

Bertie County Board of Commissioners



January 5, 2015

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

January 5, 2015

4:00pm

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

(A)

***** APPOINTMENTS *****

4:00-4:05 Invocation and Pledge of Allegiance by Chairman Wesson

4:05-4:15 Public Comments

4:15-4:35 Presentation of audit report for the fiscal year ended June 30, 2014 by Mr. Jeff Best of Carr, Riggs & Ingram, CPAs

4:35-4:50 Windsor Rotary Club/Pound the Sound Committee – request for sponsorship presentation (A-1)

4:50-5:05 Request to present at the Board’s 2015 Planning Retreat – Patricia Ferguson, President of the African American Caucus and lead covener of the Poverty Summit hosted at Chowan University

Board Appointments (B)

1. Nursing Home & Adult Care Home Advisory Committee (B-1)

Consent Agenda (C)

1. Approve minutes for Regular Session 12-15-14 (C-1)
2. Employee Eligibility Records Retention – County Tax Administrator (C-2)
3. Accept Register of Deeds Fees Report – December 2014
4. CDBG Project Close-Out Extension Request for Scattered Site Housing Project Number 11-C-2304 (C-3)
5. Authorize Public Hearing for CDBG projects and FY2015 funding on January 20, 2015

*****OTHER ITEMS*****

Discussion Agenda (D)

1. Green Engineering presentation of Lewiston-Woodville Water System Evaluation and discussion of Town of Roxobel for a similar water system evaluation and possible merger (D-1)
2. Roanoke-Chowan News Herald – Crossroads edition (D-2)
3. Discuss North Carolina’s Coastal Plain National Wildlife’s “Balancing Nature and Commerce Initiative” to foster nature based tourism – Natural Resources Planner, Pam Wingrove (D-3)
4. Revenue Enhancement and Expense Reduction proposal from Bob Segal, CPA (D-4)

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn



Windsor Rotary Club & Pound the
Sound Committee
PO Box 513
Windsor, North Carolina 27983

December 22, 2014

Dear Bertie County Commissioners:

Hello from your friends at Windsor Rotary. Like you, we are working with our partners to improve our area and the quality of life for our neighbors. With that in mind, we wanted to share an opportunity for partnership that you might want to take advantage of. We would like to come before you at your January 5th meeting and obtain your support at a \$1,000 sponsorship level for a new project to bring people to Bertie who can help us grow. We would appreciate a chance to visit with you, share our full vision, and answer any questions. We have commitments as of this communication with 2 other sponsors at this level or above and we are hopeful the county will join us with your leadership in this effort. We would like to have your support as a major sponsor to be part of our mid to late January announcement of the event in a press release. Your leadership will help with additional sponsors we will be recruiting.

Windsor Rotary, in partnership with Scotch Hall Preserve, will soon announce a new annual regional athletic event intended to attract tourist, investment, and showcase Bertie. ***Pound the Sound*** will be a swim, bike, and run sprint event that runs through much of the Scotch Hall Preserve Community. The first of this annual event will take place on Saturday June 13, 2015. Scotch Hall Preserve is a highly rated golfing community designed by Arnold Palmer and nestled alongside and between the historic Albemarle Sound and Salmon Creek. Net proceeds from this event will support the local YMCA and civic programs Windsor Rotary sponsors each year. However, an equal benefit will be showcasing our best secrets to those who have not yet had a reason to visit or invest in Bertie. We will also be partnering to help one of our best corporate partners with a large investment in the county. This program will be an exemplar for what organizations working together can accomplish.

The weekend-long event promotes a family camping weekend built around the Saturday race with a host of "cruise ship" style mini trips around the county to the participants and families. Camping will be available on the Scotch Hall site where golfing and the water will be available. After the race, excursion opportunities to Historic Hope, kayaking or a pontoon cruises on the Cashie River, Livermon's Zoo, or visiting the Farmers Market and River Center in Windsor. There will be a dessert bonfire and entertainment for our visitors on Saturday night and additional mini trip opportunities on Sunday before heading home.

We are hoping you will be a sponsor for our event to share the secret quality of life options available in our area and improve our potential for economic investment. As more people experience our laid back lifestyle we believe it will help us grow and earn us a close to home value weekend spot. Presenting a community spirit around the event will be another part of our culture to share with our guest.

Attached to this email is some information about Tri-athletes and their willingness to travel and spend money around a sport they love.

In Wilmington a tri event now attracts 800 athletes and their families to that area each year. We believe our open spaces, water resources, and communities like Scotch Hall can attract people to our area. Our food, culture, and

natural amenities will entertain them once they get here and some will fall in love with our area. We can grow our event in the future by adding an iron man distance or providing a mud run type event for those who prefer that venue. The entire focus is to raise awareness of our area and what we have to offer.

Your help will be invaluable as our racers Pound the Sound on Saturday and then enjoy down home living the rest of the weekend. They will keep the secret when they leave until they come back for more. What we take for granted others are looking for. Sponsor levels and benefits are on next page.

Thank you for considering being a sponsor for Pound the Sound.

Respectfully,

The Pound the Sound Committee

Heidi Bonislowski, John Davis, Crystal Godwin, Lewis Hoggard, Jonathan Huddleson, Tim Phelps, Billy Smithwick, Dutch Remkes, and Cherry Ann Shuey.

Sponsorship Levels and Benefits

1. Lead & Host - \$2,000 plus (1 sponsor which is Scotch Hall)
 - a. Sponsor recognition on PTS (Pound the Sound) website home page with link to sponsor website
 - b. Sponsor recognition page for host sponsor on PTS website with link to sponsor website
 - c. 2 Facebook thank you postings each month up to event
 - d. Logo/Name on back of T-shirt –1st row placement & largest size
 - e. Largest on site sponsor sign
 - f. First row & center placement at awards event
2. Gold - \$1,000 plus
 - a. Individual sponsor recognition page for each Gold Sponsor on PTS website with link to sponsor website
 - b. 2 Facebook thank you postings each month up to event
 - c. Logo/Name on back of T-shirt – 2nd row placement & second largest size
 - d. Second Largest on site sponsor sign for each gold sponsor.
 - e. First row & side placement at awards event
3. Silver - \$500 plus
 - a. Individual sponsor recognition page for Silver Sponsor on PTS website with link to sponsors website
 - b. 1 Facebook thank you postings each month up to event
 - c. Logo/Name on back of T-shirt – 3rd row placement & third largest size
 - d. Third Largest on site sponsor sign for each silver sponsor
 - e. Second row placement at awards event
4. Bronze - \$300 plus
 - a. 1 Facebook thank you postings each month up to event
 - b. Bronze sponsor sign at event recognizing all sponsors at this level by name and logo

- c. Shared website recognition page by name and logo for all bronze sponsors
 - d. Third row placement at awards event
- 5. Sound Pounder - \$100
 - a. Sound Pounder Sign at event recognizing all sponsors at this level by name
 - b. Shared website recognition page by name for all Sound Pounder sponsors
 - c. Recognition at awards event



The Mind of the Triathlete™

Summary

The Mind of the Triathlete is the first in-depth exploration of the social, emotional, demographic, and lifestyle aspects of the people who are part of the fastest-growing participatory-sports community on the planet. Nearly a million people each year participate in events that range from sprint-distance triathlons to such well-known races as the Ironman, as well as duathlon, aquathlon, and aquabike competitions. This study was conducted during October and November 2008, at the end of the 2008 triathlon season, in the midst of the global economic meltdown. The TribeGroup, operating under an exclusive arrangement with USA Triathlon, contacted 150,000 race-day and annual members by e-mail and received nearly 15,000 completed responses to a detailed questionnaire. With an average self-reported completion time of 20 minutes, the questionnaire delves deep into what drives competitors' passion for the sport.

Participation

Overall, triathlon is a vibrant, growing sport. By and large, survey respondents not only expect to continue their participation, most also expect to increase the number of races in which they compete. Triathletes' commitment to the sport is also evidenced by the fact that most respondents report that they are planning to enter longer-distance races in the future. The health of the sport is broad based, with regardless of number of races, tenure in the sport, or many other sub segments. Triathletes are also very active in other types of endurance races, including medium- and long-distance running events and specialized multisport races. They reported unusually high rates of participation in certain off-season sports, and many show a willingness to travel to races, including races that require an overnight stay.

Table 1
 "When was the first time you participated in Triathlon?"

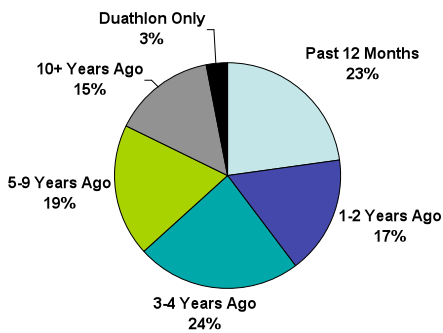


Table 4
 Proportion Participating in 3+ Triathlons
 Past 12 Months vs. Next 12 Months

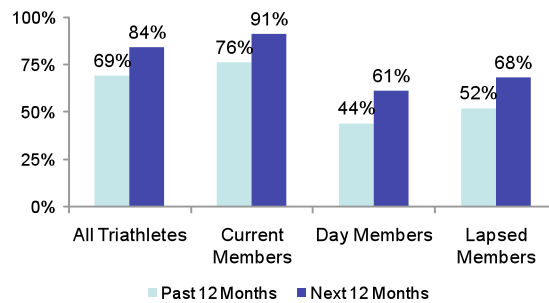
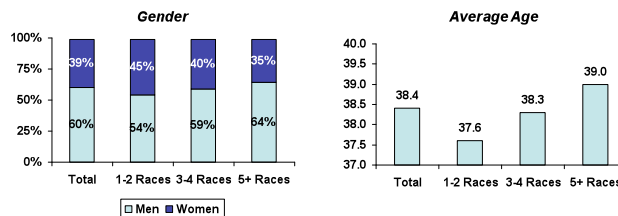


Table 22
 Triathlete Gender and Age
 By Number of Triathlons Participated in Past Year



The many companies and organizations that serve triathlon have the opportunity to grow with the sport, even in these trying economic times. Participants are looking for new and varied

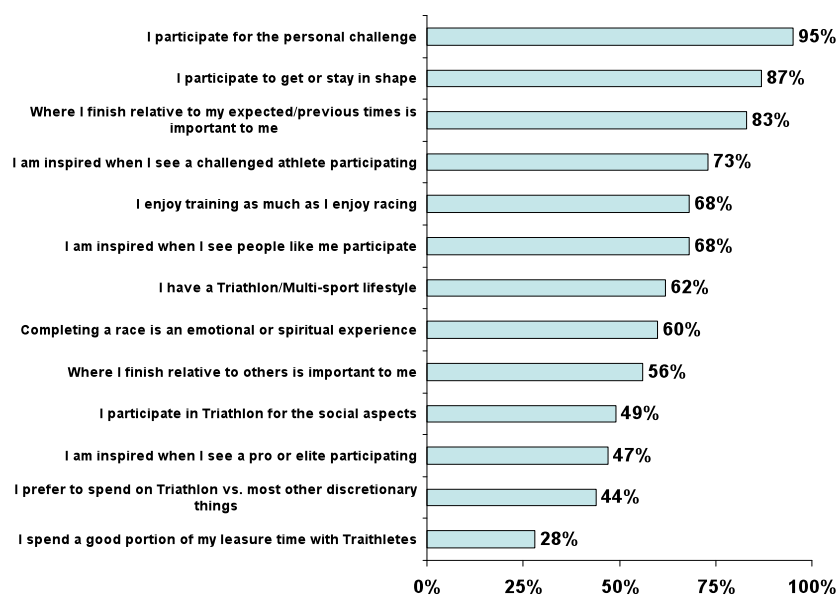
experiences, and their enthusiasm, in and of itself, creates opportunity. Companies should focus on activating triathletes’ intent to increase and diversify participation.

Triathletes, as a group, are advanced socioeconomically. Most notable is the mean income of triathletes, of \$126,000 and the very high percentage of professionals. Additionally, the triathlete’s average age is in the late thirties. Older athletes also do more races. Such a demographic combination may seem more like what one might find among golf or tennis players than among participants in a highly active sport like triathlon. Such a demographic profile raises questions about the level of participants’ engagement and whether growth is sustainable. Triathlon appears robust, and the potential for future growth is quite promising, even in a down economic period.

Segmentation

While responses vary greatly by segment, almost all the triathletes who participated in this research said that they participate in triathlon for “the personal challenge.”

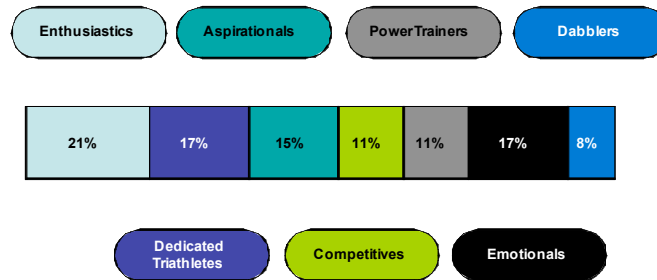
Table 27
Attitudes Toward Triathlon



The study identified seven “segments” of triathletes on the basis of how they approach triathlon, why they compete, and what they get out of it. The above results vary by segment. For instance, 44 percent of all respondents indicated that they prefer to spend discretionary income on triathlon. In terms of the seven segments, however, more than 65 percent of three and nearly 80 percent of another said that they would prefer to spend discretionary income on triathlon. Understanding these nuances is critical to understanding how to foster continued growth in triathlon and serve the needs and wants of triathletes.

The seven unique segments of triathletes buy, behave, and experience the sport in different ways. Targeted approaches to reaching and inspiring them will make a difference.

Table 28
Segmentation



Taken together these findings enhance the understanding of how connected triathletes are to the sport and the strength of their commitment. For companies and organizations that serve triathlon from USAT; race directors, sponsors, and product companies that provide equipment; as well as food and nutrition companies, this information is critical to meeting participants' needs, keeping participants' engaged in the sport, and growing the overall participant base.

Buying Behavior

Triathlon-related spending is a tale of good news and bad news. In the midst of an economic downturn of significant proportion, triathletes on the whole remain highly committed to the sport and expect their participation to grow. The good news is that on an overall basis, spending on triathlon is not expected to change dramatically. In fact, there are more triathletes who expect to increase their spending on triathlon than who expect their spending to decline.

The bad news is that it is clear that triathletes, like most other Americans are trying to find ways to cut back on their spending. The detailed research on specific product categories shows that year-to-year spending in some merchandise areas will fall significantly in this downturn, while others may see modest growth.

Race fees and nutritional supplements are two categories that can expect increases in spending. These findings reinforce the expectation that participation in triathlon will increase, suggesting also that even in a down economy, consumers with high socioeconomic standing spend on items and activities that promote their health and well-being.

Taken together, these findings show that triathlon is a beacon of opportunity for many product manufacturers. For those selling necessities such as athletic shoes, fitness clothing, or nutritional products, the next 12 months may yield success in sales, market share expansion, and brand development.

Nevertheless, for those manufacturers of products in categories in which spending will be restrained, now is the time to build loyalty by targeting segments whose consumers will buy later. It appears that triathletes will remain receptive to buying products they need. They will, however, likely wait longer, making, for example, purchases of new bikes, helmets, or wetsuits, only when they absolutely need to. This behavior varies by segment as well.

When survey participants were asked how they expected their triathlon-related spending to change in the next 12 months compared with the previous 12 months, there were more who said that they expect their spending to increase than there were who said that they expect their spending to decrease.

- Slightly more triathletes (15 percent) expect their spending to decrease by more than 25 percent than expect it to increase (12 percent) by 25 percent.
- Clearly, those triathletes who spend less will be trying to make their dollars go further. So they will likely be very selective about how they spend their money.

The results also reveal that the importance of style, quality, price, and purchase venue varies significantly among the various segments, with implications for advertising, marketing, bundling, and distribution.

Race Experience

The race experience is generally viewed positively, but perceptions vary by segment. In general, triathletes are deeply concerned about certain aspects of race safety that can be improved. For instance, we could envision a new structure to wave management that is *not* based on age. For race directors and sponsors, there are many “enhancers” that could be offered to improve the race experience such as transition area layout, separate male/female bathrooms and spectator friendliness. We believe that those who focus on the right areas can garner a higher share of the racing dollar.

Conclusion

The study shows that the triathlon community is growing, vibrant, and passionate. Triathletes do, in fact, exhibit “tribal” traits such as fierce loyalty, dedication, enthusiasm, and a burning desire to see their sport succeed.

Look for additional articles about the study’s findings in *USA Triathlon Life* magazine and other electronic or web based formats over the coming months.

For more information on the full study which includes more than 70 pages of analyses and charts covering: Participation trends, triathlete demographics and segmentation (social, emotional, and lifestyle), Market trends, Selling to triathletes and the racing experience please contact the TribeGroup at info@tribegroupllc.com or call (877) 716-9422.

The Mind of the Tri-athlete

Key Findings

The study grouped participants into seven distinct segments according to similarities in their demographics, psychographics and involvement in the sport. On average, triathletes are from high socio-economic backgrounds with median incomes of \$126,000, however, their motivators and mindset are different, creating a significant opportunity for the triathlon community to serve them better and in more targeted ways. Unlike many consumers, they are spending cautiously but on average intend to spend as much in 2009 as they did in 2008. In fact, 45 percent would rather spend discretionary income on triathlon with three of seven segments exceeding 65 percent and one nearly 80 percent.

