



Town of Beaufort, NC
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Board of Commissioners Work Session
4:00 PM Monday, April 27, 2026
Train Depot, 614 Broad Street

Call To Order

Roll Call

Agenda Approval

Presentations

- | | |
|---|-----------|
| 1. Land Conservation Strategies within Municipal Limits:
North Carolina Coastal Federation | T. Miller |
| <u>2.</u> Beaufort Town Docks Financial Report (March 2026): F3 Marina | L. Meehan |

Items of Consent

- | | |
|---|------------|
| <u>1.</u> Engineering Contract Award: Fire Station 2 (Bay Addition) | J. Fleeman |
|---|------------|

Items for Discussion and Consideration

- | | |
|---|-----------|
| <u>1.</u> F3 Marina Proposed FY 27 Budget | L. Meehan |
| <u>2.</u> Update: Utility Rate Meetings | M. Zapp |

Closed Session

- | | |
|---|--|
| 1. Pursuant to NCGS 143-318.11 (a) (3) and 143-318.11 (a) (6) | |
|---|--|

Adjourn



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Board of Commissioners
Work Session
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Train Depot, 614 Broad Street
Beaufort, NC 28516

AGENDA CATEGORY: Presentations
SUBJECT: Land Conservation Strategies within Municipal Limits: Todd Miller, North Carolina Coastal Federation

BACKGROUND:

Commissioner Sarah Spiegler initiated coordination with the North Carolina Coastal Federation to provide the Board with a structured overview of land conservation tools and strategies applicable within incorporated municipal boundaries. This effort reflects an interest in evaluating practical and legally sound mechanisms to preserve environmentally sensitive lands, maintain community character, and support long-term resilience within the Town of Beaufort.

Mr. Todd Miller will present an overview of conservation approaches available to municipalities, including conservation easements, land acquisition strategies, partnerships with nonprofit organizations, and policy-based tools such as zoning overlays or development incentives. The presentation will outline the range of available options, associated benefits, and key implementation considerations, including potential fiscal impacts, administrative requirements, and partnership opportunities.

This item is informational in nature and is intended to support future policy direction and strategic planning discussions.

REQUESTED ACTION: No formal action is requested. This item is presented for informational purposes and Board discussion.

SUBMITTED BY:

Matt Zapp, Town Manager



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**Board of Commissioners
Work Session
4:00 PM Monday, April 27, 2026**

AGENDA CATEGORY: Presentations

SUBJECT: Beaufort Docks Financial Report (March 2026): F3 Marina

SUMMARY:

F3 Marina representatives will provide a monthly financial report for the Beaufort Town Docks. This presentation is for informational purposes only, and no action is requested of the Board.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager

BUDGET AMENDMENT REQUIRED:

N/A

MONTHLY MARINA LEVEL 10 REPORT



PROPERTY NAME	Beaufort Town Docks	GENERAL MANAGER 2026 KPI'S			
MONTH OF	April 2026				
		1. Occupancy	30%	24%	-6%
		2. Revenue	\$ 1,800,000.00	\$ 70,478.00	\$ (1,729,522.00)
		3. Budget NOI Variance	0%	39%	39%
		4. Open AR	0	\$ 13,078.00	\$ 13,078.00
		5. Year End Boater Survey Results	4.5	N/A	#VALUE!

ACTUAL - SLIP MIX & AVAILABILITY					
DOCK TYPE/AREA	TOTAL INVENTORY (Linear feet)	Transient Bookings (Linear feet)	VACANCY AVAILABLE	% OCCUPANCY BY TYPE/AREA	COMMENTS
West Town Docks (6- 35')	210	386	-176	183.81%	Monthly leases 141' Open slip booked: 245' transient. 316
A Dock (8- 50')	12000	2569	9431	21.41%	
B Dock (8- 50')	12000	1560	10440	13.00%	
C Dock (8- 50')	12000	2560	9440	21.33%	
D Dock (15- 50')	22500	8100	14400	36.00%	
East Town Docks (1-45', 9- 35', 100', 50')	510	404	106	79.22%	Monthly Commercial slips
T Heads (85', 120', 120', 120', 235')	20400	3678	16722	18.03%	
TOTAL	79620	19257	60363		
	100.00%	24.19%	75.81%		

PRIOR MONTHLY - FINANCIAL PERFORMANCE					DOCKWA TRAFFIC TREND				
FINANCIALS AS OF 3/31/2026	CURRENT DUE	COMMENT			WEEK 1	WEEK 2	WEEK 3	WEEK 4	
AR Aging	17,833.44				Dock n Dine	42	14	0	
	YTD ACTUAL	YTD BUDGET	\$ VAR	% VAR	Fuel Sales (Gal)	0	0	0	
Slip Rental - Annual	6,748	10,080	(3,332)	-33.06%	Traffic Notes 348 nights booked for transient stay: 18712 linear feet 56 Dock n Dine confirmed.				
Slip Rental - Monthly	39,785	47,250	(7,466)	-15.80%					
Slip Rental - Transient	28,025	-	28,025	#DIV/0!					
Slip Rental - Commercial	16,749	23,224	(6,475)	-27.88%					
Fuel Sales - Diesel	-	-	-	#DIV/0!					
Ice Sales	-	450	(450)	-100.00%					
Electricity Reimbursement	20,980	28,175							
Credit Card Surcharge Fees	3,077	3,275							
Total Revenue	\$ 115,363	\$ 112,454	\$ 2,909	2.59%					
COGS	225	(225)	(225)	-100.00%					
Gross Profit	\$ 115,363	\$ 112,229	\$ 3,134	2.79%					
Operating Expenses	177,823	215,181	(37,359)	-17.36%					
Net Operating Income	\$ (62,459)	\$ (102,952)	\$ 40,493	-39.33%					

MONTHLY - PROJECTED OCCUPANCY			
Jan	Feb	March	April
30%	30%	30%	30%

MONTHLY - ACTUAL OCCUPANCY			
Jan	Feb	March	April
57%	55%	56%	

VARIANCE			
Jan	Feb	March	April
27%	25%	26%	

ACCOUNTING NOTES	

MARKETING REVIEW		
CURRENT/ONGOING	UPCOMING/NEXT STEPS	FUTURE/LONGER TERM
Website build complete		Captains PARTY & BREAKFAST for Big Rock
Waterway Guide		Winter 2026-27 Reservations
Need to Establish Social media - Facebook/Instagram posts SOP	Send Spring/Summer local events list to F3 marketing contact	
Monthly E-Newsletter- Delivered -- Wednesday April 1st	Big Rock constant contact requesting fuel burn. 3/18 sent	

GM MARKETING ACCOUNTABILITY CHECKLIST		
Weekly	Monthly	Annually
<input checked="" type="checkbox"/> Min. 2 social posts/week	<input checked="" type="checkbox"/> Review website for edits/updates	<input type="checkbox"/> Annual Marketing Plan
<input checked="" type="checkbox"/> Monitor & respond to online reviews (Google, FB, Dockwa, Waterway Guide, etc.)	<input checked="" type="checkbox"/> Minimum of 1 boater newsletter	<input type="checkbox"/> Boater Events: Min. 2/year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Annual Boater Survey Sent (Year End)

HUMAN RESOURCE REVIEW				STAFFING METRICS		
APPROVED STAFF	EMPLOYEE N°	STATUS	IF OPEN, STATUS	CONCERNS	THIS MONTH	AVG YEAR TO DATE
General Manager	Bob Cole				Total Employees	8
Admin Manager	Sara Bell				New Hires	2
Dock Hand	Jacob Naegelen				Terminations	0
Dock Hand	Peyton Choate				Turnover Rate	0%
Dock Hand	Chris Denby				Avg Time to Fill	0
Seasonal Dock Hand	John Wheatley	offered			OVERTIME ANALYSIS	
Seasonal Dock Hand	Patrick Doyle	offered	28 hr week		Pay date	Total Hours
Seasonal Dock Hand	Manny Albright		12 hr week		2-Apr	0.00
					9-Apr	0.00
						Avg/person eligible (6)
						0.00



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AGENDA CATEGORY: Items of Consent
SUBJECT: Engineering Contract Award: Fire Station 2 (Bay Addition)

BACKGROUND:

The Town of Beaufort is presented with a request to award a contract to Arendell Engineers for professional engineering and project management services related to the Fire Department Station 2 project (Bay addition). These services will include project design, preparation of construction documents, permitting coordination, and construction phase oversight.

The Town solicited proposals for this project and received two bids: Arendell Engineers (\$25,300.00) and Stroud Engineering (\$54,500.00). A third firm was contacted but did not submit a proposal. Based on qualifications and cost, Arendell Engineers is recommended for award.

Arendell Engineers has demonstrated the qualifications and experience necessary to successfully deliver this project and ensure compliance with all applicable codes, standards, and regulatory requirements. Their involvement will support the efficient progression of the project from design through construction while maintaining quality, cost control, and schedule adherence.

This project is funded by Carteret County funds.

REQUESTED ACTION: Staff recommends approval of the contract with Arendell Engineers as presented.

SUBMITTED BY: Jack Fleeman, Deputy Fire Chief



**AGREEMENT BETWEEN CLIENT AND ENGINEER
FOR PROFESSIONAL SERVICES**

Project Name: Beaufort Fire Department Station #2 Addition

ENGINEER's Project No. 26047

THIS AGREEMENT is made *effective as of* the _____ day of _____, 2026, by and between the **Town of Beaufort**, hereinafter called CLIENT, and ARENDELL ENGINEERS., hereinafter called ENGINEER.

The CLIENT and ENGINEER for mutual consideration hereinafter set forth, agree as set forth below and as set forth in the attached standard provisions:

1.0 ENGINEER'S SERVICES: ENGINEER shall perform professional services in connection with the Project as set forth below and contained in this Agreement:

Services provided shall be as described in the Proposal for Professional Services, Scope of Services attached as Exhibit A, dated March 20, 2026 and made a part of this agreement herein.

2.0 ENGINEER shall start performing services hereunder within 5 days after receipt of CLIENT'S authorization to proceed.

3.0 ENGINEER COMPENSATION:

In accordance with this Agreement, the ENGINEER shall provide professional services for which the CLIENT shall compensate ENGINEER as follows:

Fees shall be in accordance with Exhibit A, Proposal for Professional Services, Fee Proposal dated March 20, 2026.

OTHER:

3.1 Payments will be made to the ENGINEER on a monthly basis upon presentation of an approved invoice.

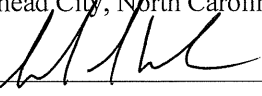
4.0 SPECIAL PROVISIONS:

- 4.1 The Agreement shall be governed by the laws of the State of North Carolina.
- 4.2 The ENGINEER shall acquire and maintain statutory workmen's compensation insurance coverage where applicable and comprehensive general liability insurance coverage. ENGINEER shall name the Town of Beaufort as additional insured on comprehensive general liability insurance policy.
- 4.3 The ENGINEER agrees to acquire and maintain professional liability insurance with a limit of at least \$1,000,000 for each claim and an annual aggregate of at least \$2,000,000.

- 4.4 In recognition of the relative risks and benefits of the Project to both the CLIENT and the ENGINEER, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the ENGINEER and ENGINEER's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the ENGINEER and ENGINEER's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$200,000 or the ENGINEER's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
- 4.5 ENGINEER is not responsible for the identifying, discovering, removal and/or treatment (remediation) of any hazardous waste, known or unknown at the site, nor for the consequences of any hazardous waste materials of any kind at the site, including, but not limited to asbestos and PCB's, as well as materials not yet known as hazardous.
- 4.6 Any notices required to be given under this Agreement may be given by enclosing the same in a sealed envelope, postage prepaid, addressed to the CLIENT at 701 Front Street, Beaufort, NC 28516 and to the ENGINEER at 1004 Arendell Street, Morehead City, N.C. 28557 and by depositing same with the U. S. Postal Service. When so given, such notice shall be given from the time of mailing the same.

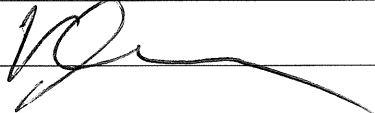
IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ENGINEER:
 Arendell Engineers
 1004 Arendell Street
 Morehead City, North Carolina 28557

By: 

Title: President

Date: 03/20/2024

Witness: 

CLIENT:
 Town of Beaufort
 701 Front Street
 Beaufort, NC 28516

By: _____

Title: _____

Date: _____

Witness: _____

AGREEMENT BETWEEN CLIENT AND ENGINEER

STANDARD PROVISIONS

1.0 CLIENT 'S RESPONSIBILITY:

The CLIENT shall, unless otherwise provided for in this agreement, at no cost to the ENGINEER:

- 1.1 Furnish all reasonable geotechnical data necessary for the Project including all appropriate professional interpretations. The ENGINEER makes no representations concerning soil conditions and is not responsible for any liability that may arise out of the performance or failure to perform soils investigations and testing.
- 1.2 Guarantee full and free access for the ENGINEER to enter upon all property for the performance of the ENGINEER's services.
- 1.3 Furnish to the ENGINEER all existing studies, reports and other available data and services of others pertinent to the Scope of Services, and obtain additional reports and data as required; and ENGINEER shall be entitled to rely on such information and services in performance of services hereunder.
- 1.4 Give prompt written notice to the ENGINEER whenever the CLIENT observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect the ENGINEER's performance of services under this Agreement.

2.0 PAYMENTS TO THE ENGINEER:

- 2.1 Progress payments shall be made in proportion to the services rendered and as indicated within this Agreement and shall be due and owing upon the ENGINEER's submittal of any invoice. Past due amounts owed shall include a late payment charge which will be computed at the interest rate of 0.67 percent per month, which is an Annual Percentage Rate of 8 percent, and will be applied to the balance unpaid 30 days after the date of the original invoice.
- 2.2 The ENGINEER may, upon seven days written notice, suspend services if CLIENT fails to make payments as required in this Agreement.
- 2.3 No deductions shall be made from the ENGINEER's compensation on account of penalty or other sums withheld from payment to Contractors.
- 2.4 Hourly rates and reimbursable expenses shall be subject to periodic revision as stated on the Rate Schedule. In the event revisions are made during the lifetime of this Agreement, the increased or decreased hourly rates and Reimbursable Expenses shall apply to all remaining compensation for services performed by the ENGINEER where such rates provide the basis for the ENGINEER's compensation.
- 2.5 Reimbursable expenses are in addition to ENGINEER's compensation for services performed on an hourly basis and include expenditures made by the ENGINEER, his employees or his consultant(s) in the interest of the project.

2.6 If the Project is delayed or if the ENGINEER's services on the project are delayed or suspended for more than three months for reasons beyond the ENGINEER's control, the ENGINEER may, after giving seven days written notice to the CLIENT, terminate this Agreement and the CLIENT shall compensate the ENGINEER in accordance with the termination provision contained hereinafter in this Agreement.

2.7 Should collection of overdue fees be necessary, CLIENT shall be responsible for all costs associated with collection, including legal fees.

3.0 GENERAL PROVISIONS:

3.1 All drawings, Specifications, computer data, and other work data of the ENGINEER for this Project are instruments of service for this Project only. The CLIENT shall not reuse any of the ENGINEER's instruments of service on extensions of this Project or on any other project without the written permission of the ENGINEER. Any unauthorized reuse shall be at the CLIENT'S risk and the CLIENT agrees to hold harmless the ENGINEER from all claims, damages, and expenses including attorney's fees arising out of such unauthorized reuse of the ENGINEER's instruments of service by the CLIENT or by others acting through the CLIENT.

3.2 Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without prior written consent of the other party. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent associates and consultants as ENGINEER may deem appropriate to assist in the performance of the services hereunder.

3.3 This Agreement may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party. If this Agreement is terminated, the ENGINEER shall be paid for services performed and accepted by the CLIENT through the termination notice date including Reimbursable Expense.

3.4 This Agreement represents the entire and integrated agreement between the ENGINEER and CLIENT and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

3.5 In the event the parties to this Agreement are unable to reach a settlement of any fee dispute arising out of the services under this agreement, then such disputes shall be settled by mediation by a mediator to be mutually agreed upon by both parties, and shall proceed in accordance with the Rules of Mediation of the American Arbitration Association then pertaining. If the parties cannot agree on a single mediator, then the mediator(s) shall be selected in accordance with the above-referenced rules.

3.6 Should litigation occur between the two parties relating to the provisions of this Agreement, all reasonable litigation expenses, collection expenses, witness fees, court costs and attorney's fees incurred by the prevailing party shall be paid by the non-prevailing party to the prevailing party.

- 3.7 Neither party shall hold the other responsible for damages caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.
- 3.8 In the event any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding on the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- 3.9 The ENGINEER is not responsible for design and construction review services relating to the Contractor's safety precautions or to means, methods, techniques, sequences or procedures required for the Contractor to perform his work. Omitted services include but are not limited to shoring, scaffolding, underpinning, temporary detainment of excavations, and any erection methods and temporary bracing.
- 4.0 The ENGINEER intends to render his services under this agreement in accordance with generally accepted professional practices for the intended use of the Project and makes no warranty either expressed or implied.
- 4.1 Any estimate of construction costs prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and materials, or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such estimates as compared to Contractors bids or actual cost to the CLIENT.



**TOWN OF BEAUFORT
FIRE STATION #2 ADDITION (26047)
BEAUFORT, NORTH CAROLINA
EXHIBIT A
PROPOSAL FOR PROFESSIONAL SERVICES**

March 20, 2026

INTRODUCTION

The Town of Beaufort proposes to construct a 50' x 25' addition to the current Fire Station #2 a pre-engineered steel office building at 2731 Highway 101 in Beaufort, North Carolina. This proposal is for the professional engineering services required to complete design, permitting, preparation of Contract Documents, bidding and negotiation services, and construction administration for the parking lot project.

PROJECT TEAM

Arendell Engineers will be the Project Engineers responsible for coordination of the activities of the project team, and be the point of contact for the CLIENT.

SCOPE OF SERVICES

The scope of services proposed herein represents the **BASIC SERVICES** and is based on the experience of this firm on similar projects and project components, the scope of the project as defined by this proposal and the regulatory requirements of agencies of the State of North Carolina with jurisdiction over construction at the site.

References to the "**ENGINEER**" in the scope of services are to the ENGINEER as the project manager responsible to the CLIENT for the execution of the services proposed. Execution of the services by the ENGINEER includes execution of work by members of the project team as required to execute all aspects of the scope of services. References to the "**CLIENT**" refer to the Town of Beaufort

The following services are proposed.

1.0 – COORDINATION WITH CLIENT AND PRELIMINARY DESIGN

Following receipt of written authorization to proceed with Coordination with CLIENT and Preliminary Design, the ENGINEER shall:

- 1.1 *Coordination with CLIENT.* Coordinate with the CLIENT to determine the overall extent and goals of the project.
- 1.2 *Preliminary Design.* Prepare preliminary plans and contract documents.

1.3 *Review with CLIENT.* Review preliminary design with CLIENT in person for approval.

2.0 – FINAL DESIGN

Following receipt of written authorization to proceed with Final Design, the ENGINEER shall:

2.1 *Final design.* Based on the approved preliminary design, prepare final drawings and specifications for project elements including building design, finishes, utilities, training area, parking, and installation of floor drains showing the general scope, extent and character of the work to be furnished and performed by the contractors(s).

2.3 *Construction Documents.* Prepare for review and approval by the CLIENT, their legal counsel and other advisors contract agreement forms, general conditions, and supplementary general conditions, all of which shall be consistent with the forms and pertinent guides of the Engineer’s Joint Contract Documents Committee (EJCDC), and assist in the preparation of other related documents as specifically required by the CLIENT. Furnish the above documents and Drawings and Specifications (hereinafter referred to as the Contract Documents) and present and review them in person with the CLIENT.

3.0 – BIDDING AND NEGOTIATION

Following receipt of written authorization to proceed with Bidding and Negotiation, the ENGINEER shall:

3.1 Assist CLIENT in advertising and obtaining bids for construction, materials, equipment, and services and maintain a record of prospective bidders to whom Bidding Documents have been issued, and attend pre-bid conference.

3.2 *Issue Addenda.* Issue Addenda as appropriate to interpret, clarify, or expand the Bidding Documents.

3.3 *Evaluate Subcontractors.* Consult with and advise the CLIENT as to acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) for those portions of the work as to which such acceptability is required by the Bidding Documents.

3.4 *Substitute Materials.* Consult with the CLIENT concerning and determine the acceptability of substitute materials and equipment proposed by the contractor(s) when substitution prior to the award of the contract is allowed by the Bidding Documents.

3.5 *Bid Opening.* Attend the bid opening, prepare bid tabulation sheets and assist the CLIENT in assembling and awarding contracts for construction, materials, equipment or services. Issue Notice of Award. Prepare contract documents for execution by CLIENT and contractor. Issue Notice to Proceed.

4.0 – CONSTRUCTION ADMINISTRATION

- 4.1 *General Administration of the Construction Contract.* The project team shall consult with and advise the CLIENT and act as their representative as provided in the Standard General Conditions of the Construction Contract. The extent and limitations of the duties of the ENGINEER as assigned in the Standard General Conditions shall not be modified, except as the ENGINEER may agree to in writing. All of CLIENT’s instructions to the contractor shall be issued through the ENGINEER who will have authority to act on behalf of the CLIENT to the extent provided in the Standard General Conditions, except as otherwise provided in writing.

- 4.2 *Visits to the Site and Observation of Construction.* The ENGINEER shall make visits to the site at intervals appropriate to the various stages of Construction as ENGINEER deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the contractor(s)’ work. Based on information obtained during the site visits and on observations by other members of the project team, the ENGINEER shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the ENGINEER shall keep the CLIENT informed of the progress of the work.

- 4.3 *Defective Work.* During such site visits and on the basis of observations of the work, the ENGINEER may disapprove of or reject the contractor(s)’ work while it is in progress if ENGINEER believes the work will not produce a completed project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the project as reflected in the Contract Documents.

- 4.4 *Interpretations and Clarification.* The ENGINEER shall issue necessary interpretations and clarifications of the Contract Documents and in connection herewith prepare work directive changes or change orders as required.

- 4.5 *Shop Drawings.* ENGINEER shall review and approve (or take action to obtain review and approval by the appropriate member of the project team) Shop Drawings, samples and other data which contractor(s) is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto.

- 4.6 *Substitutes.* ENGINEER shall evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor(s).

- 4.7 *Inspections and Tests.* ENGINEER shall have authority, as representative of the CLIENT, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testing and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with the Contract Documents).

- 4.8 *Disputes Between CLIENT and Contractor.* ENGINEER shall act as the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of the CLIENT and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the

execution and progress of the work. The ENGINEER shall not be liable for the results of any such interpretations or decisions rendered in good faith.

4.9 *Applications for Payment.* Based on the ENGINEER’s on-site observations as an experienced and qualified design professional and on review of applications for payment and the accompanying data and schedules, the ENGINEER shall determine the amounts owing to the contractor(s) and recommend in writing payments to the contractor(s).

4.10 *Inspections.* ENGINEER shall conduct an inspection of the work to determine if the work is Substantially Complete and a final inspection to determine if the work is acceptable so that a recommendation can be made in writing to the CLIENT for final payment to the Contractor.

4.11 *Limitations of Responsibilities.* The ENGINEER shall not be responsible for the acts or omissions of any contractor, or of any subcontractor or supplier, or any of the contractor(s)’ or subcontractor’s or supplier’s agents or employees or any person (except ENGINEER’s own employees or agents) at the site or otherwise furnishing or performing any of the contractor(s) work; however, nothing contained in paragraphs 4.1 through 4.11, inclusive, shall be construed to release the ENGINEER from liability for failure to properly perform duties and responsibilities assumed by the ENGINEER in the Contract Documents.

ADDITIONAL SERVICES

The work described in the scope of services, paragraphs 1.1 through 4.11 does not include work in the following categories of work. Work in these categories or other services requested by the CLIENT shall be considered Additional Services.

If the CLIENT wishes the ENGINEER to perform any of the following Additional Services, the CLIENT shall so instruct the ENGINEER in writing and ENGINEER shall perform or obtain from others such services and will be paid therefore on an hourly basis in accordance with the rate schedule for professional services for this firm.

- Services resulting from significant changes in the general scope, extent or character of the project, or major changes in the documentation previously accepted by the CLIENT where changes are due to causes beyond the ENGINEER's control.
- Services for locating underground utilities using ground penetrating radar.
- Providing renderings or models.
- Detailed consideration of operations, maintenance and overhead expenses; value engineering and the preparation of rate schedules, earnings and expense statements, cash flow and economic evaluations, feasibility studies, appraisals and valuations.
- Furnishing the services of environmental scientists, biologists, fisheries scientists, or other specialized scientific testing, evaluations or services not specifically included in the scope of services.
- Preparation of operations and maintenance manuals.
- Surveying services in connection with staking out work of contractor(s).

- Services for obtaining easements or rights-of-way and creating documents for construction or access easements.
- Preparing to serve or serving as ENGINEER or witness in any litigation, arbitration, or other legal or administrative proceeding except where required by the scope of services.
- The services of an independent cost estimator shall be Additional Services.

PROJECT SCHEDULE

ENGINEER is in a position to begin work on this project on or about April 13, 2026, with completion preparation of preliminary design for review by the CLIENT within thirty (30) days of survey completion.

FEE PROPOSAL

Fees are proposed on a lump sum basis. In lieu of tracking the costs of reproduction and telephone, reimbursable expenses are billed at five (5) percent of labor costs. Travel expenses (mileage only on this project) will be billed at the prevailing IRS allowable rate. Fees for permitting and legal advertisements in newspapers for bidding shall be paid by the CLIENT.

The following fees are proposed:

TASK#	DESCRIPTION	TOTAL
1.1	Coordination with CLIENT	\$750.00
1.2	Preliminary Design	\$5,900.00
2.1	Final Design	\$4,550.00
2.2	Contract Documents	\$3,100.00
3.0	Bidding & Negotiation	\$4,200.00
4.0	Construction Administration	\$6,800.00
TOTALS		\$25,300.00



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Board of Commissioners
Work Session
4:00 PM Monday, April 27, 2026**

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: F3 Marina Proposed FY 27 Budget

SUMMARY:

Representatives from F3 Marina will present the proposed Fiscal Year 2027 budget, including an overview of the recommended fee schedule. The presentation will also provide an opportunity for the Board to ask questions and discuss operational considerations related to the upcoming budget year.

Proposed documents are attached for review.

REQUESTED ACTION:

Receive Board feedback on the proposed FY 2027 budget. Any direction or recommended revisions will be incorporated into the final budget document.

EXPECTED LENGTH OF PRESENTATION:

20 Minutes

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager

	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27
Income							
4000 Sales - Rentals							
4010 Slip Rental - Annual	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00
4020 Slip Rental - Monthly	19,407.00	19,407.00	19,407.00			19,407.00	19,407.00
4040 Slip Rental - Transient				181,617.60	181,617.60		
4050 Slip Rental - Commercial	7,626.25	7,626.25	7,626.25	7,626.25	11,878.75	7,626.25	11,100.00
Total 4000 Sales - Rentals	\$ 30,393.25	\$ 30,393.25	\$ 30,393.25	\$ 192,603.85	\$ 196,856.35	\$ 30,393.25	\$ 33,867.00
4100 Sales - Retail							
4120 Fuel Sales - Diesel	100,000.00	100,000.00	100,000.00	500,000.00	500,000.00	100,000.00	50,000.00
4140 Ice Sales	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Total 4100 Sales - Retail	\$ 100,200.00	\$ 100,200.00	\$ 100,200.00	\$ 500,200.00	\$ 500,200.00	\$ 100,200.00	\$ 50,200.00
4200 Sales - Services							
4210 Electricity Reimbursement	7,745.25	7,745.25	7,745.25	7,745.25	7,745.25	7,745.25	7,745.25
Total 4200 Sales - Services	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25
4300 Sales - Other							
4330 Credit Card Surcharge Fees	4,150.16	4,150.16	4,150.16	21,016.47	21,144.05	4,150.16	2,754.37
Total 4300 Sales - Other	\$ 4,150.16	\$ 4,150.16	\$ 4,150.16	\$ 21,016.47	\$ 21,144.05	\$ 4,150.16	\$ 2,754.37
Total Income	\$ 142,488.66	\$ 142,488.66	\$ 142,488.66	\$ 721,565.57	\$ 725,945.65	\$ 142,488.66	\$ 94,566.62
Cost of Goods Sold							
5000 Cost of Goods Sold							
5020 COGS - Fuel Sales - Diesel	75,000.00	75,000.00	75,000.00	375,000.00	375,000.00	75,000.00	37,500.00
5040 COGS - Ice Sales	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Total 5000 Cost of Goods Sold	\$ 75,100.00	\$ 75,100.00	\$ 75,100.00	\$ 375,100.00	\$ 375,100.00	\$ 75,100.00	\$ 37,600.00
Total Cost of Goods Sold	\$ 75,100.00	\$ 75,100.00	\$ 75,100.00	\$ 375,100.00	\$ 375,100.00	\$ 75,100.00	\$ 37,600.00
Gross Profit	\$ 67,388.66	\$ 67,388.66	\$ 67,388.66	\$ 346,465.57	\$ 350,845.65	\$ 67,388.66	\$ 56,966.62
Expenses							
6000 Payroll Expenses							
6010 Payroll - Regional Manager	1,255.80	1,255.80	1,255.80	1,255.80	1,255.80	1,255.80	1,255.80
6020 Payroll - General Manager	10,020.83	10,020.83	10,020.83	10,020.83	10,020.83	10,020.83	10,020.83
6030 Payroll - Maintenance Supervisor	11,308.13	11,308.13	11,308.13	11,308.13	11,308.13	11,308.13	11,308.13
6040 Payroll - Administrative Assistant	5,633.33	5,633.33	5,633.33	5,633.33	5,633.33	5,633.33	5,633.33
6050 Payroll - Dockhands	7,967.79	7,967.79	7,967.79	7,967.79	7,967.79	7,967.79	7,967.79

Total 6000 Payroll Expenses	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88
6100 Utilities							
6110 Electricity	6,735.00	6,735.00	6,735.00	6,735.00	6,735.00	6,735.00	6,735.00
6130 Water	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
6140 Sewer							
6150 Trash & Recycling	500.00	500.00	500.00	500.00	500.00	500.00	500.00
6160 Internet	250.00	250.00	250.00	250.00	250.00	250.00	250.00
6170 Telephone							
Total 6100 Utilities	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00
6200 Insurance	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33
6300 Repairs & Maintenance							
6310 R&M - Docks	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00
6360 Grounds / Landscaping	400.00	400.00	400.00	400.00	400.00	400.00	400.00
6390 R&M - Other							
Total 6300 Repairs & Maintenance	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00
6500 General & Administrative							
6520 Credit Card Processing Fees	4,150.16	4,150.16	4,150.16	21,016.47	21,144.05	4,150.16	2,754.37
6530 Software	708.33	708.33	708.33	708.33	708.33	708.33	708.33
6540 Licenses & Permits							
6550 Membership Dues							
6570 Uniforms	102.08	102.08	102.08	102.08	102.08	102.08	102.08
6580 Travel	250.00	250.00	250.00	250.00	250.00	250.00	250.00
6590 Office Supplies	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Total 6500 General & Administrative	\$ 5,410.57	\$ 5,410.57	\$ 5,410.57	\$ 22,276.88	\$ 22,404.46	\$ 5,410.57	\$ 4,014.78
6600 Marketing	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00
6700 Legal & Professional Fees							
6740 Management Fees	4,042.30	4,042.30	4,042.30	21,414.61	21,546.01	4,042.30	2,604.64
Total 6700 Legal & Professional Fees	\$ 4,042.30	\$ 4,042.30	\$ 4,042.30	\$ 21,414.61	\$ 21,546.01	\$ 4,042.30	\$ 2,604.64
Total Expenses	\$ 72,273.08	\$ 72,273.08	\$ 72,273.08	\$ 106,511.70	\$ 106,770.68	\$ 72,273.08	\$ 69,439.63
Net Operating Income	-\$ 4,884.42	-\$ 4,884.42	-\$ 4,884.42	\$ 239,953.87	\$ 244,074.97	-\$ 4,884.42	-\$ 12,473.01
Other Expenses							
8100 Capital Expenditures							
8110 CAPEX - WIFI							
8120 CAPEX - WEBSITE							

8130 CAPEX - DREDGING	10,416.00	10,416.00	10,416.00	10,416.00	10,416.00	10,416.00	10,416.00
8190 CAPEX - OTHER							
Total 8100 Capital Expenditures	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00
8200 Debt Service	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
Total Other Expenses	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00
Net Other Income	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00
Net Income	-\$ 39,300.42	-\$ 39,300.42	-\$ 39,300.42	\$ 205,537.87	\$ 209,658.97	-\$ 39,300.42	-\$ 46,889.01

Feb-27	Mar-27	Apr-27	May-27	Jun-27	Budget FY2027	Budget FY2026	\$ Change	% Change
3,360.00	3,360.00	3,360.00	3,360.00	3,360.00	40,320.00	20,160.00	20,160.00	1.00
19,407.00	19,407.00				135,849.00	47,250.00	88,599.00	1.88
		181,617.60	181,617.60	284,382.60	1,010,853.00	611,187.51	399,665.49	0.65
11,100.00	11,100.00	11,100.00	11,100.00	11,100.00	116,610.00	46,447.50	70,162.50	1.51
\$ 33,867.00	\$ 33,867.00	\$ 196,077.60	\$ 196,077.60	\$ 298,842.60	\$ 1,303,632.00	\$ 725,045.01	\$ 578,586.99	\$ 5.04
50,000.00	50,000.00	300,000.00	300,000.00	600,000.00	2,750,000.00	1,200,000.00	1,550,000.00	1.29
200.00	200.00	200.00	200.00	1,000.00	3,200.00	1,750.00	1,450.00	0.83
\$ 50,200.00	\$ 50,200.00	\$ 300,200.00	\$ 300,200.00	\$ 601,000.00	\$ 2,753,200.00	\$ 1,201,750.00	\$ 1,551,450.00	\$ 1.29
7,745.25	7,745.25	7,745.25	7,745.25	7,745.25	92,943.00	56,350.00	36,593.00	0.65
\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 7,745.25	\$ 92,943.00	\$ 56,350.00	\$ 36,593.00	\$ 0.65
2,754.37	2,754.37	15,120.69	15,120.69	27,227.64	124,493.29	59,494.35	64,998.94	1.09
\$ 2,754.37	\$ 2,754.37	\$ 15,120.69	\$ 15,120.69	\$ 27,227.64	\$ 124,493.29	\$ 59,494.35	\$ 64,998.94	\$ 1.09
\$ 94,566.62	\$ 94,566.62	\$ 519,143.54	\$ 519,143.54	\$ 934,815.49	\$ 4,274,268.29	\$ 2,042,639.36	\$ 2,231,628.93	\$ 1.09
37,500.00	37,500.00	225,000.00	225,000.00	450,000.00	2,062,500.00	900,000.00	1,162,500.00	1.29
100.00	100.00	100.00	100.00	500.00	1,600.00	875.00	725.00	0.83
\$ 37,600.00	\$ 37,600.00	\$ 225,100.00	\$ 225,100.00	\$ 450,500.00	\$ 2,064,100.00	\$ 900,875.00	\$ 1,163,225.00	\$ 1.29
\$ 37,600.00	\$ 37,600.00	\$ 225,100.00	\$ 225,100.00	\$ 450,500.00	\$ 2,064,100.00	\$ 900,875.00	\$ 1,163,225.00	\$ 1.29
\$ 56,966.62	\$ 56,966.62	\$ 294,043.54	\$ 294,043.54	\$ 484,315.49	\$ 2,210,168.29	\$ 1,141,764.36	\$ 1,068,403.93	\$ 0.94
1,255.80	1,255.80	1,255.80	1,255.80	1,255.80	15,069.60	5,670.10	9,399.50	1.66
10,020.83	10,020.83	10,020.83	10,020.83	10,020.83	120,250.00	63,000.00	57,250.00	0.91
11,308.13	11,308.13	11,308.13	11,308.13	11,308.13	135,697.54	35,380.80	100,316.74	2.84
5,633.33	5,633.33	5,633.33	5,633.33	5,633.33	67,600.00	19,656.00	47,944.00	2.44
7,967.79	7,967.79	7,967.79	7,967.79	7,967.79	95,613.44	83,538.00	12,075.44	0.14

\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 36,185.88	\$ 434,230.58	\$ 207,244.90	\$ 226,985.68	\$ 1.10
6,735.00	6,735.00	6,735.00	6,735.00	6,735.00	80,820.00	49,000.00	31,820.00	0.65
1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	6,000.00	9,000.00	1.50
					0.00	1,500.00	-1,500.00	-1.00
500.00	500.00	500.00	500.00	500.00	6,000.00	6,000.00	0.00	0.00
250.00	250.00	250.00	250.00	250.00	3,000.00	4,200.00	-1,200.00	-0.29
					0.00	1,500.00	-1,500.00	-1.00
\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 8,735.00	\$ 104,820.00	\$ 68,200.00	\$ 36,620.00	\$ 0.54
13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	160,000.00	80,000.00	80,000.00	1.00
2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	24,996.00	25,000.00	-4.00	0.00
400.00	400.00	400.00	400.00	400.00	4,800.00	3,000.00	1,800.00	0.60
					0.00	8,621.74	-8,621.74	-1.00
\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 2,483.00	\$ 29,796.00	\$ 36,621.74	-\$ 6,825.74	0.19
2,754.37	2,754.37	15,120.69	15,120.69	27,227.64	124,493.29	59,494.35	64,998.94	1.09
708.33	708.33	708.33	708.33	708.33	8,499.96	7,850.67	649.29	0.08
					0.00	1,000.00	-1,000.00	-1.00
					0.00	499.98	-499.98	-1.00
102.08	102.08	102.08	102.08	102.08	1,224.96	900.00	324.96	0.36
250.00	250.00	250.00	250.00	250.00	3,000.00	3,000.00	0.00	0.00
200.00	200.00	200.00	200.00	200.00	2,400.00	6,000.00	-3,600.00	-0.60
\$ 4,014.78	\$ 4,014.78	\$ 16,381.10	\$ 16,381.10	\$ 28,488.05	\$ 139,618.21	\$ 78,745.00	\$ 60,873.21	\$ 0.77
2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	24,996.00	28,833.33	-3,837.33	-0.13
2,604.64	2,604.64	15,341.95	15,341.95	27,812.11	125,439.75	61,279.18	64,160.57	1.05
\$ 2,604.64	\$ 2,604.64	\$ 15,341.95	\$ 15,341.95	\$ 27,812.11	\$ 125,439.75	\$ 61,279.18	\$ 64,160.57	\$ 1.05
\$ 69,439.63	\$ 69,439.63	\$ 94,543.26	\$ 94,543.26	\$ 119,120.37	\$ 1,018,900.54	\$ 560,924.15	\$ 457,976.39	\$ 0.82
-\$ 12,473.01	-\$ 12,473.01	\$ 199,500.28	\$ 199,500.28	\$ 365,195.12	\$ 1,191,267.75	\$ 580,840.21	\$ 610,427.54	\$ 1.05
					0.00	10,000.00	-10,000.00	-1.00
					0.00	10,000.00	-10,000.00	-1.00

10,416.00	10,416.00	10,416.00	10,416.00	10,416.00	124,992.00	50,000.00	74,992.00	1.50
					0.00	50,000.00	-50,000.00	-1.00
\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 10,416.00	\$ 124,992.00	\$ 120,000.00	\$ 4,992.00	\$ 0.04
24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	288,000.00	143,000.00	145,000.00	1.01
\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 34,416.00	\$ 412,992.00	\$ 263,000.00	\$ 149,992.00	\$ 0.57
-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 34,416.00	-\$ 412,992.00	-\$ 263,000.00	-\$ 149,992.00	\$ 0.57
-\$ 46,889.01	-\$ 46,889.01	\$ 165,084.28	\$ 165,084.28	\$ 330,779.12	\$ 778,275.75	\$ 317,840.21	\$ 460,435.54	\$ 1.45

Beaufort Town Docks Proposed Fee Schedule July 2026 – June 2027

	Current 2026	Proposed 2027
Transient Slips	\$1.95 – \$3.95per foot (per night) 35 foot minimum	\$1.95 – \$3.95per foot (per night) 35 foot minimum
	\$3.75 - \$5.75 per foot (per night) 50 foot minimum	\$4.00 - \$6.50 per foot (per night) 50 foot minimum
	\$4.95 – \$6.95 per foot (per night) linear feet T head up to 80’	\$5.00 – \$7.00 per foot (per night) linear feet T head up to 80’
	\$5.95 - \$7.95 per foot (per night) linear feet T head 81-99’	\$6.00 - \$8.00 per foot (per night) linear feet T head 81-99’
	\$6.95 - \$8.95 per foot (per night) linear feet T head 100’ and greater	\$7.00 - \$9.00 per foot (per night) linear feet T head 100’ and greater
	Catamarans inside of D dock pay for two slips: \$3.75 - \$5.75 per foot (per night) 50-foot minimum x 2	Catamarans inside of D dock pay for two slips: \$4.00 - \$6.50 per foot (per night) 50-foot minimum x 2
Existing Commercial Operators	\$13.50 per foot (monthly)	\$20.00 per foot (monthly)
New Commercial Operators	\$16.00 per foot (monthly)	\$20.00 per foot (monthly)
Annual Slip rental	\$16.00 per foot (monthly)	\$20.00 per foot (monthly)
Winter Dockage January 1 – April 1	\$10.50 per foot (monthly) with a minimum of 50 feet	\$11.00 per foot (monthly) with a minimum of 50 feet
Day Dock Fee	Free up to 3-hours \$1.95 - \$3.95 per foot (per night) if they remain docked	Free up to 3-hours \$1.95 - \$3.95 per foot (per night) if they remain docked
Daily Electric Panel Charges 30 amp	\$15 per night per cord	\$15 per night per cord
50 amp	\$30 per night per cord	\$30 per night per cord
100 amp	\$60 per night single phase / \$120 per night 3-phase	\$60 per night single phase / \$120 per night 3-phase
Monthly Electric Panel Charges 30 amp	\$125 per month per cord	\$125 per month per cord
50 amp	\$250 per month per cord	\$250 per month per cord
100 amp	\$500 per month single phase / \$1000 per month 3-phase	\$500 per month single phase / \$1000 per month 3-phase



Town of Beaufort, NC
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Board of Commissioners
Work Session
4:00 PM – Monday, April 27, 2026
Train Depot, 614 Broad Street
Beaufort, NC 28516

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Update: Utility Rate Meetings

BRIEF SUMMARY:

Staff will present recommended FY 2027 utility rates, incorporating feedback received during recent utility rate subcommittee meetings held over the past several months.

REQUESTED ACTION:

Receive the presentation and provide direction for the upcoming budget year.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

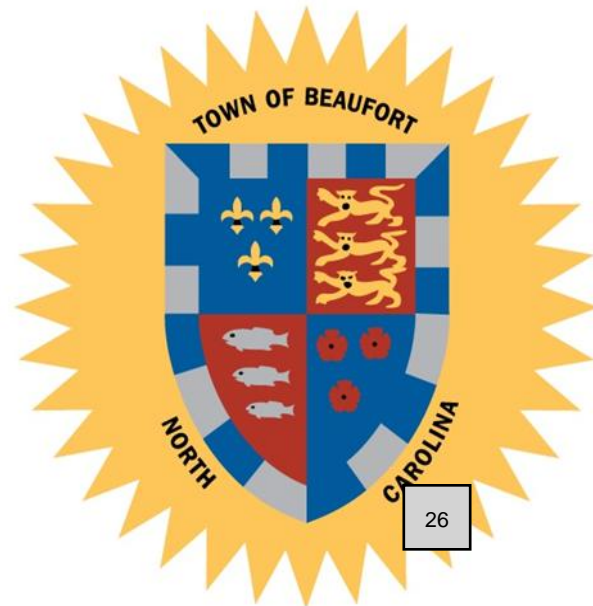
SUBMITTED BY:

Matt Zapp, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Update from Utility Rate Setting Meetings (Water and Sewer) Board of Commissioners Work Session Meeting April 27, 2026



FY 2027 USDA Debt Payments

- ▶ Sewer Debt Payment (P&I) \$224,000
- ▶ Water Debt Payment (P&I) \$542,000
- ▶ Due to the increased debt payment, there is a \$97,000 shortfall in the Utility Fund.

Rate Increase

- ▶ Rate Increase Recommendation:
 - ▶ Increase of \$1/month to the sewer base fee (in-town)
 - ▶ Increase of \$1/month to the water base fee (in-town)
 - ▶ Increase of \$2/month to the sewer base fee (out-of-town)
 - ▶ Increase of \$2/month to the water base fee (out-of-town)

Proposed Rate Increase

	Number of Accounts	Increase to Base Rate/Month	Annual Amount Generated
Water accounts -in town	4,180	\$1	\$50,160
Sewer accounts- in town	3,582	\$1	\$42,984
Water accounts -out-of-town	152	\$2	\$3,648
Sewer accounts- out-of-town	209	\$2	\$5,016
	<u>8,123</u>		<u>\$101,808</u>