



Village of Bald Head Island

NORTH CAROLINA

Memorandum

Date: March 21, 2025
To: Mayor & Village Council
From: Jae Kim, Assistant Village Manager
Subject: Manager's Report, additional update

IPC/PO – Update

- **January** package counts that came through the IPC/PO facility:
 - 4,274 Total packages for January 2025 with a **23% decrease** from the month before (5,558 packages)
 - **12.4% decrease** from the prior year when there were 4,877 Total packages from January 2024
- **February** package counts:
 - 4,523 total packages for February 2025 with a **5.8% increase** from the month before (4,274)
 - **14.4% decrease** from the prior year when there were 5,286 total packages from February 2024.
- Average Saturday Numbers listed below from May 2023 to current & includes number of packages handed out:
 - **Average: 62 customers & 189 packages**

Bald Head Woods Reserve – Parking Platform Improvements Project

- Bald Head Woods Reserve is state owned & managed under DEQ Division of Coastal Management's NC Coastal Reserve & National Estuarine Research Reserve.
- Address failing & unsafe wooden parking platforms at the trail head entrances.
- Two wooden platforms on the southeast side of Federal Rd will be removed & replaced with permeable gravel w/ drainage piping & backstops to create a defined parking area w/ low-maintenance material. Third platform on northeast side of Federal Rd w/ same construction materials as an alternate bid should enough funding exist to complete.
- DEQ will provide funding for project materials & labor, not to exceed **\$40,000**, would require an MOA between DEQ and the Village.

- Estimated timelines, demolition & reconstruction of the platforms by **June 1st, 2025** and the Village will bill DEQ by June 15, 2025.

2025 NCBIWA Spring Conference

- Thursday & Friday, May 8-9 at The Islander Hotel in Emerald Isle, NC.
- Updates from US Army Corps of Engineers, US Coast Guard, NC Division of Water Resources & Coastal Management, & others.

ICE Vehicles & Trailers – Town Hall Meetings

- 2 Town Hall meetings w/ stakeholders
 - Contractors (2/25)
 - Property owners & HOA (3/18)
 - Island Businesses (3rd, yet to be held)
- Mentioned before at the Council Retreat
 - Why is this an issue now?
 - Not properly enforced
 - Safety concerns
 - Deadline of the ICE Transition Plan
- RECAP of the ordinance involved:
 - Sec. 28-9 Transition of compliance w/ Chpt 28 for ICE vehicles
 - Sec 28-71 Sub. C(1) Maximum Allowable Dimensions (pickup trucks)
 - Sec 28-74 Permit requirements for ICE vehicles
 - Sec 28-91 & 92 Commercial Use Trailers & Permit Requirements
 - Sec 28-96 Parking of Commercial Use Trailers
- Comments & Recurring Themes
 - Majority of comments at meeting and coming in aligns with either wanting to keep the transition plan or only slightly modify it w/ taking into consideration of limiting the number of ICE vehicles on island.
 - Those that were a part of the planning process during the 2+ yr time period of drafting that ordinance reiterated that it wasn't necessarily to transition from ICE to electric trucks/cars, but instead to convert to golf carts to conduct business. To significantly lower the presence of ICE vehicles.
 - Incentivize businesses to convert. Others have made similar moves but utilizing smaller vehicles (not necessarily electric though).
 - Contractors will pass along the increases and the cost of doing business will greatly increase with enforcing current ordinances or restricting it further.
- Staff would like guidance on the transition implementation date.
 - Extend (how much time?)
 - Extend and form another committee to revisit this plan?
 - End the transition plan all together?
 - Other suggestions?

Grants: AIA (Asset & Inventory Assessment) – Update

- 3/11 (Tue) Monthly meeting
- GIS Mapping Update
 - WR is getting Village's AGOL data viewers setup.
 - Draft water & sewer data viewer are ready & delivered to village staff.

- Following up with ESRI about converting existing licenses.
- Condition Assessment Update
 - Pump station
 - Central Main & SBH to be added to CIP.
 - Smoke Testing complete.
 - Results in review.
- Water Project – Water Looping, District Metered Areas, Valve Placement Recommendations
 - EMA or DMA
 - Hydrant IDs and/or addresses from Public Safety
 - Customer Meter Data
 - Additional data needs (Esp for May & June 2024)
 - Examples of SCADA data
 - Flushing records & associated locations.
 - Historical main breaks if available – our notes not available, confirm w/ village?
 - Water quality data, including sites/locations w/ typical low water quality.
 - Meter data (if separate from SCADA).
- Rate Study
 - Working w/ finance analyzing info. Will be able to complete after CIP if finalized.
- Project Schedule:
 - GIS Deliverable: Dec. 2024 (Completed)
 - ArcGIS Online setup (pending)
 - Condition Assessment: Feb 2025
 - Smoke testing (Completed)
 - Water Project – Additional scope items: April 2025 (?)
 - Schedule may change depending on when WR receives data
 - Risk Analysis, CIP Development: June 2025
 - Move forward with Sewer?
 - Life cycle model: July 2025
 - Rate Study: August 2025
 - Draft AMP: September 2025
 - Final AMP & Board Presentation: TBD (based on DEQ’s AMP approval date)

Grants: LASII (Stormwater) – Update

- Stormwater Master Plan
 - Project management – coordination of activities
 - Collate data
 - Model development

CRB (Commercial Review Board)

- March meeting cancelled. Next mtg scheduled for April 4, 2025.