General Participation

Older athletes do more races 95% participate for the personal challenge 87% participate to stay in shape On average, they participated in 4.2 triathlons during the previous 12 months 86% plan to do longer races in the future Sprint triathlon remains the most popular, with those events attracting participation of more than three quarters of respondents

What Distances?

78% participate in Sprint (approx. 500 meter swim, 12 mile bike, 5k run) 58% participate in Olympic (1.5k swim, 40k bike, 10k run) 39% participate in Half Ironman (1.2 mile swim, 56 mile bike, 13.1 mile run) 17% participate in Ironman (2.4 mile swim, 112 mile bike, 26.2 mile run) 15% participate in Short duathlon (approx. 5k run, 30k bike, 5k run) 4% participate in Long duathlon (approx. 10k run, 70k bike, 10k run)

What Other Type of Events?

69% participate in 10K 64% participate in 5K 54% participate in marathon 31% participate in off-road triathlon 16% participate in winter triathlon

Age and Gender

Average age: 38

59.6% Male

39.5% Female

7% are Under 25

12.8% are 25-29

15.7% are 30-34

19.9% are 35-39

17.3% are 40-44

12.1% are 45-49

7.5% are 50-54

3.5% are 55-59

1.6% are 60-64

0.6% are 65-69

0.3% are 70+

Relationships

63% are married
11% are in committed relationship
21% are single
5% are widowed, divorced or separated
44% have children living at home

Occupation

49% report white-collar jobs
19% report professional jobs such as doctor, lawyer or accountant
12% are students or education workers
12% are blue or gray collar workers
6% are government or military

Income

Average income: \$126,000

12.9% have incomes under \$50K
14.5% have incomes \$50-74,999
16% have incomes \$75-\$99,999
23.4% have incomes \$100-\$149,999
12.1% have incomes \$150-\$199,999
8.4% have incomes \$200-\$299,999
5.5% have incomes over \$300K

Spending (discretionary income)

50% of dollars spent on bikes and bike equipment
17% of dollars spent on race entry fees
8% of dollars on fitness clothing
11% of dollars on athletic shoes

\$2,274 spent on bikes in past 12 months
\$564 spent on race fees in past 12 months
\$524 spent on bike equipment
\$370 spent on training, running and athletic footwear
\$277 spent on nutritional supplements

Race and Ethnicity

88.2% are Caucasian/White
3.2% are Hispanic
2.1% are Asian
1.5% are Multi-racial
0.5% are African-American
1.1% are other

Nursing Home/Adult Care CAC

Immediate Vacancies: 2

Position Vacancy:

Board	Term	Name	Began	End
Nursing Home/Adult Care CAC	1 year	Maggie Witherspoon	1/1/2015	1/1/2016

Special requirements: N/A

Notes: New appointment.

Attendance of Current Members: N/A

Applications Received:

1

Current Members (unexpired):

1. Clara Barrow
2. Mary Davis
3. Rev. Gail P. McNeil
4. Minnie Outlaw

If reapplying for a position you presently hold, how long have you served? DNA

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

As a retiree and caregiver for most of my adult life, I have worked in an adult day health center and served on its board for over 10 years. My experience as a caregiver and my love and compassion for aging persons and the care they are given will help me serve the county well.

Do you have any delinquent Bertie County taxes? ___ Yes No

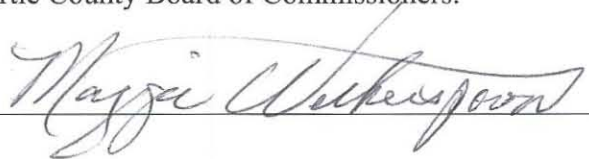
Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:

Caregiver for over 30 years. Worked at an adult day health center for over 10 years at the KATHERYN ELIZABETH CHAVERS ADULT DAY HEALTH CENTER in Powellsville, NC, as well as served on its board of directors. Presently I'm a retiree from a drug pharmaceutical company.

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: 12/5/14

Applicant's Signature: 

Return application to:

Misty Gibbs, Assistant County Manager/Clerk to the Board
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
misty.gibbs@bertie.nc.gov

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: 12/8/14

Received By: 

**Windsor, North Carolina
December 15, 2014
Department Head/Commissioners Meet & Greet**

The Bertie County Board of Commissioners met with County Department Heads on Monday, December 15, 2014 inside the Roanoke Cashie River Center located at 112 W. Water Street, Windsor, NC. The following Department Heads and Board members were present or absent:

Present: Ronald D. Wesson, Chairman
Tammy A. Lee, Vice-Chairman
John Trent
Ernestine (Byrd) Bazemore
Stewart White

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Information Systems Administrator Scott Pearce
Finance Director William Roberson
Emergency Services Director Mitch Cooper
USDA NRSC Director Diane Cowand
Department of Social Services Director Linda Speller
Cooperative Extension Director Richard Rhodes
Economic Development Director Steve Biggs
Planning Director Traci White
Water Department Superintendent Ricky Spivey
Utility Customer Service Manager Connie Coburn
Maintenance Director Anthony Rascoe
Register of Deeds Annie Wilson
Board of Elections Director Sheila Holloman
Parks and Recreation Director Donna Mizelle
Tax Administrator Jodie Rhea
Sheriff John Holley

Chairman Wesson welcomed all of those present, and stated that this meeting was being held to hear feedback, comments, and concerns from County Department Heads regarding each of their respective areas.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson gave the Invocation and Pledge of Allegiance.

DEPARTMENT UPDATES AND DISCUSSION

Chairman Wesson opened the meeting by emphasizing the importance of communication and dialogue between the Board, the County Manager, and Department Heads.

The County Manager provided an updated outline of strategic initiatives and pending items under review by the Board, plus general governance items to discuss in the coming months in preparation for the FY 15-16 budget process.

There was a general, brief discussion about the current state of various departments, and the Board addressed any concerns as they were brought forth.

Dinner was also provided.

RECESS

Chairman Wesson recessed the meeting until 7:00pm in the Commissioners Room located at 106 Dundee Street in Windsor.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board

**Windsor, North Carolina
December 15, 2014
Regular Meeting**

The Bertie County Board of Commissioners reconvened for their regularly scheduled meeting at 7:00pm on Monday, December 15, 2014 inside the Commissioners Room located at 106 Dundee Street, Windsor, NC. The following Board members were present or absent:

Present: Ronald D. Wesson, Chairman
 Tammy A. Lee, Vice-Chairman
 John Trent
 Ernestine (Byrd) Bazemore
 Stewart White

Absent: None

Staff Present: County Manager Scott Sauer
 Clerk to the Board Sarah S. Tinkham
 Information Systems Administrator Scott Pearce
 Network Administrator Joe Wilkes
 Finance Director William Roberson
 Emergency Services Director Mitch Cooper
 Department of Social Services Director Linda Speller
 Economic Development Director Steve Biggs
 Register of Deeds Annie Wilson

Gene Motley of the Roanoke-Chowan News Herald and Thadd White of Bertie Ledger-Advance were both present from the media.

Chairman Wesson welcomed all of those present, and thanked them for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent gave the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no Public Comments during this section.

APPOINTMENTS

Board of Education report – Strategic Priorities for BCPS – Superintendent Elaine White

Due to technical difficulties, Chairman Wesson deferred this item until later in the meeting.

CONSENT

Regular Session minutes from 12-1-14

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the Regular Session minutes from 12-1-14. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Closed Session minutes from 12-1-14

After a brief discussion, Vice Chairman Lee made a **MOTION** to approve the Closed Session minutes from 12-1-14. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Community Meeting Schedule for 2015

County Manager Sauer informed the Board that a proposed Community Meeting Schedule was located in their agenda packet. Mr. Sauer requested that the Board review it, and if there were no changes to be made, approval would be needed to inform the public.

Mr. Sauer also reiterated that the Board was at liberty to modify dates and times of the regular session meetings in 2015, if desired.

Commissioner Lee made a **MOTION** to approve the proposed 2015 Community Meeting schedule. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

After some discussion, Commissioner White proposed a new start time of 4:00 pm for meetings on the first Monday of each month. Meetings on the third Monday would remain unchanged with a start time of 7:00 pm.

Commissioner White made a **MOTION** for a new start time of 4:00pm for all meetings held on the first Monday of each month. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The newly approved Community Meeting schedule and meeting times read as follows:

2015 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS			
Meeting Date	Time	Meeting Area	Meeting Location
1/5/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
TUESDAY 1/20/2015*	7:00 PM	Aulander	Aulander Community Building, 116 S. Commerce Street, Aulander, NC
2/2/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
2/16/15	7:00 PM	Powellsville	Powellsville Town Hall, 106 E. Main Street, Powellsville, NC
3/2/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
3/16/15	7:00PM	Askeville	Askeville Town Hall, 105 S. Railroad Street, Askeville, NC
4/6/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
4/20/15	7:00 PM	Kelford	Kelford Community Building, 107 Broadway Street, Kelford, NC
5/4/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
5/18/15	7:00 PM	Colerain	Colerain Volunteer Fire Department Training Room, 106 N. Main Street, Colerain, NC
6/1/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/15/15	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/6/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/20/15	7:00 PM	Indian Woods	Blue Jay Fire Department, 1351 Indian Woods Road, Windsor, NC
8/3/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/17/15	7:00 PM	Midway	Midway Community Building, 112 NC 45 N, Merry Hill
TUESDAY 9/8/2015*	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
9/21/15	7:00 PM	Roxobel	Roxobel Community Building, 211 E. Church Street, Roxobel, NC
10/5/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/19/15	7:00 PM	Lewiston-Woodville	Perdue Farms, Lewiston-Woodville, 3539 Governors Road Lewiston-Woodville, 27849
11/2/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
11/16/15	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/7/15	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/21/15	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC

If there are any questions regarding this calendar, please call Clerk to the Board, Sarah S. Tinkham, at (252) 794-6110.

This schedule is subject to change. Please visit the County website (<http://co.bertie.nc.us>) to receive information about cancellations or meeting location changes. All meetings are scheduled on Mondays unless denoted with an asterick (*).

Register of Deeds Fees Report – November 2014

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the Register of Deeds Fees Report for November 2014. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Tax Department Error Ledger – November 2014

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the Tax Department Error Ledger for November 2014. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Board of Education report – Strategic Priorities for BCPS – Superintendent Elaine White

Superintendent of Bertie County Public Schools, Elaine White, acknowledged members of the Board of Education in attendance, as well as the County Commissioners.

Bertie County Schools Superintendent Elaine White provided the Board of Commissioners with a power point presentation of strategic priorities entitled Vision 2020.

First, the Superintendent reminded the Commissioners of the December 2013 correspondence from the Board of Education offering the 3.26 acre property at 222 County Farm Road for what has been determined to be a fair market price of \$300,000.

Mrs. White explained that any time the Board of Education disposes of school property, the NC General Statutes require that the County has the first right of refusal.

Mrs. White reported that the Board of Education is prepared to reduce the sale price to \$150,000 with payments over multiple fiscal years.

Superintendent White further explained that the short term goal is to move the Central Administration offices from the current County Farm Road location to the campus of the former high school, which will be designated the Bertie County Central Services Complex.

The school board's vision also encompasses several uses of this facility including: automotive technical classes, construction trades training, a culinary, hospitality and tourism curriculum, HVAC certification, the newly established Emergency Medical Technician cadet program in conjunction with Bertie County EMS and Roanoke Chowan Community College, Albemarle Smart Start and its Transformation Zone initiative, a Professional Development Center, leased space for the Open Door Community Church in the little theatre, exceptional children classroom space, and a community health center and fitness program.

Mrs. White also updated the Board regarding the recent acquisition of the former Builders Discount Warehouse and the conversion of this facility to a vehicle maintenance and bus garage.

Due to budget concerns this project will be developed in phases and the target cost for renovations is \$300,000.

Superintendent White closed her remarks by emphasizing that the Board of Commissioners and the Board of Education must continue to collaborate and work together for a “better Bertie.” Chairman Wesson commented that the two boards have more opportunities to work together than issues to divide them.

Chairman Wesson suggested that the bus garage be considered as a joint venture to maintain both county and school vehicles. He also encouraged Mrs. White to be prepared to answer questions from the community about the need for the new high school, while we are planning to continue to use the former high school campus for various activities.

The Superintendent responded by reminding the Board that conditions at the former high school campus were not able to serve the large number of students, but the facility can accommodate programming with small numbers of students and other participants.

Chairman Wesson concurred stating that the County’s future development should be based on using current assets that we currently have, just as the Superintendent has described for the former high school.

Commissioner Bazemore stated that the Superintendent’s proposal was a great idea, and Commissioner Trent commented that the improvements by Mr. Bond and his staff were excellent work.

Commissioner Lee commented that the proposed central services complex is a wonderful idea, and Commissioner White commended Mrs. White for having a great vision for her effort to train our future workforce.

Chairman Wesson noted that he felt it was appropriate to move forward with considering the acquisition of the schools board’s central administrative building and the relocation of the Sheriff’s Department to this location.

After some additional discussion, Commissioner Trent made a **MOTION** to enter into negotiations for the purchase of this building. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION

Economic Development – discuss local business opportunities and the proposed Regional Partnership

Economic Development Director, Steve Biggs, approached the Board with an opportunity to join the Northeast Commission.

The Commission is responsible for providing Economic Development opportunities as well as to discuss strategies on attracting new businesses to the region.

Mr. Steve Biggs, Economic Development Director, reviewed the legislative history of State funding for regional economic development partnerships and described Bertie County's participation in the entity known as North Carolina's Northeast Commission comprised sixteen counties.

Mr. Biggs also explained the recent efforts of the Northeast Commission to reconfigure itself in light of the North Carolina General Assembly's elimination of state funding.

Mr. Biggs described the discussions among the county economic developers in the region and reported that two counties, Halifax and Hertford, had approved resolutions declining to participate in the proposed Northeast Alliance.

Mr. Biggs shared handouts describing the region's geographic makeup and discussed options being considered in various counties.

After the Board's discussion, Commissioner Trent made a **MOTION** to support the proposed resolution declining to participate in the new Northeast Alliance configuration and to seek the return of funds earmarked for Bertie County and to review what authority these funds were reallocated without approval from the County. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mr. Biggs also reported on the local employment opportunities for Bertie residents seeking jobs that provide benefits. Perdue Farms, Inc. in Lewiston is hiring and the Bertie Correctional facility has in excess of seventy current openings.

Mr. Biggs emphasized the continued importance of the local employment office, now listed as NC Works, which will assist employers with marketing and screening applications.

The Board also discussed the local workforce in Bertie County that has been utilized by the contractors building solar farm projects, and that these projects will continue in the future.

Review and consider the Bertie County Child Support Services Amendment currently under review by the County Attorney

Chairman Wesson recognized County Attorney Lloyd Smith to discuss his thoughts about this item.

County Attorney Smith stated that this contract amendment places a large burden on the County specifically regarding sensitive federal tax information.

Mr. Smith recommended that additional wording be added to the contract to state that YoungWilliams must take as many precautions as possible to safe guard such sensitive information in their electronic system.

Ultimately, Mr. Smith stated that he did not feel this document was ready for approval, but that it was a work in progress. He also said he and County manager Saurer would be contacting other counties to learn what they were doing regarding this amendment.

COMMISSIONERS REPORTS

Commissioner Trent informed all of those present that work on the boat ramp on Weeping Mary Road was due to start on January 1, 2015.

Commissioners had no further remarks at this time.

COUNTY MANAGER'S REPORTS

County Manager Sauer thanked the Board for their time at the Department Head and Commissioners meeting to discuss program opportunities and priorities for next year's budget.

COUNTY ATTORNEY'S REPORT

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS

There were no Public Comments during this section.

ADJOURN

Chairman Wesson adjourned the meeting at 8:30pm.

**Tax Administration
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 36.

APPROVAL RECOMMENDED

Tax Assessor/Collector

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners

Susan W. Kluttz

Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION](#), page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Tax Administration
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

SUPERSEDED
STANDARD 5. PERSONNEL RECORDS

Amending item 19 Employee Eligibility Records as shown on substitute page 36.

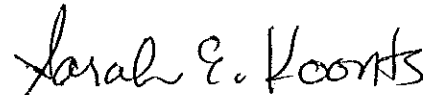
November 7, 2014

STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS

Adding item 3 Excise Tax Records as shown on substitute pages 72 and 73.

