



**CURRITUCK COUNTY  
NORTH CAROLINA**

**Minutes - Special Meeting of the Board of Commissioners**

January 21, 2025, 5:00 p.m.

Present:	Paul O'Neal Selina S. Jarvis Tony Angell Kevin E. McCord Janet Rose	Chairman Vice-Chair Commissioner Commissioner Commissioner
Absent:	J. Owen Etheridge Michael H. Payment	Commissioner Commissioner

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**1. Work Session - 5:00 PM**

The Board of Commissioners met in a Work Session at 5:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, to receive a presentation from Raftelis Financial Consultants on results of a System Development Fee study performed on county wastewater and water systems. Commissioners Etheridge and Payment were not in attendance. Staff present included County Manager, Rebecca Gay, County Attorney, Megan Morgan, Public Utilities Director, Ken Griffin, and Finance Director, Sandra Hill.

Chairman O'Neal opened discussion at 5:04 PM.

**1. System Development Fee Study Presentation-Raftelis Financial Consultants**

Introductions were made and Elaine Conti of Raftelis Financial Consulting addressed the Board and presented the System Development Fee study. A study is required every five years, by statute, followed by a public comment period and public hearing prior to adoption.

Ms. Conti reviewed the processes and procedures for the study of water and sewer infrastructure and presented the methodology used to analyze and calculate net system values for all utility systems operated by the county which, along with capacities and customer usage, are used to determine system fees. She discussed the state guidance for calculating fees, explained how capital projects may be included in calculations in some circumstances, and discussed the fee scale based on meter size.

Ms. Conti and staff responded to questions posed by Commissioners related to individual metering requirements for multi-family units, the use of system development fees for capital, and the state's institution of fee studies due to the high costs being charged to users.

Ms. Gay said the information is required to be posted for a public comment period, followed by a public hearing and adoption.

## **2. Adjourn**

The Board thanked Ms. Conti for the presentation. Discussion concluded and the Work Session closed at 5:38 PM.