

Bertie County Board of Commissioners



July 2, 2018
4:00 PM

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

BERTIE COUNTY BOARD OF COMMISSIONERS

July 2, 2018

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.

4:00 NC State University Engineering Report by Dr. Barbara Doll - Cashie River Basin storm water control and flow diversion feasibility study, and the Board also will consider dates for the final joint presentation to include Dr. Stan Riggs, ECU and NCLOW

6:00 Call to Order and Welcome by Chair Bazemore, Commissioners Room, Windsor

Invocation and Pledge of Allegiance by Commissioner White

Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

(1) NCDOT Update by Jerry Jennings, District Engineer for Division I

(2) Board of Elections Director, Sheila Holloman – request to change early voting location from Board of Elections Office to Windsor Community Building

(3) Mr. Carl Lee, Chair of the Northeast Human Development Center – report regarding the former John B. Bond School in Lewiston-Woodville

Board Appointments (B)

1. CADA Board

Consent Agenda (C)

1. Approve Minutes for Regular Meeting & Work Session 6-4-18
2. Approve Minutes for Budget Work Session 6-5-18
3. Approve Minutes for Budget Public Hearing 6-11-18
4. Approve Minutes for Closed Session 6-4-18
5. Register of Deeds Fees Report – June 2018
6. Budget Amendments
7. Resolution adding Quarter Cent Sales Tax Referendum to November 2018 Mid-term Election Ballot
8. Council on Aging: revised HCCBG County Funding Plan for FY 2019 and Interim Healthcare Contract Agreement, Trumps Food Service contract extension

9. Approve new audit requirement announced by the NC Office of the State Auditor on March 20, 2018 for testing participant eligibility for DHHS programs including Medicaid, and approve letter of engagement for Jeff Best, CPA for additional testing procedures

10. Tax Release Journal – May 2018

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

Discussion Agenda (D)

1. Revaluation Project Update by Tax Administrator, Jodie Rhea
2. Review and consider Bertie County Regional Water System Local Water Supply Plan
3. Discuss Republic Services proposed franchise amendment and extension of the landfill host agreement, and establish timeline of required advertising and public hearings
4. First reading: proposed 2019 meeting schedule, Board of Commissioners, 2019 State Holiday schedule

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

Bertie County Board of Commissioners



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Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 2, 2018

SECTION: Appointments

DEPARTMENT: Governing Body

TOPICS:

- (1) NCDOT Update by Jerry Jennings, District Engineer for Division I
- (2) Board of Elections Director, Sheila Holloman – request to change early voting location from Board of Elections Office to Windsor Community Building
- (3) Mr. Carl Lee, Chair of the Northeast Human Development Center – report regarding the former John B. Bond School in Lewiston-Woodville

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



A-2

BERTIE COUNTY BOARD OF ELECTIONS

210 W. Watson Street
Post Office Box 312
Windsor, North Carolina 27983

Glenwood Mitchell, Chairman
Carol Woodard, Vice-Chair
James Lee, Secretary
James D. Perry, Jr., Member

Phone: (252) 794-5306
Fax: (252) 794-5368
Sheila Holloman
Director of Elections

June 22, 2018

Bertie County Commissioners
PO Box 530
Windsor, NC 27983

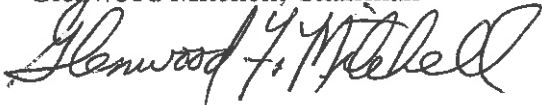
Dear Commissioners:

We are writing this letter to make you aware of the issues we had with the 50ft buffer outside our early voting site at the Board of Elections office. Because of the location to the street and private property the distances are inconsistent with the 50ft requirement. During the recent May Primary Election, we experienced much controversy from candidates, electioneers and voters regarding this issue.

Our hope is to move early voting to another site. We have contacted Allen Castello at the town of Windsor and inquired about using the Windsor Community Building since it is already one of our polling places. Early voting would require the use of the building for seventeen (17) days; October 18th through November 3rd.

In summary, we are requesting your assistance in obtaining the Windsor Community Building as our one stop location for early voting for the November General Election and for future elections.

Respectfully submitted:
Bertie County Board of Elections
Glenwood Mitchell, Chairman



Sheila Holloman, Director





A-3

Presentation by Carl Lee, Chair of the Northeast Human Development Center

Carl Lee, Chair of the Northeast Human Development Center, presented the intentions of his Board to reopen the old John B. Bond High School location in Lewiston-Woodville. The reason for the reopening would be to provide a space for recreation, community events, daycare services, summer camps, and other services to the citizens of West Bertie.

The site closed 4 years ago due to lack of funding.