APPROVAL RECOMMENDED

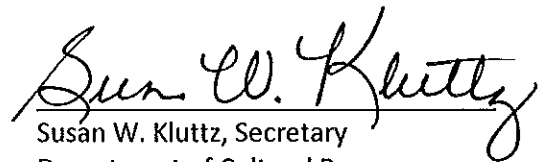
Tax Assessor/Collector/Administrator



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

September 3, 2013

County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

SUPERSEDED
November 7, 2014

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS. Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer’s income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ANIMAL LICENSE RECORDS Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	BEER AND WINE LICENSE TAX RECORDS Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	EXCISE TAX RECORDS Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	HEAVY EQUIPMENT TAX	Destroy in office after 3 years.*	
6.	MOTOR VEHICLE RENTAL TAX	Destroy in office after 3 years.*	
7.	PREPARED FOOD AND BEVERAGE TAX	Destroy in office after 3 years.	G.S. §160A-480.3

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	PRIVILEGE LICENSE CITATION RECORDS Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	PRIVILEGE LICENSES Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	ROOM OCCUPANCY TAX	Destroy in office after 3 years.	G.S. §160A-480.3

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division

Pat McCrory, Governor
Dr. Pat Mitchell, CEcD, Assistant Secretary

Sharon Allred Decker, Secretary
Melody Adams, Acting Director

December 12, 2014

The Honorable J. Wallace Perry, III, Chair
Bertie County Board of Commissioners
Post Office Box 530
Windsor, North Carolina 27983

Subject: Extension Request Approval to Expend All Funds and Complete All Activities
CDBG Number: 11-C-2304 (SSH)

Dear Chair Perry:

Community Assistance (CA) has received the County of Bertie's extension request for the Scattered Site Housing (SSH) Community Development Block Grant (CDBG). CA approves the County's request to extend the all funds expended and activities completed deadline of December 22, 2014 to **March 2, 2015** effective **December 12, 2014**. Please note in order to fulfil this requirement the final requisition must be submitted to our office by noon on **February 19, 2015**.

Further, the Grant Agreement and Funding Approval required that the County adhere to the dates and terms of those documents in order to have the funds released during the prerequisite timeframe. These dates were reinforced during the start-up visit with your Grants Management Representative and signed by the County's representative. According to the Grant Agreement and remedies outlined in 04 NCAC 19L, the funds for this grant should be de-obligated because the timeframe was not met. **For this reason, CA will not grant any further extensions for this grant.**

CA is willing to allow the grant to go forward based on the following conditions: (1) the County must agree to strictly abide by the dates in your original contract as amended and (2) the County must agree to closely monitor the activities of your contract administrator for this grant, McDavid Associates. The last issue is critical to the successful completion of your grant and to maintain grant eligibility. CA's contract is with the County and not your contract administrator, so it is imperative that the County remain in control of your grant deadlines. The County will need to certify monthly that they have received a written report from the grant administrator updating the County on the progress of the grant. Be sure the certification is on the County's letterhead, signed by you, and includes a copy of the contract administrator's report. Also, note this certification is due to your Grant Management Representative by the 10th of each month and does not replace the regularly quarterly report. The report must come from the County and not the grant administrator.

The Honorable J. Wallace Perry, III, Chair
December 12, 2014
Page 2

Please return a signed copy of this letter certifying that the County is willing to abide by the terms originally agreed upon between the County and CA no later than **December 19, 2014**. Once signed, e-mail the signed copy to vmoores@nccommerce.com.

We look forward to working with you on your community development program. Please contact Ms. Moore at (919) 715-0512 or e-mail vmoores@nccommerce.com for assistance.

Sincerely,



Melody Adams
Acting Director

Enclosure

MA/VDM

cc: Mr. Scott Sauer, County Manager
Ms. Traci White, Director of Planning and Inspections
Mr. Mike Barnette, McDavid Associates

Chair (Seal)

ATTEST: _____
Clerk

Date

December 15, 2014

County of Bertie
106 Dundee Street, Second Floor
Windsor, North Carolina 27983

Attention: Mr. Scott T. Sauer
Bertie County Manager

SUBJECT: Professional Engineering Services
Town Of Lewiston-Woodville Water System Evaluation
Water System Identification # 04-08-020

Dear Mr. Sauer:

In response to the Bertie County Board of Commissioner's action and your personal directive, Green Engineering has made an evaluation of the present water system assets belonging to the Town of Lewiston-Woodville. The Scope of Services includes the following four (4) areas of study:

1. Engineer will obtain all available drawings from NCDENR Public Water Supply records pertaining to Town's water system
2. Conduct a field survey to establish elevated storage overflow elevation.
3. Complete an independent elevated storage facility evaluation.
4. Review all evaluation data and issue a letter of opinion.

The Bertie County Commissioners' action was a result of the Town of Lewiston's request to consider consolidating its water system assets with the Bertie County Regional Water System. Prior to final acceptance of the Town's system, the County requested that a system evaluation be conducted. The purpose was to determine what issues were involved with the proposed merger and identify any outstanding liabilities that the County must consider. As a result of the evaluation the following information is provided to the Board of Commissioner in an effort to convey that information relative to the state of the Town's system.

General Information and System Condition

1. Water System Age

Information located in the State Archives of North Carolina indicates that the initial construction of the Lewiston water supply and distribution system began in July 1962 to which there have been several additions made since that time. The oldest components are approximately 52 years old. The latest addition to the system was made in 2009.

2. Distribution System Composition

Based upon information from the Town's most recent Water Supply Plan, its system has approximately 18 miles of water distribution mains ranging in size from 1½ inches to 8 inches.

Plans dating back to the early 1960's do not always reveal pipe material; therefore, some assumptions have been made based upon known construction standards from that period.

From the beginning through the most recent construction records of 2009, there are indications that pipe materials of construction include Asbestos Cement, Cast Iron, Galvanized Steel and PVC.

The available plans of the system do not specifically indicate that galvanized material was used; however, knowledge of available materials of the times leads us to believe that this material was most likely used in diameters 2-inches and less. Useful life of this material normally will not exceed 30-40 years; therefore, comments made later in this Report will recommend that all galvanized pipe in the system be replaced when discovered at the time of leak repairs or routine maintenance operations.

3. Elevated Storage

The existing 100,000 gallon elevated storage tank is located in the central part of Town near to the intersection of West Church Street and Main St. The tank was constructed during the initial phase of system development and was taken out of service in 2004 upon the Town connecting to the Bertie County Regional Water System.

Green Engineering requested that an independent inspection/evaluation be made of the tank structure by Soils and Materials Engineers, Inc. (S&ME, Inc.) of Greensboro, NC. That Report is attached to this evaluation. Because of the amount of time the tank has been out of service, the condition of the tank has deteriorated considerably. The overall structural integrity of the tank is good and capable of undergoing complete reconditioning. This could extend the useful life of the tank many more years provided regular scheduled tank maintenance is followed during that period of extended service.

The existing coating systems (both interior and exterior) are now considered to be non-compliant with present State, AWWA and NSF Standards. Therefore, complete removal and replacement of these systems will be required in order for the structure to be placed back into service.

S&ME did not provide an official cost opinion in their Report; however, subsequent discussions with their representative revealed their best estimate would be around \$350,000.00 to bring the current tank structure and coating systems into compliance with the above Standards.

4. Metering

Records indicate the majority of all the Lewiston water meters are 25 years or older. The accuracy of these old meters is suspect.

The original meter services employed conventional tapping saddles with 3/4 inch copper tubing for service pipe. Meter bases were set with both conventional meter setters and direct material transition adapters without setters.

It is recommended that all meters be replaced utilizing the latest automatic meter reading technology. This will improve reading efficiency, reduce errors and enhance system revenues.

5. Water Supply

The Town previously had two deep well water supplies both developed to a depth of 203 feet. Old records indicate that both of these wells had an original 12-hour safe water yield of 110,000 gallons.

In 2004, due to a loss of capacity from these wells, the Town connected to District IV of the Bertie County Regional System Water System. Subsequent to that action, the wells have been fully abandoned and are no longer in use by the Town. This abandonment process was in full compliance with applicable State Regulations.

At the present time, Lewiston is purchasing 46,000- 50,000 gallons of water per day from Bertie County.

6. Water Connections

The Town's 2013 "Water Supply Plan" reported 312 residential connections and 8 commercial connections. Active accounts as of November 1, 2014 are 302 residential and 24 commercial.

7. Water Audit

Green Engineering has reviewed the customer consumptive use data provided by the Town. That information was made available for the billing periods 2010 - 2011 and 2011 - 2012. Due to various computer/software issues, the Town is has been unable to generate consumptive reports since the middle of 2012-2013. However, based on information from available sales records, there appears to be a system loss of approximately 10.1 percent.

This loss ratio is well within acceptable standards for systems comparable to the Lewiston distribution network.

8. Present Water Rates.

Effective July 1, 2014, Bertie County increased its bulk rate from \$3.25/1,000 gallons to \$4.50/1,000 gallons. The town has not increased its present rate of \$4.25/1,000 gallons to accommodate the County increase. The following table is a comparison of the respective rates:

Rate Comparison Table

System	Rate	3,000 Gallons	4,000 Gallons	5,000 Gallons
Lewiston	\$15.00 Flat Plus \$4.25/1,000	\$27.75	\$32.00	\$36.25
BCRWS	\$15.53 Flat Plus \$4.50/1,000	\$29.03	\$33.53	\$38.03

8A. Lewiston Present Water Consumption.

System data submitted in the Town's 2013 Water Supply Plan indicated that its residential consumption averages about 4,500 gallons per month. A recent evaluation of the County Regional System indicates that the residential system-wide average is 3,685 gallons per month per connection. This difference may partly be due to sewer being available to the Town customers.

Based on this analysis, the transfer of customers to the County system should produce more revenue on a per connection basis than the Regional System customer base.

9. Human Resources

Presently, the Town has one full-time employee that tends to streets, and water/sewer issues. The economy of scale in the operation of the present County's regional system, together with the plan to install the automatic meter reading technology in the Town's system, will allow the County to assume the added responsibility created by the addition of the Lewiston system without any increase in personnel.

10. Billing Services

Should the County elect to take over the Lewiston water distribution system; the Town will still need to provide billing services for its sewer customers which may want to consider requesting the County to provide these billing services in conjunction with the monthly water billings.

11. System Records

As previously mentioned, Green Engineering has researched the State Archives and obtained copies of plans of many of the Town's water distribution system segments. County staff also has some additional records made available of the town system. There are several sections of the system where record drawings are not available.

A composite map of the existing system, based on available information, is included in this Report.

The County will need to continue to develop a more accurate map of the Town's distribution system as more system records are discovered. Missing components of the system can also be validated as maintenance/repairs are made throughout the system.

The above information, when available, can be added to the above referenced system map by either County GIS personnel or Green Engineering.

12. Lewiston's Existing Utility System Debt

The Town presently has outstanding utility debt through a loan with USDA-Rural Development of \$17,709.55. The next annual payment in the amount of \$9,297.00 is due on 9/15/15. USDA records do not indicate whether this debt relates to past water or sewer issues; however, the Town is under the impression that the debt is water system related.

13. Required Water System Improvements and Operational Actions

- a. Water Meters. All water meters because of excessive age and loss of accuracy need to be replaced. Even though the system loss is within a reasonable 10 percent range (based upon 2010-2012) audit, the meters will continue to slow down and system losses will increase. Should the system(s) consolidation take place, the County should incorporate into its next capital project a component by which all the Town's meters will be replaced with new encoder registers compatible with the County's new hand held meter reading system. These improvements will expedite the performance of additional billing tasks in the County business office and will reduce meter reading time required of the current meter reading staff. Consequently, water sales will improve with no additional human resources required.
- b. System Mapping. The Town's available water system records do not include all of what Green Engineering believes exist in the ground. Since the County has expended considerable resources to build a very sound and elaborate GIS system, the Town's assets should be incorporated into the County's database. Also, these assets will need to be added to the County's most recent Asset Management Plan.
- c. Water Loss. The County recently adopted a water loss reduction plan that involves valve exercising on a regular basis. Efforts should be made with present Town staff to coordinate with County personnel the location of as many system valves as possible before the transfer of assets is completed made.
- d. Watermain Replacement. There are several small diameter, galvanized steel water mains that will need to be located and replaced. None of these smaller mains are presently a problem; however, these lines will ultimately give trouble and will need replacing. A systematic plan for the replacement of these water mains should be included in the County's "Capital Improvement Plan" (CIP).
- e. Existing Elevated Tank. The Town's existing 100,000 gallon elevated storage tank has been out of service since about 2004. The interior and exterior coatings on the tank consist of a lead base material and are no longer in compliance with State Regulations. The ladders (inside and outside) need to be replaced together with the balcony and dome vent assembly.

The mean sea level (msl) overflow elevation of the Lewiston tank is approximately two (2) feet below the adjacent elevated tanks in the County (196.61 versus 198.67). Therefore, should the County elect to add this tank into its system, some minor pressure control devices will be required to prevent overfilling of the structure.

Should the County decide to keep the tank in service, an estimated expenditure of \$350,000 may be required to restore its condition to meet present day standards. However, should the County choose to have the tank removed from its system, the cost of demolition (not including foundations) is estimated to be \$20,000.00.

- f. Hydraulic Model. The County's present hydraulic model does not include the interconnection of the two (2) systems. The 2014-15 CIP calls for an update to the present hydraulic model; therefore, should the County choose to keep the Lewiston tank in operation, that connection will need to be included in the revised model.

Should the County decide not to retain the elevated storage facility; future hydraulic modeling may identify locations where additional interconnections between the County and Town's systems are required. These additional connections may be necessary in order to maintain satisfactory residual pressures during peak consumption periods.

- g. Required Water System Identification Change. Should the County takes over the Town's system, the water system ID for the Town will become the same as the County water system ID number. Staff will need to notify the State Water Supply Regional office in writing of this change. Staff will also need to coordinate with the Regional Office concerning any increases to compliance sampling due to the system addition.

14. Financial Considerations and Planned Resources

At present, there are four funding sources for Bertie County to secure financial assistance for water it system improvements. These are:

USDA - Rural Development Loan and Grant Program
NC State Revolving Loan Program
Community Development Block Grant
Private Market

Preliminary talks have taken place with representative with USDA representatives relative to including the improvements recommended for the Lewiston system into an application which might include the South Windsor system. This application can also include other Countywide SCADA system improvement presently under consideration.

Preliminary responses from that Agency are encouraging; therefore, Green Engineering will be seeking input from the County as to the direction it wishes to move regarding this matter.

15. Projected Revenues

The following revenue comparison illustrates the change in the County revenue position if the consolidation takes place:

Present System Revenues

46,000 gpd x 365 days/yr x \$4.50/1000 gallons purchased.....\$75,555/year

Anticipated Revenues After Consolidation

*326 connections x \$32.11 / month / customer x 12 months.....\$125,614/year

Increase in annual revenues.....\$50,059/year

*Revenues for the projection used the County average consumption per month of 3685 gallons per residential connection

16. Summary and Recommendations

The following observations/recommendations are offered to Bertie County officials for consideration in their effort to evaluate the feasibility of consolidating the Town of Lewiston water distribution system into the operation of the County Regional system:

- Based upon the most recent billing data available, the Lewiston distribution system is relatively free of leaks with a water loss of about 10%. This is an indication that the system has been reasonably cared for.
- There are some small diameter galvanized water mains throughout the system that will need replacing within the next few years.
- There does not appear to be any major maintenance issues within the system that may give cause for enforcement action by the State.
- The water meters should be replaced relatively soon in order to provide the best revenue stream possible, facilitate water loss management and eliminate the need for additional system personnel required for meter reading and billing purposes.
- The Town's elevated storage tank has been out of service since 2004 and needs major repair \$350,000.00 will be required to recondition this structure in order that it can be put into service as an integral component of the County's regional system
- Cost to take the tank down, thereby removing all liability associated with failure to maintain the structure, will cost approximately \$20,000.00.

Mr. Scott T. Sauer
December 15, 2014
Page Nine (9)

Implementation of revisions to the Safe Drinking Water Act in 1996 has influenced many small water systems, where possible, to consolidate with other operating systems. Even though the Town of Lewiston will lose its water system assets, consolidation with the County will eliminate any future liabilities that may result in the continued operation of a such small system.

The inability of the Town to maintain the required managerial and technical capacity required to successfully operating a small water supply and distribution system further reinforces the concept of system consolidation. This merger also secures the long-term sustainability of public health protection to the citizens in the area and will further strengthen the Regional Water System's financial position by providing a more favorable "economy of scale" operation.

Green Engineering appreciates the opportunity the Board of Commissioners' has provided our firm to develop this evaluation. Should you have any questions, please do not hesitate to contact me.

Respectfully,



E. Leo Green, Jr, P.E., P.L.S.
Managing Member

cc: County Commissioners
Mr. Ricky Spivey, RWS Director

Attachments





October 31, 2014

Bertie County
Post Office Box 530
Windsor, North Carolina 27983

Attention: Mr. Scott T. Sauer-County Manager

Reference: **LIMITED GENERAL TANK OBSERVATION AND COATING
ASSESSMENT**

Main Street Tank
100,000 Gallon Elevated Tank
Lewiston, North Carolina
S&ME Project 3458-14-093

Dear Mr. Sauer:

S&ME, Inc. is pleased to provide this coating assessment and general observation report for the above referenced elevated water storage tank. The purpose of the observation and assessment was to develop information relative to the tank's condition for use in long term planning by Bertie County. The work was performed in accordance with S&ME Proposal No. 34-1400424 dated October 13, 2014. This report summarizes our observations, assessment procedures, findings, and recommendations.

BACKGROUND

Project background information was obtained from a phone conversation between Leo Green with Green Engineering and Tim Greene with S&ME, Inc. on October 13, 2014. The Town of Lewiston has an elevated steel water tank with a capacity of 100,000 gallons. The Town of Lewiston requested Leo Green to contact S&ME to perform a general observation and coating assessment of the tank to provide recommendations for future tank rehabilitation. On October 14, 2014 Tim Greene with S&ME conducted the observation and assessment.

OBSERVATION AND ASSESSMENT PROCEDURES

The scope of service consisted of the following:

Visual Observation

Visual observations of the exterior and interior coating system were performed from points safely accessible on ladders and manways. Areas of corrosion, adhesion problems, or visual coating deficiencies were noted and photographed.

Dry Film Thickness (DFT) Testing

Dry film thickness (DFT) testing was performed at various random accessible areas to develop a baseline average. The high, low and average dry film thickness was recorded at each location. A total of 85 readings were taken at areas including the exterior and interior locations. A summary of the test results are attached for your review/use.

Adhesion Testing

Adhesion testing was performed at accessible locations in accordance with ASTM D3359-02, "Test Method for Testing Adhesion by Tape Test", using Method A. Testing was performed at five (5) locations (four exterior and one interior location). The adhesion testing provides information on the adhesion properties between the primer and the substrate and also between the top coat and intermediate coat. Detailed adhesion test results are attached for your review/use.

Lead Content Testing

Two samples (one interior, one exterior) of the coating system were collected and tested for lead content per EPA standard SW-846, 3rd Edition, Method No. 3050B/Method No. 7420 by an outside laboratory. The test results indicate the exterior coating system contains 0.53% lead by weight and is above the action level for lead abatement, while the interior system contains 0.044% lead by weight.

Photo Documentation

Photographs depicting and documenting conditions observed and areas accessible and tested are attached.

FINDINGS

Exterior

The coating system has effectively protected the steel from corrosion to date. Minor metal loss was noted on column baseplate anchor bolt nut and minor visible rust was present on the roof knuckle but no measurable metal loss. The tank foundation has minor cracking and should be repaired during the next tank rehab. Adhesion test results indicate poor adhesion properties between the top coat, intermediate coat, and primer. Therefore, the tank exterior coating is not a candidate for over coating.

Additional items identified

Sanitary issue:

- Roof manway is not covered and is currently allowing bird, insects, and other debris to enter the tank. *(see photo 23)*

Safety Issue:

- Column ladder dimensions are not OSHA compliant.
- The roll around shell/roof ladder is not OSHA compliant. *(See photos 15, 16, 18, and 19)*
- Balcony handrail dimensions are not OSHA compliant.

Operational Issue

- Roof vent should be freeze clog resistant. *(see photo 19 and 20)*

Interior

The coating system is not effectively protecting the steel from corrosion in areas viewed. Adhesion test results indicate the coating system has poor adhesion with an estimated 60% of the coating system deteriorated. The coating system should be removed and new epoxy system applied.

Additional items identified

Sanitary issue:

- Roof manway is not covered and is currently allowing bird, insects, and other debris to enter the tank. *(see photo 23)*
- Algae growth is present on the roof, shell and ladder.

Safety issues:

- Shell ladders dimensions are not OSHA compliant.

RECOMMENDATIONS

Exterior

- The tank exterior coating is not a candidate for over coating and should be removed and a new system applied.
- Review of OSHA upgrades will be needed.
- The foundations should be repaired.
- Roof manway cover needs to be fabricated and installed.

Interior

- The tank interior coating is not a candidate for over coating and should be removed and a new system applied. Prior to removal the interior should be pressure washed to remove algae growth.
- Review of OSHA upgrades will be needed.
- Roof manway cover needs to be fabricated and installed.

In addition, the sample of the exterior tank coating system tested for lead content identified the coating contains lead concentrations above the action level for removal. The EPA action level for removal is 0.06%. The exterior lead concentration level is 5.3%, therefore when the coating is removed it will require controls per local, State and Federal guidelines.

CLOSURE

S&ME appreciates the opportunity to provide these services to the County of Bertie. If you should have any questions or require any additional information, please feel free to contact us.

Sincerely,

S&ME, Inc.

Tim Greene
Coating Services Project Manager
NACE Certified #3492

Brian Glidewell, P.E.
Senior Engineer

TG/BG/lss

Attachments: Dry Film Thickness Results Summary
Adhesion Testing Results
Dry Film Thickness Measurements (5 pages)
Lead Analysis and Chain of Custody (2 pages)
Photos (16 pages)

**DRY FILM THICKNESS
MAIN STREET TANK
LEWISTON, NORTH CAROLINA
S&ME PROJECT NO. 3458-14-093**

Dry Film Thickness Measurements

Dry film coating thickness measurements were performed on various accessible areas of the tanks exterior using the following equipment:

- Positector 6000-F3 S/N # 50349
- NIST Calibration standards S/N # K-61704 5.31-18.2 Mils (*Pre and Post Calibration*)

The calibration, verification and measurement of dry film thickness were performed using a programmable type 2 constant pressure probe gage, readings were taken randomly to get a baseline average. The high, low and average dry film thickness was recorded at each location.

**TABLE I
DRY FILM THICKNESS MEASUREMENT RESULT
EXTERIOR**

TEST AREA	NUMBER OF READINGS	MEASURED COATING THICKNESS (mils)		
		LOW	HIGH	AVERAGE
RISER	20	3.6	13.8	10.2
COLUMN	20	5.2	15.2	9.6
SHELL	25	6.1	15.2	8.9
ROOF	20	5.9	12.1	9.3

**DRY FILM THICKNESS MEASUREMENT RESULT
INTERIOR**

TEST AREA	NUMBER OF READINGS	MEASURED COATING THICKNESS (mils)		
		LOW	HIGH	AVERAGE
ROOF	10	8.3	13.8	10.8

**ADHESION TESTING
 MAIN STREET TANK
 LEWISTON, NORTH CAROLINA
 S&ME PROJECT NO. 3458-14-093**

Adhesion Testing

Adhesion testing was performed at 4 selected locations on the tank to determine adhesion properties of the existing coating. Adhesion tests were performed in accordance with ASTM D3359-97 test method "A" based on the dry film thickness measurements. The rating system for adhesion values is presented below, the values rating is from 5A-OA, with 5A being the most desirable. The adhesion results and locations are listed in Table II.

- 5A No peeling or removal.
- 4A Trace peeling or removal along incisions or at their intersection.
- 3A Jagged removal along incision up to 1/16 in. (1.6 mm) on either side.
- 2A Jagged removal along most of intersection up to 1/8 in. (3.2mm) on either side.
- 1A Removal from most of the area of the X under the tape.
- 0A Removal beyond the area of the X.

**TABLE II
 ADHESION CLASSIFICATION TESTING RESULTS
 EXTERIOR**

TEST NUMBER	EXTERIOR TEST AREA	PRIMER TO SUBSTRATE	TOPCOAT TO INTERMEDIATE
1	LOWER RISER	0A	0A
2	COLUMN	1A	1A
3	SHELL	1A	1A
4	ROOF	2A	2A

**ADHESION CLASSIFICATION TESTING RESULTS
 INTERIOR**

TEST NUMBER	INTERIOR TEST AREA	PRIMER TO SUBSTRATE	TOPCOAT TO INTERMEDIATE
1	ROOF	0A	0A

Main Street Tank**Bertie County, NC****Readings - Exterior Riser**

Reading	Time & Date	Epoxy-Alum Mastic (mil)
1	8:33:34 AM 10/14/2014	8.7
2	8:33:36 AM 10/14/2014	9.3
3	8:33:38 AM 10/14/2014	11.8
4	8:33:39 AM 10/14/2014	10.8
5	8:33:41 AM 10/14/2014	9.9
6	8:33:43 AM 10/14/2014	8.6
7	8:33:47 AM 10/14/2014	10.8
8	8:33:49 AM 10/14/2014	13.4
9	8:33:51 AM 10/14/2014	9.3
10	8:33:53 AM 10/14/2014	9.4
11	8:33:54 AM 10/14/2014	13.8
12	8:33:58 AM 10/14/2014	13.3
13	8:34:00 AM 10/14/2014	11.1
14	8:34:02 AM 10/14/2014	10.3
15	8:34:04 AM 10/14/2014	9.1
16	8:34:05 AM 10/14/2014	3.6
17	8:34:07 AM 10/14/2014	10.1
18	8:34:09 AM 10/14/2014	10.8
19	8:34:13 AM 10/14/2014	11.0
20	8:34:15 AM 10/14/2014	8.0

Summary - Exterior Riser

Reading	Time & Date	Epoxy-Alum Mastic (mil)
Max		13.80
Min		3.60
Mean		10.16
StdDev.		2.23

Annotations - Exterior Riser

Gage Model: 6000F
Gage S/N: 703720
Probe Model: F
Probe S/N: 160388
User: Tim Greene
Part: Ext. Riser
Substrate: Steel
Coating 1: Epoxy-Alum Mastic

Main Street Tank**Bertie County, NC****Readings - Exterior Columns**

Reading	Time & Date	Epoxy-Alum Mastic (mil)
1	8:34:22 AM 10/14/2014	11.0
2	8:34:24 AM 10/14/2014	10.4
3	8:34:26 AM 10/14/2014	9.6
4	8:34:28 AM 10/14/2014	13.5
5	8:34:30 AM 10/14/2014	11.3
6	8:34:31 AM 10/14/2014	12.5
7	8:34:33 AM 10/14/2014	15.2
8	8:34:35 AM 10/14/2014	12.2
9	8:34:37 AM 10/14/2014	11.9
10	8:34:44 AM 10/14/2014	6.7
11	8:34:46 AM 10/14/2014	7.6
12	8:34:48 AM 10/14/2014	8.9
13	8:34:50 AM 10/14/2014	12.4
14	8:34:51 AM 10/14/2014	7.2
15	8:34:53 AM 10/14/2014	7.8
16	8:34:55 AM 10/14/2014	6.1
17	8:34:57 AM 10/14/2014	7.0
18	8:34:59 AM 10/14/2014	5.2
19	8:35:00 AM 10/14/2014	7.7
20	8:35:02 AM 10/14/2014	8.4

Summary - Exterior Columns

Reading	Time & Date	Epoxy-Alum Mastic (mil)
Max		15.20
Min		5.20
Mean		9.63
StdDev.		2.77

Annotations - Exterior Columns

Gage Model: 6000F
Gage S/N: 703720
Probe Model: F
Probe S/N: 160388
User: Tim Greene
Part: Ext. Columns
Substrate: Steel
Coating 1: Epoxy-Alum Mastic

Main Street Tank**Bertie County, NC****Readings - Exterior Shell**

Reading	Time & Date	Epoxy-Alum Mastic (mil)
1	9:11:32 AM 10/14/2014	6.9
2	9:11:34 AM 10/14/2014	10.2
3	9:11:36 AM 10/14/2014	15.2
4	9:11:38 AM 10/14/2014	7.9
5	9:11:40 AM 10/14/2014	8.7
6	9:11:42 AM 10/14/2014	10.4
7	9:11:44 AM 10/14/2014	12.4
8	9:11:46 AM 10/14/2014	7.9
9	9:11:48 AM 10/14/2014	7.8
10	9:11:50 AM 10/14/2014	9.0
11	9:11:53 AM 10/14/2014	6.1
12	9:11:55 AM 10/14/2014	10.7
13	9:11:57 AM 10/14/2014	7.2
14	9:12:02 AM 10/14/2014	8.7
15	9:12:04 AM 10/14/2014	7.8
16	9:12:06 AM 10/14/2014	7.3
17	9:12:11 AM 10/14/2014	8.4
18	9:12:14 AM 10/14/2014	6.3
19	9:12:16 AM 10/14/2014	6.3
20	9:12:18 AM 10/14/2014	7.0
21	9:12:21 AM 10/14/2014	8.5
22	9:12:24 AM 10/14/2014	10.6
23	9:12:26 AM 10/14/2014	8.1
24	9:12:28 AM 10/14/2014	13.5
25	9:12:30 AM 10/14/2014	10.3

Summary - Exterior Shell

Reading	Time & Date	Epoxy-Alum Mastic (mil)
Max		15.20
Min		6.10
Mean		8.93
StdDev.		2.28

Annotations - Exterior Shell

Gage Model: 6000F
 Gage S/N: 703720
 Probe Model: F
 Probe S/N: 160388
 User:
 Part:
 Substrate: Steel
 Coating 1: Epoxy-Alum Mastic

Main Street Tank**Bertie County, NC****Readings - Exterior Roof**

Reading	Time & Date	Ext. Roof (mil)
1	9:22:32 AM 10/14/2014	8.5
2	9:22:34 AM 10/14/2014	11.6
3	9:22:36 AM 10/14/2014	9.7
4	9:22:38 AM 10/14/2014	10.8
5	9:22:40 AM 10/14/2014	10.6
6	9:22:42 AM 10/14/2014	8.7
7	9:22:43 AM 10/14/2014	9.5
8	9:22:45 AM 10/14/2014	9.5
9	9:22:47 AM 10/14/2014	8.1
10	9:22:49 AM 10/14/2014	8.4
11	9:22:51 AM 10/14/2014	7.7
12	9:22:52 AM 10/14/2014	12.1
13	9:22:54 AM 10/14/2014	9.3
14	9:22:56 AM 10/14/2014	9.7
15	9:22:58 AM 10/14/2014	5.9
16	9:22:59 AM 10/14/2014	9.4
17	9:23:01 AM 10/14/2014	10.0
18	9:23:03 AM 10/14/2014	9.1
19	9:23:05 AM 10/14/2014	7.2
20	9:23:06 AM 10/14/2014	9.4

Summary - Exterior Roof

Reading	Time & Date	Ext. Roof (mil)
Max		12.10
Min		5.90
Mean		9.26
StdDev.		1.45

Annotations - Exterior Roof

Gage Model: 6000F
Gage S/N: 703720
Probe Model: F
Probe S/N: 160388
User: Tim Greene
Part: Ext. Roof
Substrate: Steel
Coating 1: Ext. Roof

Main Street Tank**Bertie County, NC****Readings - Interior roof**

Reading	Time & Date	Coal Tar (mil)
1	9:45:06 AM 10/14/2014	10.6
2	9:45:08 AM 10/14/2014	10.8
3	9:45:10 AM 10/14/2014	13.8
4	9:45:11 AM 10/14/2014	12.0
5	9:45:13 AM 10/14/2014	8.9
6	9:45:16 AM 10/14/2014	11.2
7	9:45:18 AM 10/14/2014	9.5
8	9:45:19 AM 10/14/2014	8.3
9	9:45:31 AM 10/14/2014	11.6
10	9:45:33 AM 10/14/2014	10.9

Summary - Interior roof

Reading	Time & Date	Coal Tar (mil)
Max		13.80
Min		8.30
Mean		10.76
StdDev.		1.59

Annotations - Interior roof

Gage Model: 6000F
Gage S/N: 703720
Probe Model: F
Probe S/N: 160388
User: Tim Greene
Part: Int. Roof
Substrate: Steel
Coating 1: Coal Tar



Analysis for Lead Concentration in Paint Chips

by Flame Atomic Absorption Spectroscopy
EPA SW-846 3rd Ed. Method No. 3050B/Method No. 7420



Customer: S&ME, Inc.
3718 Old Battleground Rd.
Greensboro NC 27410

Attn: Tim Greene

Lab Order ID: 1420780

Analysis ID: 1420780_PBP

Date Received: 10/24/2014

Date Reported: 10/27/2014

Project: 3458-14-093 Main St Tank Lewiston, NC

Sample ID	Description	Mass (g)	Analytical Sensitivity (% by weight)	Concentration (% by weight)
Lab Sample ID	Lab Notes			
1	Exterior	0.0692	0.039%	5.3%
1420780PBP_1				
1	Interior	0.0973	0.001%	0.044%
1420780PBP_2				

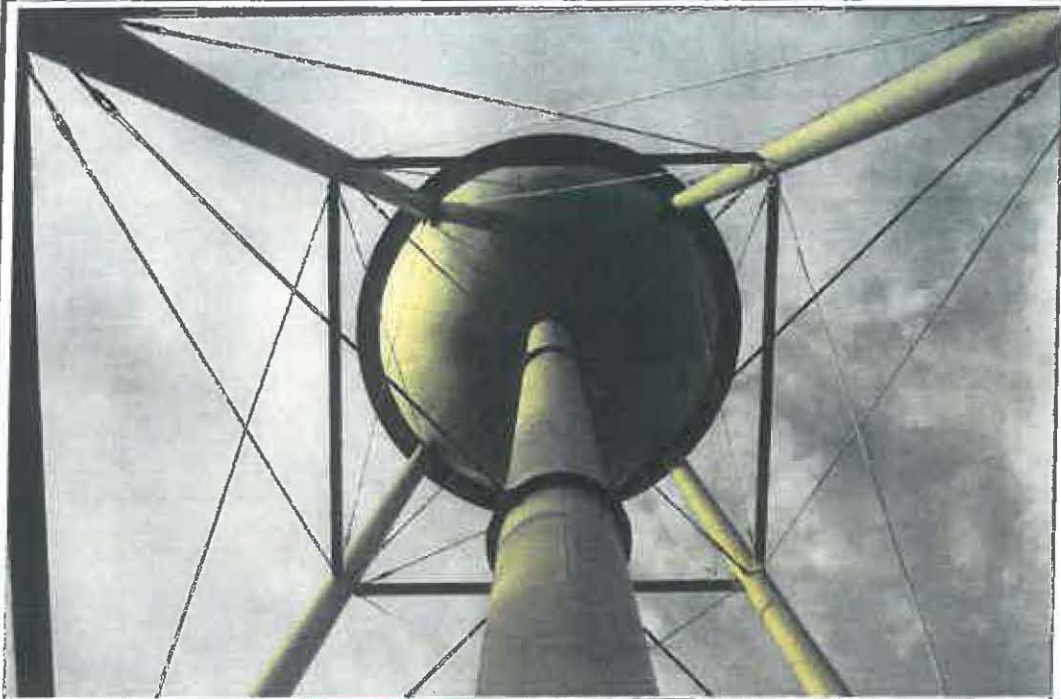
The quality control samples run with the samples in this report have passed all AIHA required specifications unless otherwise noted. This report relates only to the samples tested and may not be reproduced, except in full, without the written approval of SAI. This report may not be used by the client to claim product endorsement by AIHA or any other agency of the U.S. government. (R.L. = 0.01 wt.%)

Daniel Olson (2)

Analyst

Laboratory Director


1	Location / Orientation	Exterior
	Remarks	General view



Date: 10-14-14

Photographer: Tim Greene

2	Location / Orientation	Exterior
	Remarks	General view of foundation



Date: 10-14-14

Photographer: Tim Greene



Date: 10-14-14

Photographer: Tim Greene

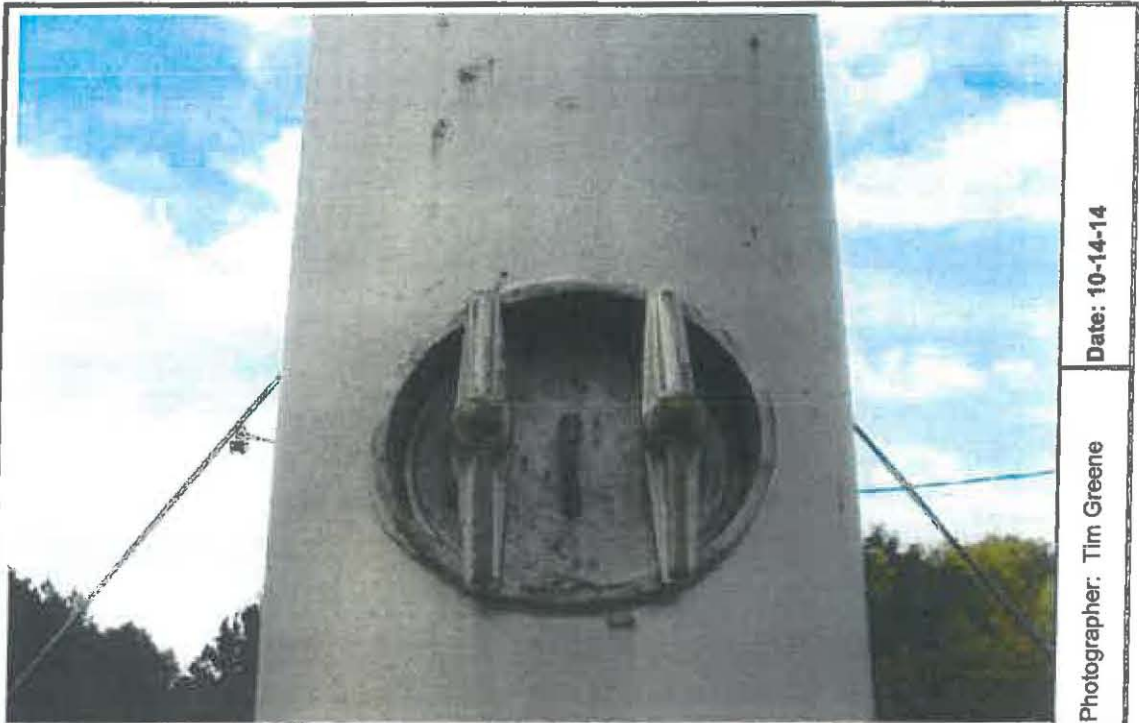
3	Location / Orientation	Exterior
	Remarks	Metal loss on foundation anchor bolt



Date: 10-14-14

Photographer: Tim Greene

4	Location / Orientation	Exterior
	Remarks	General view of riser inlet/outlet pipe and drain pipe.



Date: 10-14-14

Photographer: Tim Greene

5	Location / Orientation	Exterior
	Remarks	Riser manway

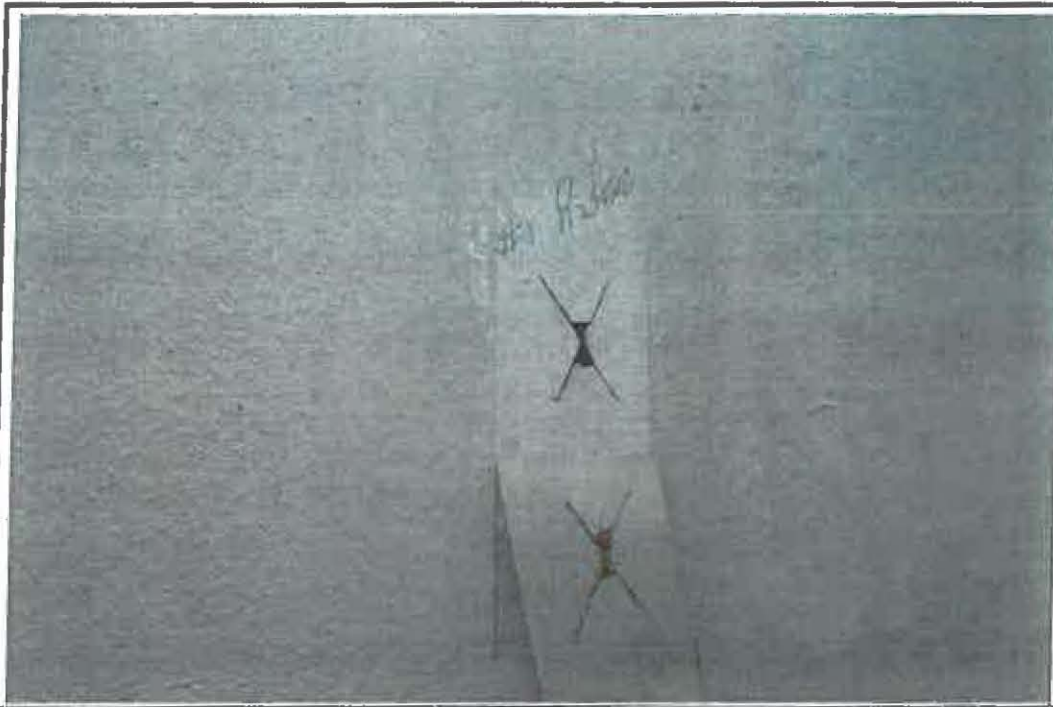


Date: 10-14-14

Photographer: Tim Greene

6	Location / Orientation	Exterior
	Remarks	Lower drain on riser

7	Location / Orientation	Exterior
	Remarks	ASTM D3359 adhesion test on riser.



Date: 10-14-14

Photographer: Tim Greene

8	Location / Orientation	Exterior
	Remarks	ASTM D3359 adhesion test on column..



Date: 10-14-14

Photographer: Tim Greene


9	Location / Orientation	Exterior
	Remarks	Column Ladder



Date: 10-14-14

Photographer: Tim Greene


10	Location / Orientation	Exterior
	Remarks	General view of lower bowl



Date: 10-14-14

Photographer: Tim Greene


11	Location / Orientation	Exterior
	Remarks	Balcony entrance



Date: 10-14-14

Photographer: Tim Greene

12	Location / Orientation	Exterior
	Remarks	General view of balcony.



Date: 10-14-14

Photographer: Tim Greene

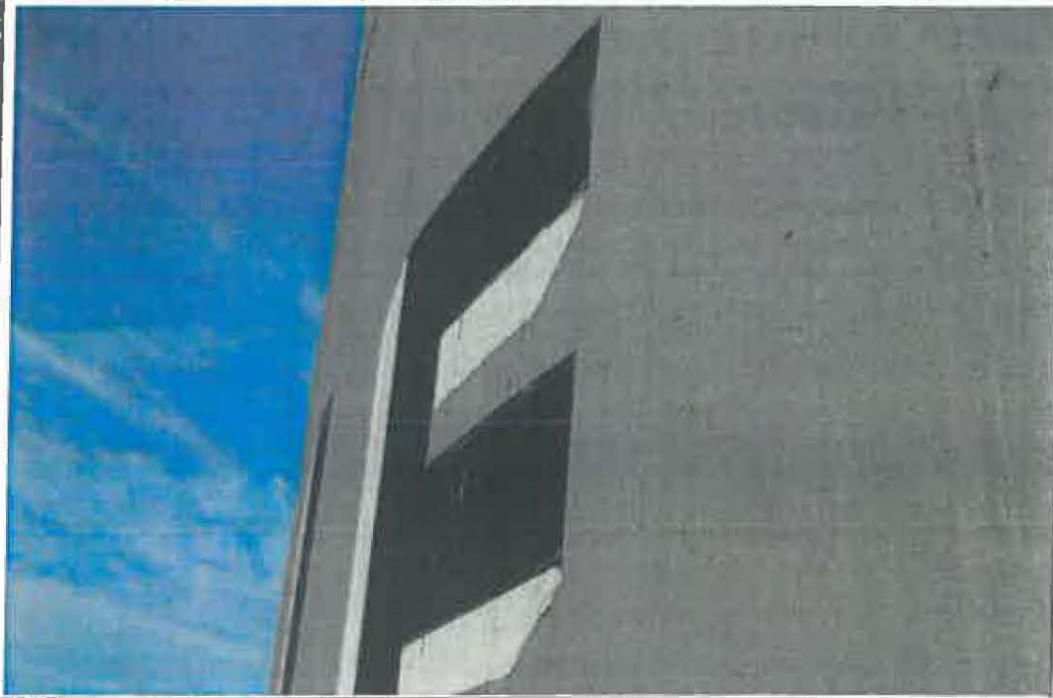
13	Location / Orientation	Exterior
	Remarks	Water indicator guide.



Date: 10-14-14

Photographer: Tim Greene

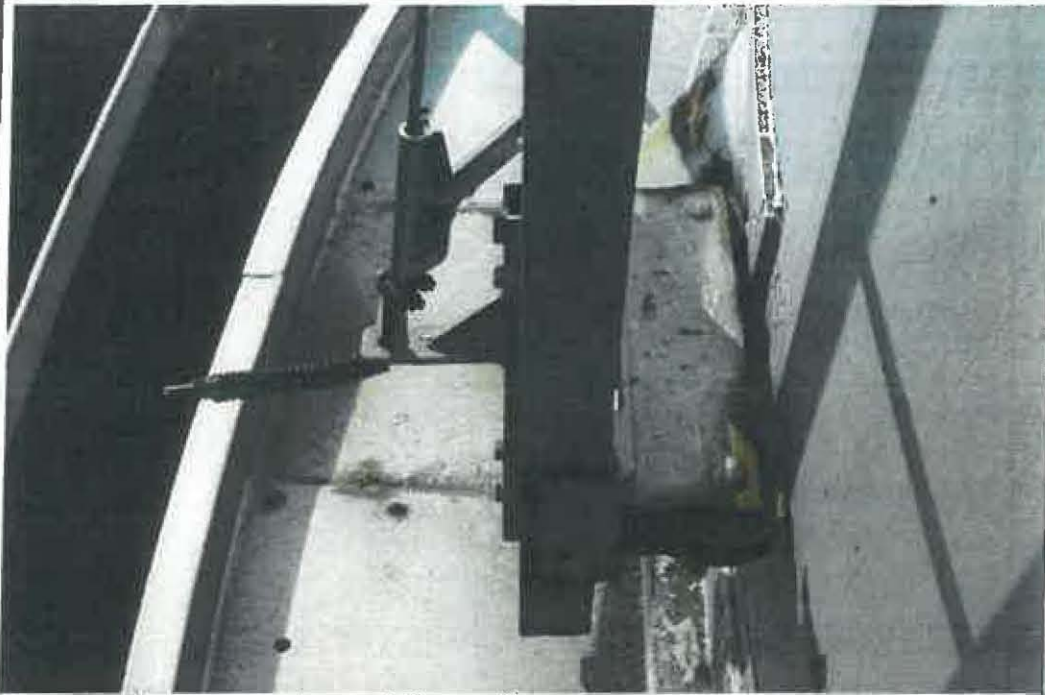
14	Location / Orientation	Exterior
	Remarks	General view of logo letters.



Date: 10-14-14

Photographer: Tim Greene

15	Location / Orientation	Exterior
	Remarks	Roll-a-round shell ladder lower section.



Date: 10-14-14

 Photographer: Tim Greene

16	Location / Orientation	Exterior
	Remarks	Roll-a-round shell ladder.




Date: 10-14-14

 Photographer: Tim Greene

17	Location / Orientation	Exterior	Date: 10-14-14 Photographer: Tim Greene
	Remarks	ASTM D3359 adhesion test on shell.	

18	Location / Orientation	Exterior	Date: 10-14-14 Photographer: Tim Greene
	Remarks	General view of roof knuckle and roof ladder.	


19	Location / Orientation	Exterior
	Remarks	General view of roof vent.



Date: 10-14-14

 Photographer: Tim Greene

20	Location / Orientation	Exterior
	Remarks	General view of vent screen.



Date: 10-14-14

 Photographer: Tim Greene



Date: 10-14-14

Photographer: Tim Greene

21	Location / Orientation	Exterior
	Remarks	Coating damage due to roll-a-round ladder.



Date: 10-14-14

Photographer: Tim Greene

22	Location / Orientation	Exterior
	Remarks	ASTM D3359 adhesion test on roof.



Date: 10-14-14

Photographer: Tim Greene

23	Location / Orientation	Exterior
	Remarks	Roof manway with no cover.

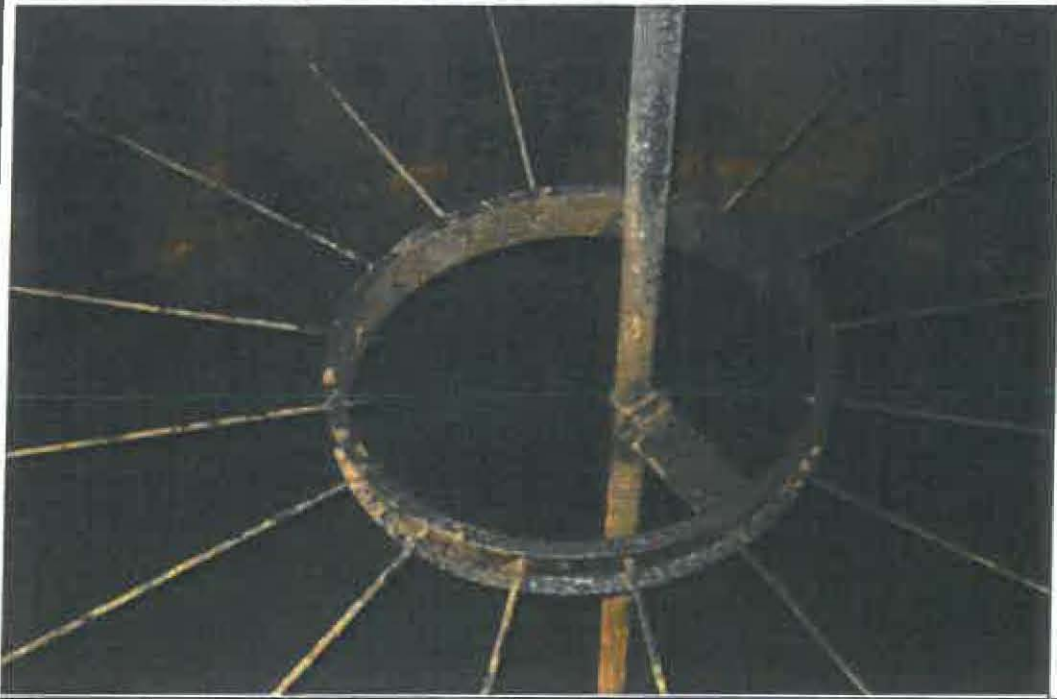


Date: 10-14-14

Photographer: Tim Greene

24	Location / Orientation	Interior
	Remarks	General view of shell ladders.


25	Location / Orientation	Interior
	Remarks	General view of center hub.



Date: 10-14-14

 Photographer: Tim Greene


26	Location / Orientation	Interior
	Remarks	Top of overflow pipe



Date: 10-14-14

 Photographer: Tim Greene

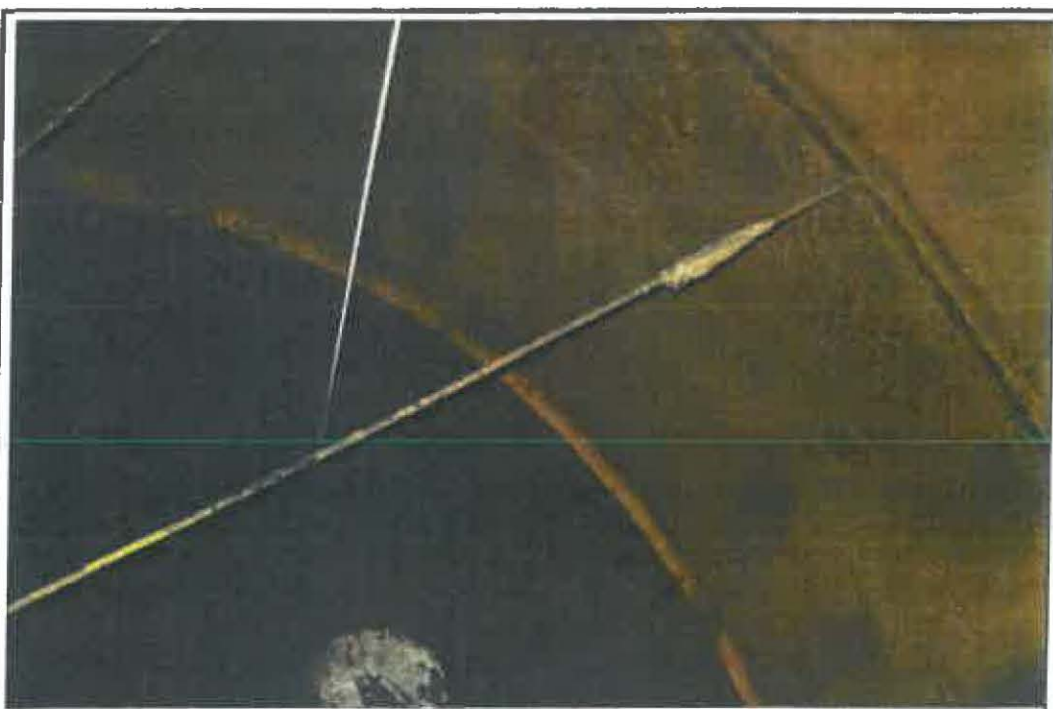
27	Location / Orientation	Interior
	Remarks	General view of roof coating and water level indicator guide wire.



Date: 10-14-14

Photographer: Tim Greene

28	Location / Orientation	Interior
	Remarks	Water level indicator wire and float.



Date: 10-14-14

Photographer: Tim Greene


29	Location / Orientation	Interior
	Remarks	General roof coating condition



Date: 10-14-14

Photographer: Tim Greene

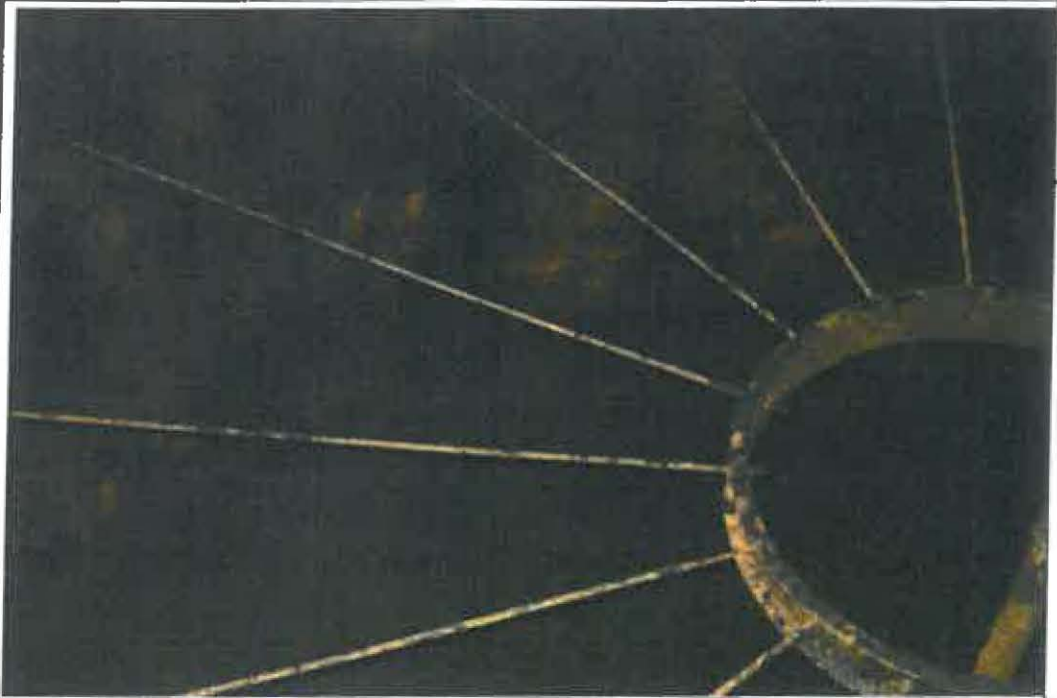
30	Location / Orientation	Interior
	Remarks	General coating condition.



Date: 10-14-14

Photographer: Tim Greene


31	Location / Orientation	Interior
	Remarks	General view of shell coating



Date: 10-14-14

 Photographer: Tim Greene

32	Location / Orientation	Interior
	Remarks	General view of roof knuckle coating condition.



Date: 10-14-14

 Photographer: Tim Greene

November 11, 2014

Mr. Rodney M. Tart
Greene Engineering

**Subject: Dismantle and Disposal of 100,000-Gallon, Elevated Tank
Similar to One at Lewiston, NC**

PROPOSAL

Subject tank is a 100,000-gallon, 4-leg, 3-section, elevated tank originally built by _____ in 19____. Tank is approximately 125' to high-water line.

We propose to furnish necessary labor, equipment and materials to dismantle tank to top of foundations. Tank will be direct-torch cut into sections. After precutting, sections will be attached to crane supplied by us, mechanically lowered to ground to be further cut up and loaded on truck and hauled away as salvage material of McLean Tank. Salvage material will be delivered to a scrap facility with written documentation of their acceptance of same with possible presence of heavy metal base paint. A copy of this signed acceptance will be provided to the owner.

Tank and riser will be removed to top of foundations. Anchor bolts will be cut off flush with concrete. Piping in vault will be capped. Any loose paint chips, etc. will be cleaned up and properly disposed of. Site will be left in a reasonably neat condition similar to that at the beginning of our work.

With ideal weather, removal of the tank will take approximately one week. Our goal will be to complete the job properly and safely even if it takes a few days more due to weather.

CONDITIONS

We will furnish all necessary labor, equipment and materials for the above job. Owner will receive a certificate of insurance covering Workmen's Compensation, Public Liability and Property Damage.

Owner will furnish 110-volt electrical connections with which to operate our equipment. Owner will insulate or de-energize any electrical lines within fifteen (15) feet and will cooperate in having cars moved from work area. Owner will provide firehose and water outlet of sixteen (16) gallons per minute. Owner will provide proper access road to work site to accommodate tractor, trailer and/or crane as needed.

We will typically clean up our work site; however, any debris generated from cleaning operations determined to be hazardous due to existing material removed from tanks will be disposed of at an appropriate additional charge to the owner.

PRICING

Price to perform the work as described: \$20,000 plus salvage material.

R. E. McLEAN TANK COMPANY, INC.

BY: _____
H. Edward Jackson, President

ACCEPTED:

BY: _____ DATE: _____



TOP OF RISER 75.29
BOTTOM OF TANK 171.61



GREEN ENGINEERING

NC FIRM LICENSE: P-0115

WATER, WASTEWATER, SURVEYING, PLANNING, PROJECT MANAGEMENT

303 N. GOLDBORO ST. PO BOX 609, WILSON, NC 27893

TEL (252) 237-5365 FAX (252) 243-7489 office@greeneng.com

NOVEMBER 2014

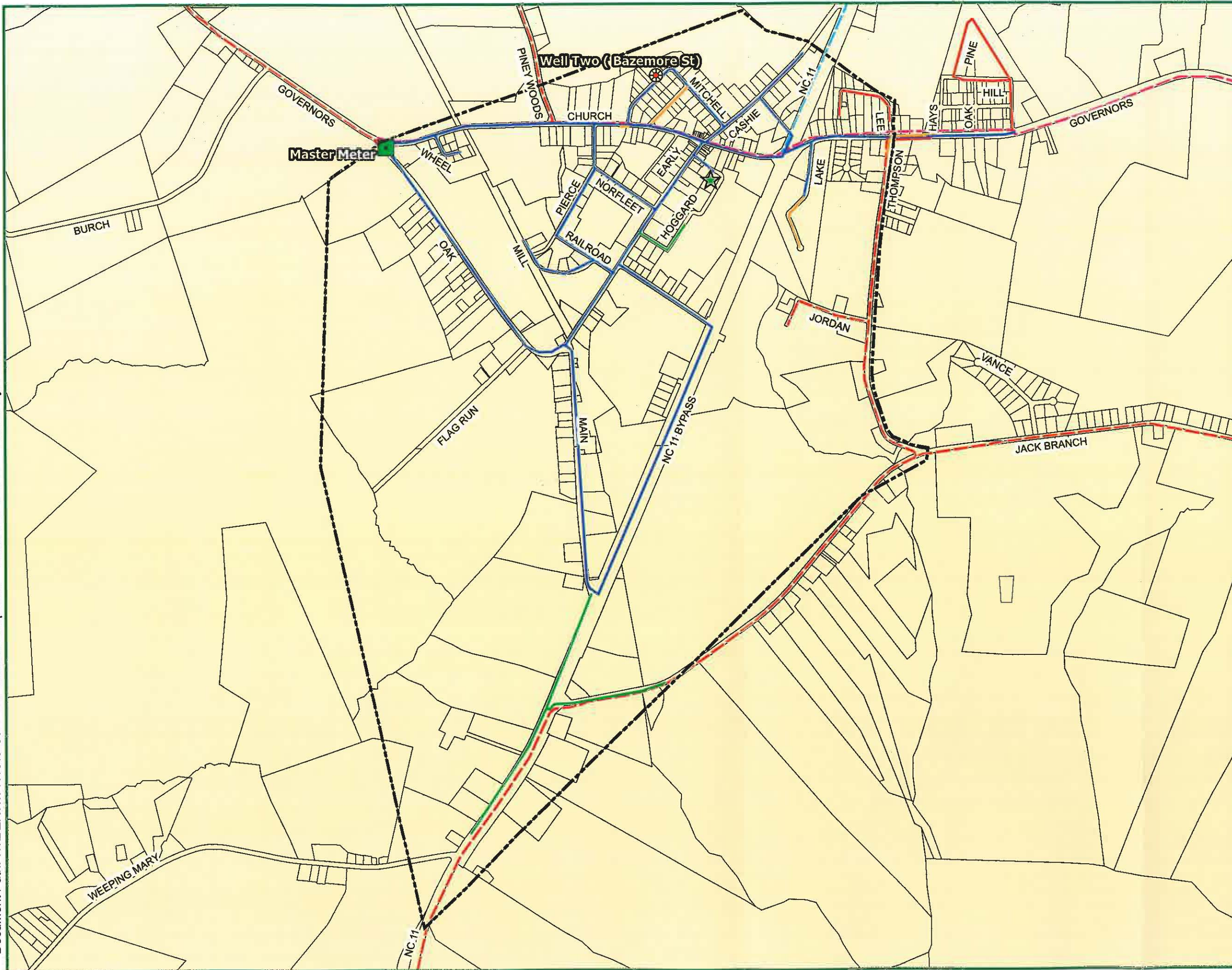
HORIZONTAL: 1"=50'

LEWISTON WATER SYSTEM EVALUATION

**EXISTING ELEVATED
WATER TANK**

LEWISTON TOWNSHIP

BERTIE COUNTY, NC



Bertie County
Water System

Lewiston
Service Area Map

Legend

- CITY**
 LEWISTON
- WELL AND TANK SITES**
 Master Meter
 Water Tank & Well One
 Well Two (Bazemore St)
- LEWISTON EX. WATER LINES**
 2
 3
 4
 6
- COUNTY EX. WATER LINES**
 6
 8
 10



0 550 1,100
Feet

Prepared By:

Green Engineering P.L.L.C
 NC Firm License: P-0115
 303 Goldsboro Street E.
 Wilson, NC 27893
 Phone: (252) 237-5365
 Fax: (252) 243-7489

This map is a graphic representation and should be used for planning purposes only. Green Engineering cannot guarantee the accuracy of this map.

Bertie County, NC



When the time comes for relocating or expanding your business, think Bertie County. With an experienced workforce and infrastructure in place, why look any further? From Biotechnology, Marine Trade Industries, Inner Coastal Development and everything in between.

BERTIE COUNTY IS SIMPLIFYING BUSINESS.

BERTIE COUNTY

Economic Development Commission

"Simplifying Business"

For information call:

(252) 794-5301

steve.biggs@bertie.nc.gov

www.co.bertie.nc.us



Northeast North Carolina Regional Balancing Nature and Commerce Initiative

North Carolina's Coastal Plain National Wildlife Refuges would like to partner with community leaders in northeast North Carolina to foster the growth of nature based tourism. Our county neighbors in Hyde, Tyrrell, Washington, Martin, Bertie, Northampton and Halifax Counties have all expressed interest in growing their tourism economies while protecting the unique identities of their communities. The region is blessed with breathtaking natural beauty and a rich cultural history. The US Fish and Wildlife Service through the National Wildlife Refuges in northeastern North Carolina wants to play a role in bringing those assets to national attention while maintaining the authentic charm of the region as it is.

The Conservation Fund offers a program called Balancing Nature and Commerce in Rural Communities designed to assist communities in identifying their assets and needs, build partnerships, develop marketing strategies and implement actions to build local economies in a way that balances use with the natural world. Agriculture, forestry, hunting and fishing are fundamental to life in northeast North Carolina. This approach is about preserving all of these uses while building a nature based tourism industry that not only doesn't conflict with but celebrates traditional uses.

The Refuges have begun discussions with The Conservation Fund about introducing a Balancing Nature and Commerce Initiative in our area. The first step in this process is determining the level of interest among leaders of the community to participate. The first endeavor would be a local workshop planned in consultation with The Conservation Fund and targeted to the unique interests, resources and opportunities of northeast North Carolina. Participants from each County would be involved in planning and participating in the workshop.

The Conservation Fund has performed a similar service in a number of locations in the East including Pennsylvania, Florida and in Transylvania County, North Carolina. Attached are several pieces of information that will provide more detail on what to expect. First is a description of the workshop and what should be expected. Next is an example of an agenda from a workshop held previously. It provides a look at what the three days will include. Last are two fact sheets about a very successful program in Pennsylvania called Pennsylvania Wilds.

Please consider this information and the potential benefits to your community. You may direct any questions to Pam Wingrove, Natural Resource Planner with the U.S. Fish and Wildlife Service, at 252-473-1132 ext. 246 or pamala_wingrove@fws.gov.

Regional Balancing Nature and Commerce Workshops

Offered Through The Conservation Fund's
Conservation Leadership Network

What is a Regional Balancing Nature and Commerce Workshop?

A Regional Balancing Nature and Commerce (BNC) Workshop is a community capacity building opportunity offered by The Conservation Fund. These workshops are regionally and locally tailored, shorter versions of the national course, *Balancing Nature and Commerce in Rural Communities and Landscapes*. Like the course, these workshops can be team-oriented (participants attend training in community groups or *teams*) and are offered at locations all around the country. Team size varies from 4-7 community members from all sectors in the community (i.e., public lands managers and others in public agencies, non-profit representatives at the national, state, and local levels, as well as members of local businesses and the private sector).

A Workshop Curriculum that is Tailored to the Needs of Your Community

Every community has its own story to tell and its own set of assets and opportunities to be addressed. With the guidance and expertise of The Conservation Fund's staff, BNC Workshops are designed through partnerships with regional & community gateway community members. Collectively, this group is called the "Design Team" and includes representatives from the public lands, state and local government, local businesses, and non-profit organizations. This team begins workshop design 6 – 12 months out from the date of workshop delivery, with the tasks of planning for workshop logistics, curriculum selection, marketing strategies, and identification of funding sources.

The design team will determine the goals of the workshop and curriculum themes that will best meet the needs of the workshop focus area. The workshop curriculum is tailored to meet the goals and objectives of the workshop and formatted with a mix of team action-planning exercise and expert speaker sessions. The result is a workshop that gives participants the knowledge and skills for developing and supporting collaborative action in their own community initiatives.

Building Partnerships

In light of the skill-building aspects of these regional workshops there is also great potential for developing valuable partnerships between members of the community; between agencies and organizations in these communities; and between communities on a statewide or regional scale. Participating community teams will work together to conduct a rapid assessment of their community (i.e., physical, social, institutional and economic elements influencing relations between gateway communities and the public land unit), learn tools for building successful partnerships through case studies and community consensus building, as well as to develop an action plan addressing "next steps". BNC Workshops also provide excellent networking opportunities among participants as well as a forum to share successes and failures that may be common to participating teams.

