



**PROPOSED AGENDA
OAK ISLAND TOWN COUNCIL SPECIAL MEETING
MONDAY, JULY 20, 2026 – 4:30 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL**

I. Call to Order - Mayor Chris Brown

II. Special Meeting Item

- II.1 [Consideration of an Amended Water Shortage Response Plan](#)
[WaterShortageResponsePlan_2026rev](#)
[AmendSec.30-166.RequiredActionsUnderWaterSupplyShortageOrEmergencyConditions 07-20-26](#)

CLOSED SESSION to Discuss Potential Land Acquisition Pursuant to N.C.G.S. 143-318.11(a)(5).

III. Adjourn

**TOWN COUNCIL SPECIAL MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of an Amended Water Shortage Response Plan
DATE:	July 17, 2026
DEPARTMENT:	Administration

Subject Summary: Discussion of an amended Water Shortage Response Plan and amendment to the fee schedule as necessary.

Attachments:

[WaterShortageResponsePlan_2026rev](#)

[AmendSec.30-166.RequiredActionsUnderWaterSupplyShortageOrEmergencyConditions 07-20-26](#)

Recommendation/Action Needed: If Water Shortage Response Plan is approved, direct staff to amend the Fee Schedule accordingly.

Financial Impact Statement: n/a

Legal Review: n/a

**Water Shortage Response Plan
Town of Oak Island, North Carolina
July 2026**

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

I. Authorization

The Oak Island Town Manager shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his absence, the Public Utilities Director will assume this role.

Mr. Kent Jackson
Oak Island Interim Town
Manager Phone: (910) 278-5011
E-mail: kjackson@oakislandnc.gov

Mr. Tray Bivins
Public Utilities Director
Phone: (910) 201-8042
E-mail: tbivins@oakislandnc.gov

II. Notification

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through the town's website (<http://www.oakislandnc.gov>) PSA announcements on Local TV channel 8.

III. LEVELS OF RESPONSE

Four levels of water shortage response are outlined in the table below. The four levels of shortage response are: voluntary water conservation alert, mandatory water conservation alert, water shortage warning and water shortage danger. Due to the fact Town of Oak Island purchases water from Brunswick County as a wholesale customer, the town will respond to water conservation alerts upon recommendations of the county and will implement such alerts or warnings with its own customers.

Stage 1 – Voluntary Water Conservation Alert

A stage 1 water shortage emergency may be declared in the event of an immediate water shortage, as declared by state and/or local officials, or when there are three (3) consecutive days when the water distribution system demand exceeds (80%) of the total county water plant production capacity. County water production capacity shall be defined by the maximum volume of water that meets or exceeds state and federal standards that the water treatment plant process can produce during a (24) hour period. County water production capacity can vary depending on system component reliability and / or raw water conditions for availability.

Stage 2 – Mandatory Water Conservation Alert

A Stage 2 water shortage emergency may be declared in the event of immediate water shortage, as declared by state and / or local officials, or when there are (3) consecutive days when the water distribution system demand exceeds ninety percent (90%) of the county water production capacity. County water production capacity shall be defined as the maximum volume of water that meets or exceeds state and federal standards that the water treatment process can produce during a twenty-four (24) hour period. County water production capacity can vary depending on system component reliability and / or raw water conditions or availability.

Stage 3 – Water Shortage Warning – Mandatory Restrictions

A Stage 3 water shortage emergency may be declared in the event of an Immediate water shortage, as declared by state and / or local officials, or when there are five consecutive (5) days when water distribution system demands exceeds ninety percent (90%) of the county's water production capacity. County water production shall be defined as the maximum volume of water that meets or exceeds state and federal standards that the water treatment process can produce during a twenty-four (24) hour period. County water production capacity can vary depending on system component reliability and / or raw water conditions.

Stage 4 – Water Shortage Danger – Mandatory Restrictions

A Stage 4 water shortage danger with mandatory restrictions may be declared in the event of an immediate water shortage, as declared by state and/or local officials, or when there is one day water demand exceeds one hundred percent (100%) of the county's water production capacity. County water production shall be defined as the maximum volume of water that meets or exceeds state and federal standards that the water treatment plant can produce during a twenty-four (24) hour period. County water production can vary depending on system component reliability and / or raw water conditions.

IV. Triggers

Oak Island is provided water solely by purchase from Brunswick County. When Brunswick County declares a water shortage Oak Island is required to do so as well. During this time the Oak Island Public Town Manager will stay in close contact with Brunswick County and follow their triggers.

V. Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

VI. Enforcement

The provisions of the water shortage response plan will be enforced by Town of Oak Island personnel and local law enforcement. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

Water Shortage Level	First Violation	Second Violation	Third Violation
Voluntary	Notification	Warning	Warning
Mandatory	\$50	\$200	\$300 and disconnection
Warning mandatory Restrictions	\$100	\$400	\$600 and disconnection
Water shortage danger mandatory restrictions	\$200	\$500	\$1000 and disconnection

VII. Variance Protocols

Applications for water use variance requests are available from the Town Hall. All applications must be submitted to the Town Hall for review by the Town Manager or his designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e., necessary use of drinking water) and the prevention of structural damage.

VIII. Effectiveness

The effectiveness of the Oak Island water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained, and evaluation of demand reductions compared to the previous year's seasonal data.

IX. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Oak Island's Town Council. The Town of Oak Island Town Manager is responsible for initiating all subsequent revisions.

Sec. 30-166. Required actions under water supply shortage or emergency conditions.

In the event of a water supply shortage, the town shall, using its ~~best professional judgment~~ **it's most recently adopted water shortage response plan**, determine which of the following stages is the most appropriate response to the estimated level of risk.

- (1) *Water supply advisory.* A water supply advisory shall represent an alert to the public of a potential shortage and notification that water use restrictions may be imposed if the water supply and/or demand conditions do not improve in the near future. In the event of a declared water supply advisory:

No mandatory water use restrictions will be implemented.

The town shall make extensive use of media releases, advertising, and other reasonable means of publicizing the water supply advisory and the need for immediate voluntary conservation.

- (2) *Water supply emergency.*

In the event of a water supply emergency, the following actions shall be taken upon the town's declaration of a water supply emergency:

Town supplied potable water may not be used for any other outdoor purposes, except for emergency fire suppression or other activities necessary to maintain public health, safety, or welfare.

The use of town supplied potable water for heating and/or cooling purposes shall be reduced in all but the most essential facilities to the extent allowable in consideration of indoor air quality Standards, weather conditions, and health and safety requirements.

Water service may be discontinued or reduced to designated users or in designated portions of the town service area in order to preserve the availability of water for essential public health and safety requirements such as fire protections, clinics and other critical community needs.

(Ord. of 5-29-2003, Art. IV)