In summary, Mr. Lee was requesting any sort of assistance with the remodeling of the building which was quoted at \$124,600.

The Board agreed that this was a worthwhile effort to explore grant opportunities, and highly encouraged Mr. Lee to network with Kevin Richards of the Mid-East Commission tonight.

Chairman Trent mentioned that Mr. Richards could assist Mr. Lee and his board in possible grants or loans to reuse this particular building for the stated purposes.

County Manager Sauer also suggested that the Board consider adding an assessment to be completed by ECU for possible inclusion into the proposed Bertie County Recreation Comprehensive Plan that is still in draft form.

Mr. Sauer also encouraged Mr. Lee, his board, recreation consultants, and the Board of Commissioners to even visit a similar center in Williamston.

Chairman Trent made a **MOTION** for the recreation consultant and pertinent members visit the Williamston site, as well as to include an assessment of the John B. Bond High School in the comprehensive recreation plan. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

ARTICLES OF INCORPORATION

OF

Jan 23 1960

The Northeast Center for Human Development

A NON-PROFIT CORPORATION

271367

We, the undersigned natural persons of age of twenty-one or more, acting as incorporators for the purpose of creating a non-profit corporation under the laws of the state of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled "Non-Profit Corporation Act", and the several amendments thereto, do hereby set forth:

1. The name of the corporation is the Northeast Center for Human Development.
2. The period of duration of the corporation shall be perpetual.
3. The purposes for which the corporation is organized are exclusively charitable, religious, and educational, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. (continued on next page marked by *)
4. The corporation shall have no members.
5. The duties of the Board of Directors of the corporation and the manner in which they shall be elected shall be provided for in the By-Laws of this corporation.
6. The address of the initial registered office of the corporation is as follows:

P.O. Box 216
Lewiston, NC 27849
Bertie County

The name of the initial registered agent of the corporation at the above address is Carl A. Lee.

7. The number of directors constituting the initial board of directors shall be seven (7), and the persons who are to serve as directors until their successors are electer and qualified are:

| | | |
|-------------------------|-----------------------|-------------|
| Thomas Lester Jones | P.O. Box 562 | Lewistor |
| Constance W. Richardson | Rt. 2, Box 96 | Aulander |
| C.B. Griffin, Jr. | P.O. Box 429 | Lewistor |
| Carl A. Lee | P.O. Box 216 | Lewistor |
| Ollie P. Bond | Box 277 Grange Street | Lewistor |
| Alee Todd | Rt. 1, Box 147B | Windsor |
| Emeline B. Manson | Rt. 2, Box 107B | Williamston |

8. The names and addresses of all incorporators are:

| | | |
|---------------------|------------------|-----------|
| Emmett N. Kimbrough | Rt. 1, Box 31 | Kelford |
| Lucille Bazemore | Rt. 1, Box 120 | Windsor |
| Morris L. Shearin | Rt. 1, Box 47 | Garysburg |
| James Evans | Rt. 1, Box 154 | Kelford |
| Gloria Cherry Lee | Rt. 1, Box 112-A | Windsor |

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954. Notwithstanding any other provision of the Articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

* Including, but not limited to, operating a center for child development, continuing education, recreation for all persons in the community, and services for the elderly.

IN TESTIMONY WHEREOF, we have unto set our hands, this the 24th
day of July, A.D. 1980.

Thomas Lester Jones
Constance W. Richardson
C. B. Breechen, Jr.
Carl A. Lee
Ollie P. Bond
Alec Todd
Emeline B. Manson

STATE OF North Carolina
COUNTY OF Bertie

This is to certify that on the 24 day of July, A.D. 1980,
before me personally appeared Thomas Lester Jones, Constance W.
Richardson, C. B. Breechen, Jr., Carl A. Lee, Ollie P. Bond,
Alec Todd AND Emeline B. Manson

who, I am satisfied, are the persons named in and who executed the foregoing
Articles of Incorporation, and I, having first made known to them the contents
thereof, they did each acknowledge that they signed and delivered the same as
their voluntary act and deed for the uses and purposes therein expressed.

IN TESTIMONY, WHEREOF, I have hereunto set my hand and official
seal, this the 24 day of July, A.D. 1980.

Clarine M. Lee

(L.S.)

My Commission Expires
10 August 1982



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 2, 2018

SECTION: Board Appointments

DEPARTMENT: Governing Body

TOPICS:

1. CADA Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



B-1

Choanoke Area Development Association (CADA)

Immediate Vacancies: 1 – CADA has recommended the first-time appointment below.