Potential Project Timeline:

- MONTH 1:** Kick-off meeting (*****full day in-person planning meeting with local Design Team***)
- MONTH 2:** Confirm date, venue and title of workshop
Confirm registration process and fee
Draft agenda
- MONTH 3:** Confirm agenda
Send save-the-date
Identify and invite speakers (including keynote and luncheon)
Solicit sponsorships
- MONTH 4/ MONTH 5:** Send out registration materials/conduct marketing/outreach
Confirm speakers
Identify resource materials
Coordinate Share Fair
- MONTH 5/ MONTH 6:** Compile resource materials
Coordinate with speakers re: materials
Coordinate share fair
- MONTH 6/MONTH 7:** Registration Deadline – first week of October.
Compile/produce notebooks
- MONTH 7/MONTH 8:** Workshop Delivery

Balancing Nature and Commerce Program Contact Information:

Katie Allen, Senior Training Associate, The Conservation Leadership Network
698 Conservation Way, Shepherdstown, WV 25443



Ph: (304) 876-7925



Email: kallen@conservationfund.org

Balancing Nature and Commerce

In Rural Communities and Landscapes

"Thriving, Not Just Surviving"

February 4-6, 2013

Course Agenda

SAMPLE

Day 1: Monday, February 4 - Laying the Foundation

- 8:15 – 9:15** **Session 1: Welcome and Introductions**
Kris Hoellen, The Conservation Fund
- 9:15 – 10:15** **Session 2: Intro to Issues/Trends for Rural Communities**
Ted Eubanks, Fermata, Inc.
- 10:15 – 10:30** **BREAK**
- 10:30 – 12:30** **Session 3: The Dollars and Sense of Protecting Community Character**
Ed McMahon, Urban Land Institute
- 12:30 – 1:30** **LUNCH**
- 1:30 – 3:30** **Team Planning Exercise Part I: Mapping Your Assets**
Kris Hoellen, The Conservation Fund
- 3:30 – 5:00** **Session 4: Case Studies on Thriving Rural Communities**
Ta Brant Enos, PA Wilds
Rita Hennessy, National Park Service
- 5:00 – 5:15** **Daily Wrap Up**
Kris Hoellen, The Conservation Fund

Day 2: Tuesday, February 5 – Identifying the Tools for Successful Communities

- 8:30 – 8:45** **Morning Announcements**
Kris Hoellen, The Conservation Fund
- 8:45 – 9:45** **Session 5: Developing an Asset-based Economy**
Spencer Phillips, Key Log Economics
- 9:45 – 10:00** **BREAK**

- 10:00 – 11:00** **Session 6: Looking at Alternative Energy for Rural Communities**
Jamie Hart, Madison County Department of Planning
Jan Myers, Morrisville State College
- 11:00-12:00** **Session 7: Transportation and Rural Livability**
Shana Baker, Federal Highway Administration
- 12:00 – 1:00** **LUNCH**
- 1:00 – 2:00** **Session 8: Emerging Issue: Food Security**
Joe Hankins, Freshwater Institute
- 2:00 – 4:15** **Team Planning Exercise Part II: Assessing Your Assets and Preliminary Project Identification**
- 4:15 – 5:15** **Session 9: Financing Strategies**
Linda McKenna Boxx, Katherine Mabis McKenna Foundation
- 5:15 – 5:30** **Daily Wrap Up**
Kris Hoellen, The Conservation Fund

Day 3: Wednesday, February 6 – Action Planning!

- 8:30 – 8:45** **Morning Announcements**
Kris Hoellen, The Conservation Fund
- 8:45 – 9:45** **Session 10: Strategic Planning for Land Conservation**
Kendra Briechle, The Conservation Fund
- 9:45 – 10:00** **BREAK**
- 10:00 – 11:00** **Session 11: Engagement through Marketing and Branding**
Ted Eubanks, Fermata, Inc.
- 11:00 – 3:30** **Team Planning Exercise Part III: Action Planning (includes lunch)**
Kris Hoellen, The Conservation Fund
- 3:30 – 4:30** **Team Presentations of Rural Community and Landscapes Action Plans**
Kris Hoellen, The Conservation Fund
- 4:30 – 5:00** **Wrap Up and Evaluations**
Kris Hoellen, The Conservation Fund

Pennsylvania Wilds

The vision of the Pennsylvania Wilds Conservation Landscape is to help revitalize rural communities through sustainable tourism development—all while inspiring a stewardship ethic in residents and visitors.

Since being launched in 2003, the effort has had a significant and positive impact on both the businesses and communities in the region and [partnerships](#) have been a hallmark of this success. Watch this [video](#) to see some of the great things happening in the region. It has been guided by the Pennsylvania Wilds Planning Team, a group of 40 organizations representing federal, state and county government; tourism and cultural interests; education, economic development and the private sector. In 2010, the Planning Team published the 20-page report "[Making An Impact](#)" to make the public aware of accomplishments to date and to urge continued support for it at the state level.

The PA Wilds is a 12½ -county area that offers tremendous outdoor experiences, some of the best in the nation, with 29 state parks, 50 state game lands, 8 state forests and the Allegheny National Forest, abundant wildlife and hundreds of miles of land and water trails. The amount of public land in the region—more than 2 million acres—is comparable to Yellowstone. The region is home to the largest elk herd in the northeast, some of the darkest night skies in the country. Nature draws many to the region, but visitors also come to experience the area's rich oil and lumber heritage and authentic small towns.

The PA Wilds is surrounded by major tourism markets. More than 50 million people live within a day's drive of the region, making it an attractive place for many people to come to experience some of the most scenic and beautiful wild lands in the Northeastern United States. The southern portion of the Wilds is accessible from Interstate 80, the busiest east-west interstate in the United States. To the north it is accessible from Pennsylvania Route 6, rated one of America's most scenic drives by National Geographic magazine. This prime location means real economic opportunity for the communities and businesses in the region.

The PA Wilds has its genesis in an Elk Nature Tourism Study and Plan developed in 2002 for the Lumber Heritage Region. This and a variety of other background [research papers and planning studies](#) still support the on-going activities of this collaborative and partnership-based endeavor.

The goals of this conservation landscape are to:

- Ensure stewardship of the public lands and character of the region's communities;
- Support and grow private businesses such as accommodations, services, and locally made products;
- Promote the renewal of the region's communities and appropriate community planning; and,
- Invest in public infrastructure to enhance the visitor experience.

This [fact sheet](#) provides a good overall summary of the region's goals and [this one](#) describes the 2013 accomplishments of the PA Wilds. ¹

¹ <http://www.dcnr.state.pa.us/cli/pawilds/index.htm>



Resources

Visit the [PA Wild Resources Center](#) to keep informed about the community revitalization efforts going on around the region. You can also uncover some of the best artisan creations in the PA Wilds and where to find them [here](#).



News & Events

Keep up to date with the latest [DCNR news](#) from the PA Wilds, visit [here](#) to sign up for the E-Update online newsletter (at the bottom of the page), and have a look through some [upcoming events in the region](#). [This fact sheet](#) summarizes the 2013 accomplishments of the PA Wilds.



Key Investments

Find out how investments in the PA Wilds region have spurred private-sector business growth and job creation, and delivered a conservation message.

Pennsylvania Wilds Conservation Landscape Initiative

Helping revitalize rural communities through sustainable tourism development

What are people in the region saying about the initiative?

"Since DCNR upgraded the state parks near our hardware/sporting goods store, browsing traffic is up ... from 2007 to 2008, sales jumped \$100,000, and from 2008 to 2009, sales have jumped another \$100,000. This is really incredible for a very rural area and also given the economic climate." – Julie Cosimo, owner, Cosimo Hardware, Potter County

"The PA Wilds Initiative was a factor in my husband and I moving home to rural PA. We were in our late 20's and had good careers but wanted to settle down in the place we grew up. Jobs were scarce. The PA Wilds Initiative helped give us the confidence to purchase two outfitting businesses on the Allegheny River. We have since grown them by more than 600 percent, and have launched an annual river clean-up involving hundreds of volunteers." – Piper Lindell, owner, Allegheny Outfitters

"The Wilds' partnership philosophy, promotion of the area as a whole and stewardship messages are well thought out ... [and have] been an integral part of the rejuvenation of the Wilds region." – Joe Colosimo, SWP, Business Development Manager, Northwest Savings Bank; Chairperson, Pennsylvania Kinzua Pathways Project, Warren County

"The PA Wilds has provided a common focus that has brought a wide range of federal, state and local agencies together to work on mutual issues we all face. It has helped us think about the area from a regional standpoint. Another very important aspect of the Wilds is how it has fostered pride in our local communities among the residents, not just visitors to the region." – Eric Patton, Millstone Township Supervisor, Elk County

"We need to have manufacturing. We need to have tourism. We have to have a mix. We can't live and die by one thing or a one. If we want to bring professional people in, we need recreation assets. We need clean water. We have it all right here. It's all together and it's all intertwined." – Dick Kallenborn, Post Allegheny Borough Manager, McKean County

What is a Conservation Landscape Initiative?

The Conservation Landscape Initiative is a place-based strategy for natural resource stewardship and advocacy in key landscapes across our state where there are strong natural assets and local readiness and support for locally-driven planning and community economic development revitalization efforts.

About the Pennsylvania Wilds

The PA Wilds is a 12 ½ -county area that offers tremendous outdoor experiences, some of the best in the nation, with 29 state parks, 50 state game lands, 8 state forests, abundant wildlife and hundreds of miles of land and water trails. The amount of public land in the region — more than 2 million acres — is comparable to Yellowstone. The region is home to the largest elk herd in the northeast, some of the darkest skies in the country. Nature draws many to the region, but visitors also come to experience the area's rich oil and lumber heritage and authentic small towns.

The PA Wilds is surrounded by major tourism markets. More than 50 million people live within a day's drive of the region, making it an attractive place for many people to hunt, bike, hike, camp, fish, canoe and more.

DCNR launched the PA Wilds CLI in 2003, the evolution of an elk nature tourism project that began in the late 1990s. A collaborative effort, its aim was to revitalize communities, create lasting economic opportunities and improve quality of life — all while inspiring a stewardship ethic in residents and visitors. What began as a vision shared by state agencies and elected officials on both sides of the aisle now has transformed into a grassroots effort involving dozens of partners and champions at the local, state and federal level.

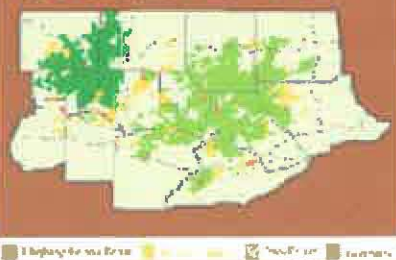


FAST FACTS

The Pennsylvania Wilds CLI

- Has 2 million acres of public land — as much as Yellowstone.
- Covers 25 percent of the state and holds about 4 percent of its population.
- Offers some of the best outdoor recreation opportunities in the country.
- Is also known for its robust wildlife, rich oil and lumber heritage and authentic small towns.
- Has led to increases in overnight leisure travel, trip lengths, state park attendance, small business start-ups, job creation, and tax revenues in the region.
- Is set up to leverage existing service providers, not create new bureaucratic layers.
- Has led to more and stronger partnerships across the PA Wilds region.
- Has been a national model for similar efforts around the country.

Public Lands in the PA Wilds



Pennsylvania Wilds Conservation Landscape 2013 Accomplishments

Fast Facts



Has 2 million acres of public land – as much as Yellowstone.

Offers some of the best outdoor recreation opportunities in the country.

Is known for its robust wildlife, rich oil and lumber heritage and charming small towns and rural character.



Has led to increases in overnight leisure travel, trip lengths, state park attendance, small business start-ups, job creation, and tax revenues in the region.

Has achieved unprecedented regional cooperation with formal 12-county Intergovernmental Cooperative Agreement.

What is a Conservation Landscape?

The Conservation Landscape Initiative is a place-based strategy for natural resource stewardship and advocacy in key landscapes across our state where there are strong natural assets and local readiness and support for land conservation, locally-driven planning, and community economic revitalization efforts.

2013 Top Accomplishments

DCNR Facility and Grant Investments:

- Contracted with Buehler & Associates Architects for design and construction of new park complex office and visitor center at Kinzua Bridge State Park.
- Installed exhibits at Wildlife Watching Center at Sinnemahoning State Park and held public open house in October.
- Made improvements to Inn at Cook Forest at Cook Forest State Park.
- Hosted Gov. Tom Corbett at the Elk Country Visitor Center, a DCNR and Keystone Elk Country Alliance public-private partnership, to highlight the PA Wilds as a tourist destination and to mark the 100-year anniversary of elk reintroduction to region. This year, 350,000 people visited the Center with more than 4,000 school students benefiting from on-site or distance learning educational programs.
- Replaced directional signage across the 127-mile Elk Scenic Drive and added way-finding signage for the Elk Country Visitor Center.
- Provided a second year of grant funding to support implementation of regional and county greenway plans through mini-grant programs.
- Awarded \$2.7 million in Community Conservation & Partnerships Grant program funding across the PA Wilds region for recreation, park and conservation projects in communities.



PA Wilds Planning Team:

- In May, with more than 160 in attendance and with support from the Potter County Education Council, the Team held a very successful annual dinner to update local officials and regional stakeholders. Thirteen PA Wilds Champions were recognized and an accomplishments video unveiled (http://www.youtube.com/watch?v=OCmd_3vxZSk)
- Gathered regional trail interests together at the PA Greenways and Trail Summit to discuss regional trail strategies, capacity building and vision for PA Wilds to Pittsburgh trail initiative. Headwaters Charitable Trust stepped up to support the Team in this work.



A Proposal For
Bertie County

Revenue Enhancement
and
Non-personnel Expense Reduction
Consulting

December 15, 2014

Thank you for allowing me to introduce SEGAL Revenue & Expense Specialists, Inc. ("SEGAL"). Established in 1995 as Robert S. Segal, CPA PA, it is the only firm in the Carolinas devoted exclusively to non-personnel expense reduction and revenue enhancement consulting performed on a contingent fee basis. We have worked successfully with 75 counties, 32 school districts and more than 150 municipalities, authorities, and agencies to improve their cash flow and operations.

Most public organizations are experiencing difficult times balancing their budgets. Demand for services is increasing while no one wants to increase property taxes or fees. SEGAL has helped many organizations improve their cash flow by making specific recommendations. Typically we review paid invoices comparing the unit prices to our database and finding opportunities to obtain the same goods and services at lower prices while maintaining the same quality and level of service. Over 70% of the time, our recommendations allow clients to keep the current vendor but at a lower price. Over 95% of our recommendations have been approved and implemented.

While we have made recommendations for over 50 types of revenues and expenses, the following areas have generally had the best results:

- Copy services
- Electricity
- Fuel
- NC Sales and use tax
 - Additional refunds
 - Reallocation
- Telecommunications expenses
- Wireless services

- Choanoke Pulic Transportation Authority
- Bertie-Bertie Regional Jail
- Albemarle Regional Public Library

SEGAL is paid based on performance with no risk to our clients. Our fees are charged only if we reduce expenses or increase revenues. We receive a percentage of the actual savings, refunds, or credits for a period of time based upon quarterly audits after the recommendation is fully implemented. As professional analysts, we work unobtrusively while performing most of our work from our premises and using our own resources, not those of our clients.

The SEGAL team consists primarily of three individuals, with each one having over 20 years of accounting and business experience. Biographies for the team are included in this proposal. We are highly motivated people with excellent analytical, business negotiation and interpersonal skills. We are committed to applying our in-depth knowledge and relevant experience to improve client operations. We are also dedicated to implementing high value purchasing solutions that strengthen our client's financial position and contribute toward long-term competitive advantages.

We have been a sponsor or exhibitor at the following conferences:

- NC Association of County Commissioners
- NC League of Municipalities
- NC Local Government Budget Officers Association
- NC City County Management Association
- NC Government Finance Officers Association

SEGAL agrees to maintain in strict confidence all information received from the Bertie County concerning its operations. SEGAL also provides these services to organizations funded by the Bertie County.

Thank you for the opportunity to provide this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,



Robert S. Segal, CPA
President

References

David Bone
County Manager
Martin County
252-789.4300
dbone@martincountyncgov.com

Lance Metzler
County Manager
Rockingham County
336-342-8101
lmetzler@co.rockingham.nc.us

Scott Elliott
County Manager
Pitt County
252-902-2950

Sample of Successful Recommendations

Annual Recurring Results:

\$355,000	Additional franchise tax revenues
\$330,000	Telecommunications savings
\$145,000	Peak shaving program/generator
\$124,000	Copying services
\$ 88,000	Telecommunication services
\$ 85,000	Business license revenues
\$ 70,000	Business license revenues
\$ 64,000	Copying services
\$ 60,000	Telecommunication service
\$ 60,000	Fuel
\$ 58,000	Banking services
\$ 51,000	Water leak detection services
\$ 39,000	Cellular phone services
\$ 36,000	Copying services
\$ 30,000	Utility rate changes
\$ 25,000	Waste disposal services

One Time Refunds, Credits, or Rebates:

\$1,578,000	Franchise tax adjustment
\$1,065,000	Franchise tax adjustment
\$744,000	Sales tax reallocation
\$625,000	Sales tax reallocation
\$500,000	Sales tax refund
\$525,000	Additional business license revenues
\$440,000	SCAAP grant
\$400,000	Additional business licenses revenues
\$395,000	Inmate reimbursements
\$380,000	Sales tax refund
\$ 25,000	Utility billing correction
\$ 24,000	Utility billing correction
\$ 17,000	Cable TV franchise fee
\$ 15,000	Utility billing correction

Robert S. Segal, CPA

Bob is the President of SEGAL Revenue & Expense Specialists, Inc., the only firm headquartered in the Carolinas dedicated exclusively to non-personnel expense reduction and revenue enhancement consulting on a contingent fee basis. Since founding the firm in May 1995, he has worked with a variety of organizations including city and county governments, public school systems, housing authorities, and area mental health programs. These clients have realized millions of dollars of savings based upon lower future costs and refunds, rebates or credits provided by current vendors. He has reviewed over 50 different expenses and revenues including accommodation tax revenues, banking services, electricity, hospitality tax revenues, maintenance contracts, merchant discounts, property tax revenues, telecommunication services (long distance, 800 and local), sales tax revenues and expenses, solid waste revenue and expenses, wireless services, utility franchise tax revenues and utility revenues.

Prior to founding SEGAL Revenue & Expense Specialists, Inc., Bob worked as Chief Financial Officer for several financial institutions and in public accounting. He has over 35 years of accounting and business experience.

Education:

B.S. in Business from Kent State University, majoring in accounting and management science

Professional:

Member, North Carolina Association of Certified Public Accountants
Affiliate Member, North Carolina Association of Government Finance Officers

Phillip R. Huffman, CPA

Phillip joined SEGAL Revenue & Expense Specialists, Inc. in November 1997. Prior to this, Phillip worked as a staff accountant in the Hickory, North Carolina office of A.M. Pullen & Company, CPA for two years before joining The Brian Center Corporation and serving as Internal Auditor, Controller, and Director of Budgets and Planning. In 1990, Phillip moved to High Point and worked with BB&T Insurance Services for seven years.

Since joining SEGAL, Phillip has reviewed and evaluated expenses and revenues such as accommodation tax revenues, hospitality tax revenues, inmate reimbursement programs, fuel costs, solid waste revenues and expenses, and sales tax.

Education:

B.A. in Accounting from North Carolina State University

Professional:

Member, North Carolina Association of Certified Public Accountants

Barbara Willingham, MBA

Barbara joined SEGAL Revenue & Expense Specialists, Inc. in December 2012. Barbara has worked as a consultant in her own management consulting business since April 2006. Her previous background includes accounting and tax, management reporting for manufacturing, and software evaluations and conversions, as well as leadership training and coaching.

Since joining SEGAL, Barbara has reviewed and evaluated business license revenues and a variety of projects requiring mapping skills, such as property tax revenues, utility revenues, and franchise tax revenues.

Education:

B.S. in Accounting from Jacksonville State University
MBA from High Point University

Code of Ethics

Our Commitment to Our Clients

1.0 We will serve our clients with integrity, competence, independence, objectivity, and professionalism.

2.0 We will mutually establish with our clients realistic expectations of the benefits and results of our services.

3.0 We will only accept assignments for which we possess the requisite experience and competence and will only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.

4.0 Before accepting any engagement, we will ensure that we have worked with our clients to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.

5.0 We will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized parties, and will not take advantage of proprietary or privileged information for any purpose without the client's permission.

6.0 We will avoid conflicts of interest or the appearance of such and will immediately disclose to our client circumstances or interests that we believe may influence our judgment or objectivity.

7.0 We will offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.

8.0 We will refrain from inviting an employee of an active or inactive client to consider alternative employment without prior discussion with the client.

Our Commitment to Fiscal Integrity

9.0 We will agree in advance with a client on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.

10.0 We will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client without that client's prior knowledge and consent, and we will disclose in advance any financial interests in goods or services that form part of such recommendations.

Our Commitment to the Public and the Profession

11.0 We will represent the profession with integrity and professionalism in our relations with our clients, colleagues, and the general public.

LETTER OF AGREEMENT

Bertie County (CLIENT) and SEGAL Revenue & Expense Specialists, Inc. (SEGAL) hereby enter into this Letter of Agreement whereby SEGAL shall serve as a consultant to CLIENT to examine and analyze the following listed expenses/revenues of CLIENT and to make recommendations to achieve savings, credits, refunds or additional revenues, hereafter referred to as funds, in these areas:

Any and all revenues and expenses

SEGAL will furnish CLIENT with a written report as to recommendations that may be made in the above areas. CLIENT will then determine which (if any) of these recommendations CLIENT wishes to implement. SEGAL will then assist in the implementation of these recommendations to achieve the funds. Future savings and revenues are computed on a per unit basis.

CLIENT agrees to pay SEGAL on each recommendation for funds which is implemented, a fee equal to fifty (50) cents of every dollar saved, credited, refunded or additional revenues during the 24 month period immediately following full implementation of the recommendation. This fee will be paid quarterly following the date of full implementation of the particular recommendation.

SEGAL AGREES TO MAINTAIN IN STRICT CONFIDENCE ALL INFORMATION RECEIVED FROM CLIENT CONCERNING ITS REVENUES, EXPENSES AND METHODS OF DOING BUSINESS. FURTHERMORE, SEGAL ACTS AS A CONSULTANT ONLY AND DOES NOT RECEIVE ANY COMMISSIONS OR REMUNERATION OF ANY KIND FROM ANY VENDORS OR SERVICE PROVIDERS.

SEGAL may engage subcontractors to assist with this project.

The persons signing below are authorized to do so on behalf of their respective organizations. This Letter of Agreement shall be binding upon the parties hereto, their heirs, successors and assigns. This Letter of Agreement is entered into effective as of _____ day of _____, _____.

CLIENT: Bertie County

By: _____

Title: _____

SEGAL Revenue & Expense Specialists, Inc.

By:  _____

Robert S. Segal

Title: President

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: _____ Finance Officer



A Proposal For
Bertie County

Revenue Enhancement
and
Non-personnel Expense Reduction
Consulting

December 15, 2014

Thank you for allowing me to introduce SEGAL Revenue & Expense Specialists, Inc. ("SEGAL"). Established in 1995 as Robert S. Segal, CPA PA, it is the only firm in the Carolinas devoted exclusively to non-personnel expense reduction and revenue enhancement consulting performed on a contingent fee basis. We have worked successfully with 75 counties, 32 school districts and more than 150 municipalities, authorities, and agencies to improve their cash flow and operations.

Most public organizations are experiencing difficult times balancing their budgets. Demand for services is increasing while no one wants to increase property taxes or fees. SEGAL has helped many organizations improve their cash flow by making specific recommendations. Typically we review paid invoices comparing the unit prices to our database and finding opportunities to obtain the same goods and services at lower prices while maintaining the same quality and level of service. Over 70% of the time, our recommendations allow clients to keep the current vendor but at a lower price. Over 95% of our recommendations have been approved and implemented.

While we have made recommendations for over 50 types of revenues and expenses, the following areas have generally had the best results:

- Copy services
- Electricity
- Fuel
- NC Sales and use tax
 - Additional refunds
 - Reallocation
- Telecommunications expenses
- Wireless services

- Choanoke Pulic Transportation Authority
- Bertie-Bertie Regional Jail
- Albemarle Regional Public Library

SEGAL is paid based on performance with no risk to our clients. Our fees are charged only if we reduce expenses or increase revenues. We receive a percentage of the actual savings, refunds, or credits for a period of time based upon quarterly audits after the recommendation is fully implemented. As professional analysts, we work unobtrusively while performing most of our work from our premises and using our own resources, not those of our clients.

The SEGAL team consists primarily of three individuals, with each one having over 20 years of accounting and business experience. Biographies for the team are included in this proposal. We are highly motivated people with excellent analytical, business negotiation and interpersonal skills. We are committed to applying our in-depth knowledge and relevant experience to improve client operations. We are also dedicated to implementing high value purchasing solutions that strengthen our client's financial position and contribute toward long-term competitive advantages.

We have been a sponsor or exhibitor at the following conferences:

- NC Association of County Commissioners
- NC League of Municipalities
- NC Local Government Budget Officers Association
- NC City County Management Association
- NC Government Finance Officers Association

SEGAL agrees to maintain in strict confidence all information received from the Bertie County concerning its operations. SEGAL also provides these services to organizations funded by the Bertie County.

Thank you for the opportunity to provide this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Robert S. Segal".

Robert S. Segal, CPA
President

References

David Bone
County Manager
Martin County
252-789.4300
dbone@martincountyncgov.com

Lance Metzler
County Manager
Rockingham County
336-342-8101
lmetzler@co.rockingham.nc.us

Scott Elliott
County Manager
Pitt County
252-902-2950

Sample of Successful Recommendations

Annual Recurring Results:

\$355,000	Additional franchise tax revenues
\$330,000	Telecommunications savings
\$145,000	Peak shaving program/generator
\$124,000	Copying services
\$ 88,000	Telecommunication services
\$ 85,000	Business license revenues
\$ 70,000	Business license revenues
\$ 64,000	Copying services
\$ 60,000	Telecommunication service
\$ 60,000	Fuel
\$ 58,000	Banking services
\$ 51,000	Water leak detection services
\$ 39,000	Cellular phone services
\$ 36,000	Copying services
\$ 30,000	Utility rate changes
\$ 25,000	Waste disposal services

One Time Refunds, Credits, or Rebates:

\$1,578,000	Franchise tax adjustment
\$1,065,000	Franchise tax adjustment
\$744,000	Sales tax reallocation
\$625,000	Sales tax reallocation
\$500,000	Sales tax refund
\$525,000	Additional business license revenues
\$440,000	SCAAP grant
\$400,000	Additional business licenses revenues
\$395,000	Inmate reimbursements
\$380,000	Sales tax refund
\$ 25,000	Utility billing correction
\$ 24,000	Utility billing correction
\$ 17,000	Cable TV franchise fee
\$ 15,000	Utility billing correction

Robert S. Segal, CPA

Bob is the President of SEGAL Revenue & Expense Specialists, Inc., the only firm headquartered in the Carolinas dedicated exclusively to non-personnel expense reduction and revenue enhancement consulting on a contingent fee basis. Since founding the firm in May 1995, he has worked with a variety of organizations including city and county governments, public school systems, housing authorities, and area mental health programs. These clients have realized millions of dollars of savings based upon lower future costs and refunds, rebates or credits provided by current vendors. He has reviewed over 50 different expenses and revenues including accommodation tax revenues, banking services, electricity, hospitality tax revenues, maintenance contracts, merchant discounts, property tax revenues, telecommunication services (long distance, 800 and local), sales tax revenues and expenses, solid waste revenue and expenses, wireless services, utility franchise tax revenues and utility revenues.

Prior to founding SEGAL Revenue & Expense Specialists, Inc., Bob worked as Chief Financial Officer for several financial institutions and in public accounting. He has over 35 years of accounting and business experience.

Education:

B.S. in Business from Kent State University, majoring in accounting and management science

Professional:

Member, North Carolina Association of Certified Public Accountants
Affiliate Member, North Carolina Association of Government Finance Officers

Phillip R. Huffman, CPA

Phillip joined SEGAL Revenue & Expense Specialists, Inc. in November 1997. Prior to this, Phillip worked as a staff accountant in the Hickory, North Carolina office of A.M. Pullen & Company, CPA for two years before joining The Brian Center Corporation and serving as Internal Auditor, Controller, and Director of Budgets and Planning. In 1990, Phillip moved to High Point and worked with BB&T Insurance Services for seven years.

Since joining SEGAL, Phillip has reviewed and evaluated expenses and revenues such as accommodation tax revenues, hospitality tax revenues, inmate reimbursement programs, fuel costs, solid waste revenues and expenses, and sales tax.

Education:

B.A. in Accounting from North Carolina State University

Professional:

Member, North Carolina Association of Certified Public Accountants

Barbara Willingham, MBA

Barbara joined SEGAL Revenue & Expense Specialists, Inc. in December 2012. Barbara has worked as a consultant in her own management consulting business since April 2006. Her previous background includes accounting and tax, management reporting for manufacturing, and software evaluations and conversions, as well as leadership training and coaching.

Since joining SEGAL, Barbara has reviewed and evaluated business license revenues and a variety of projects requiring mapping skills, such as property tax revenues, utility revenues, and franchise tax revenues.

Education:

B.S. in Accounting from Jacksonville State University
MBA from High Point University

Code of Ethics

Our Commitment to Our Clients

1.0 We will serve our clients with integrity, competence, independence, objectivity, and professionalism.

2.0 We will mutually establish with our clients realistic expectations of the benefits and results of our services.

3.0 We will only accept assignments for which we possess the requisite experience and competence and will only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.

4.0 Before accepting any engagement, we will ensure that we have worked with our clients to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.

5.0 We will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized parties, and will not take advantage of proprietary or privileged information for any purpose without the client's permission.

6.0 We will avoid conflicts of interest or the appearance of such and will immediately disclose to our client circumstances or interests that we believe may influence our judgment or objectivity.

7.0 We will offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.

8.0 We will refrain from inviting an employee of an active or inactive client to consider alternative employment without prior discussion with the client.

Our Commitment to Fiscal Integrity

9.0 We will agree in advance with a client on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.

10.0 We will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client without that client's prior knowledge and consent, and we will disclose in advance any financial interests in goods or services that form part of such recommendations.

Our Commitment to the Public and the Profession

11.0 We will represent the profession with integrity and professionalism in our relations with our clients, colleagues, and the general public.

LETTER OF AGREEMENT

Bertie County (CLIENT) and SEGAL Revenue & Expense Specialists, Inc. (SEGAL) hereby enter into this Letter of Agreement whereby SEGAL shall serve as a consultant to CLIENT to examine and analyze the following listed expenses/revenues of CLIENT and to make recommendations to achieve savings, credits, refunds or additional revenues, hereafter referred to as funds, in these areas:

Any and all revenues and expenses

SEGAL will furnish CLIENT with a written report as to recommendations that may be made in the above areas. CLIENT will then determine which (if any) of these recommendations CLIENT wishes to implement. SEGAL will then assist in the implementation of these recommendations to achieve the funds. Future savings and revenues are computed on a per unit basis.

CLIENT agrees to pay SEGAL on each recommendation for funds which is implemented, a fee equal to fifty (50) cents of every dollar saved, credited, refunded or additional revenues during the 24 month period immediately following full implementation of the recommendation. This fee will be paid quarterly following the date of full implementation of the particular recommendation.

SEGAL AGREES TO MAINTAIN IN STRICT CONFIDENCE ALL INFORMATION RECEIVED FROM CLIENT CONCERNING ITS REVENUES, EXPENSES AND METHODS OF DOING BUSINESS. FURTHERMORE, SEGAL ACTS AS A CONSULTANT ONLY AND DOES NOT RECEIVE ANY COMMISSIONS OR REMUNERATION OF ANY KIND FROM ANY VENDORS OR SERVICE PROVIDERS.

SEGAL may engage subcontractors to assist with this project.

The persons signing below are authorized to do so on behalf of their respective organizations. This Letter of Agreement shall be binding upon the parties hereto, their heirs, successors and assigns. This Letter of Agreement is entered into effective as of _____ day of _____, _____.

CLIENT: Bertie County

SEGAL Revenue & Expense Specialists, Inc.

By: _____

By:  _____

Title: _____

Title: President

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: _____ Finance Officer

LETTER OF AGREEMENT

SEGAL Revenue & Expense Specialists, Inc. (SEGAL) and Bertie County (CLIENT) hereby enter into this Letter of Agreement whereby SEGAL shall serve as a consultant to CLIENT to examine and analyze the following listed revenue of CLIENT and to achieve refunds or adjustments in these areas:

NC Sales and Use Tax Funds

- 1. Discovery of Additional NC Sales and Use Tax Refunds and/or**
- 2. County Tax Reallocation Adjustments to any Non-Profit/Governmental Entity receiving county sales tax refunds from the County**

SEGAL will request CLIENT to request a report from NC Revenue as to Non-profit and governmental entities receiving county tax funds from the County. Based on this list SEGAL will then assist any and all entities with a review of their E-585 Refund claims and implement the necessary adjustments and submit for review by NC Department of Revenue in order for County to receive these funds. SEGAL will also review the records of CLIENT to discover unclaimed NC sales and use tax.

Client agrees to pay SEGAL a fee for this service based upon the average annual amount of County Tax being requested by the non-profit entity under review on their original refund claim, as follows:

PROFESSIONAL SERVICES	FEES
Annual refund claims requesting \$500,000 or more of County tax	30%
Annual refund claims requesting \$300,000 to \$500,000 of County tax	35%
Annual refund claims requesting \$150,000 to \$300,000 of County tax	40%
Annual refund claims requesting \$75,000 to \$150,000 of County tax	45%
Annual refund claims requesting less than \$75,000 of County tax	50%

The fee percentage will be applied to the county sales tax distributed by the State based on the verification supplied by the NC Department of Revenue.

This fee will be due within 45 days of CLIENT'S receipt of funds or official documentation from the North Carolina Department of Revenue evidencing the additional sales/use tax revenue being transferred or paid to the CLIENT.

SEGAL AGREES TO MAINTAIN IN STRICT CONFIDENCE ALL INFORMATION RECEIVED FROM CLIENT CONCERNING ITS REVENUES/EXPENSES AND METHODS OF DOING BUSINESS. FURTHERMORE, SEGAL ACTS AS A CONSULTANT ONLY AND DOES NOT RECEIVE ANY COMMISSIONS OR REMUNERATION OF ANY KIND FROM ANY VENDORS OR SERVICE PROVIDERS.

SEGAL has contracted with Dixon Hughes Goodman LLP to assist with this project.

The persons signing below are authorized to do so on behalf of their respective organizations. This Letter of Agreement shall be binding upon the parties hereto, their heirs, successors and assigns. This Letter of Agreement is entered into effective as of _____ day of _____, _____.

CLIENT: Bertie County

SEGAL Revenue & Expense Specialists, Inc.

By: _____

By:  _____

Title: _____

Title: President

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: _____ Finance Officer