objectives are completed through Task 3, Raftelis will conduct a Webinar to discuss preliminary results. This will give County staff the opportunity to react to, and provide insight on the preliminary results prior to the completion of the study. Raftelis will then make any modifications and finalize the calculation of system development fees.

Task 4: Preparation of Letter Report

Raftelis will document the study's process and findings in a letter report. County staff will be provided an opportunity to review the report prior to it being made final.

Project Staffing and Fees

The project will be staffed by the same personnel who are providing assistance to several other NC communities regarding water and sewer system development fee studies. I will serve as the Project Manager for this project and will be assisted by staff consultants to develop the model.

We propose to complete the scope of work outlined above for fees and expenses not-to-exceed \$18,000. These fees are based on approximately 96 hours of consultant time. These fees reflect the due diligence efforts to ensure the system development fees comply with HB 436. They also reflect the inclusion of a webinar to discuss the preliminary results and a final presentation of our report via webinar to County staff. If you would prefer we present our final report in person, we can do so for an additional not-to-exceed amount of \$2,500.

It is our practice to bill monthly for fees and expenses as they are incurred during a project. Total fees and expenses will be limited to the not-to-exceed amount unless specific approval for an adjustment in scope is received from the County. If actual hours incurred are less than the estimated hours in the work plan, then these savings will be passed on to you.

Attachment: Raftelis Camden_Co_Engagement_Letter_20171121 (1891 : Capacity Fee Analysis)

If you agree with the requested fees and expenses documented in this letter, please have a designated representative of the County sign in the space below, and return one copy for our files.

Should you have any questions, please do not hesitate to contact me at (919) 780-9151 or Melissa Levin at (704) 936-4441.

Very truly yours,
RAFTELIS FINANCIAL CONSULTANTS, INC.



Keith Readling, PE
Executive Vice President



Melissa Levin
Senior Manager

We accept the terms of this Engagement Letter: (please select from the two options for service immediately below and sign and return one original).

Options for Service - Choose One

Base scope only (\$18,000 not to exceed): _____

Base scope plus in-person presentation of final report (\$20,500 not to exceed): _____

_____	_____
Signature	Date
_____	_____
Title	Name of authorized agent

Attachment: Raftelis Camden_Co_Engagement_Letter_20171121 (1891 : Capacity Fee Analysis)



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

Consent Agenda

Item Number: 4.A
Meeting Date: December 04, 2017

Submitted By: David Credle, Public Works Director
Public Works
Prepared by: David Credle

Item Title **Budget Amendment**

Attachments: 17-18-BA009 Capacity Fee Analysis (DOC)

Summary:
BA009 Capacity Fee Analysis
Recommendation:
Approve.

2017-18-BA009
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the South Camden Water & Sewer Capacity Fee Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
23399710-439900	Fund Balance	\$6,000	
23399720-439900	Fund Balance	\$6,000	
23399750-439900	Fund Balance	\$6,000	
Expenses			
237100-545000	Contracted Services	\$6,000	
237200-545000	Contracted Services	\$6,000	
237500-545000	Contracted Services	\$6,000	

This Budget Amendment is made to appropriate funds for required analysis.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of December, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners