



The Village of Bald Head Island

MEMORANDUM

Date: January 11, 2008

To: Mayor and Council

From: Chris McCall, Assistant Village Manager/Development Services Director

Cc: Calvin Peck, Village Manager
Department Heads

Re: Weekly Status for 7 – 11 JAN 2008

- **Army Corps of Engineers Annual Beach Profile Surveying** – The Corps will be conducting their annual surveying of the beach profile starting Friday 12/11 (today). The following week, the L.A.R.C. (Light Amphibious Re-Supply Cargo) will be driving on and off the beach.
- **By-pass Lagoon & Bald Head Creek Outlet Ditch** – Village has received a right of entry to conduct debris removal and excavate accumulated sediment material in the outlet ditch that extends to Bald Head Creek from BHI Limited. While the Village has an existing easement agreement with the Bald Head Association and Stage I properties and specifically along the one side of the outlet ditch for grading purposes, the Village did not have an easement on the opposite side at this particular location, on BHI Limited property.

The Village has contracted with Island Contracting who just completed the replacement of the deteriorated outlet structure in the by-pass lagoon on the south side of NBHW. The newly installed weir gate will protect the lagoons from salt water intrusion at high tides and can be opened if needed.

- **Timber Creek Mulch Site Operations** – The Village has signed a lease agreement with the Association as well as an operational agreement with Island Contracting to operate the Timber Creek Mulch site as proposed to the Association Board of Directors several months ago. Wayne Krahn is in the process of setting up the site for day to day operations and will have an employee on site to assist property owners and collect fees from island contractors for

mulch and/or debris drop off. Wayne will be moving his mulching machine over as soon as he can get it over on the barge.

- **Electronic Records Retention Project** – A major step in the implementation of the electronic records retention project has been completed as of this week. On Tuesday, Project Manager from MCCi came to the island and completed the installation and configuration of the Laserfiche records management software. An in depth administrative training session for the IT staff followed the installation of the database program for the main file server and database clients at staff workstations.

On Wednesday, a comprehensive user training session for Village staff was conducted. Topics covered included the database logon procedure, the use of the browser page, the software's document search and retrieval capabilities, the use of email and snapshot features for adding documents, and the MCCi and Laserfiche software technical support procedures for the user staff.

The Village IT and Administrative staff now have the tools and training required to develop best management practice policies and procedures to ensure document retention compliance and the overall success of the Village's electronic document retention initiative.

Thanks to David and all of the Administrative staff and those Department Head's that participated in the training.

- **Modification of Doggie Bag Boxes** – Public Works staff has been in the process of modifying the existing doggie bag boxes at the beach accesses to prevent the winds from un-rolling them. They are just about complete with this task.
- **Groin #5 Repair** – Public Works staff removed a large tree that had washed up on south beach into the 5th groin (from the channel) and poked a hole in it. The tree was cut up and removed and the hole patched during low tide.
- **Utility Transformer Malfunction** – A utilities department transformer malfunctioned on Wednesday midday. Progress Energy has been contracted to replace the transformer which is underway.

- **Important Dates:**

1. **Council Retreat** – 13 – 15 JAN 2008
2. **BC Manager's Meeting** – 15 JAN 2008 at BC Complex @ 0800 (Chris attend)
3. **RTCC Meeting** – 16 JAN 2008 at BCC Leland Campus @ 1000 (Chris attend)
4. **CRC Meeting** – 17 – 18 JAN 2008 at New Bern (Chris attend)