Position Vacancy:

| Board | Term | Name | Began | End |
|--------------|-------------|-------------|--------------|------------|
| CADA | 2 years | Cindy Perry | -- | -- |
| | | | | |
| | | | | |
| | | | | |

Special requirements: N/A

Notes: The individual listed above has been recommended to serve by Sallie Surface, Executive Director.

Attendance of Current Members: N/A

Applications Received:

Cindy Perry

Current Members (unexpired):

1. Morris Rascoe
2. Curt Kedley
3. Vivian Saunders
4. Annie Wilson
5. Dr. Chris Cordon
6. James Peele

This document will expire on 6/30/2020



COPY

Poverty Commission

APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: Cindy Perry

Home Phone Number: 209-0567 Mobile: 209-1835

Home Fax Number: _____

Email Address: Cindy.perry@bertie.nc.gov

Home Address: PO Box 214 Drake Ct Ln

Mailing Address: PO Box 93, Powellsville, NC 27967

Are you a full-time resident of Bertie County? Yes No

How long have you been a full-time resident of Bertie County? 28

Do you live within any corporate or town limits? Yes _____ No Which: _____

County Commissioner District: Colerain II
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Director Employer: Bertie County DFS

Business Address: PO Box 627, Windsor, NC 27983

Business Phone Number: 252-794-5320 Business Fax: 252-794-5344

Please list in order of preference the Boards/Commissions/Committees on which you would like to serve:

- 1. Poverty
- 2. _____
- 3. _____
- 4. _____

Qualification for specific category: longtime residents of Bertie County

Name of any Bertie County Board/Commission/Committee on which you presently serve:
none

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

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

I'm familiar with the citizens of Bertie County.

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:

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: 4/16/18 Applicant's Signature: Cindy A Perry

Return application to:

Sarah Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@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: 4/16/18

Received By: Sarah Tinkham



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 2, 2018

SECTION: Consent

DEPARTMENT: Governing Body

TOPICS:

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SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

ITEM HISTORY: ---



C-1

**Windsor, North Carolina
June 4, 2018
REGULAR MEETING**

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: Stewart White, District II

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
ICMA/NCACC Management Fellow Dominique Walker
Sheriff John Holley
Economic Development Director Steve Biggs
Cooperative Extension Director Billy Barrow
Register of Deeds Annie Wilson
Department of Social Services Director Cindy Perry

Gene Motley of the Roanoke-Chowan News Herald was present from the media.

CALL TO ORDER

Chair Bazemore called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Vice Chairman Wesson led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Pea Spivey announced to all of those present that she was looking to create a proposal and open a community center in the future to help those who are “down and out” who are in need of housing, clothing, or assistance in finding jobs including adults and youth. She asked that if anyone had the desire to help or any contacts that could assist her to please let her know.

Anne Lunsford, a long time Windsor resident, expressed her concerns with relocating a new, joint library and cooperative extension office too far away from the Town of Windsor. She asked that the Board reconsider and to instead find a suitable location within walking distance with a safe walking path for local residents to utilize. She suggested empty lots on Granville Street or a restoration of the old Windsor Castle.

Her husband, Phil Lunsford, noted the continued decline in businesses and new residents in the Town of Windsor, and he echoed the same concerns that his wife presented. He also requested the Board come up with a plan for the old DSS Building.

Another citizen mentioned some of the same concerns and wanted the Board to remember that many citizens in the County face transportation challenges. Because of this, she questioned how this could be a good idea for the citizens of Windsor.

There was also a comment made about whether or not anyone had reached out to the library’s management and if anyone had asked library patrons about how they normally get to the library either by walking, biking, or car.

Safety concerns were also expressed about the lack of sidewalks if the library were to be relocated outside of downtown.

Vice Chairman Wesson addressed the audience about how this potential relocation became to be. Due to flooding concerns, it was deemed impractical to build a new structure inside of a flood zone. It would have also been unwise to consider existing structures for the same reason. As many are aware, the entire downtown area of Windsor is in a flood zone. This would also make insurance difficult to obtain. He continued by noting that the Board had followed the proper procedures in exploring a site closer to Downtown Windsor that was out of the flood zone which was a property behind Lasca’s Restaurant. However, that site was deemed ineligible due to ground water contamination. He also addressed a plan for the old DSS Building and expressed that several attempts had been made to relocate other county related facilities, but due to zoning and unfavorable citizen feedback, the building has not been considered further.

Judge Brenda Branch provided her account of Vice Chairman Wesson’s comments, and supported his comments, and assured all present that the Board as a whole has always been concerned about protecting the downtown area while also grappling with the reality that the area is prone to flooding. She stated that it was made very clear to her that protecting the library was their utmost priority.

A citizen asked the Board whether or not they had addressed citizens in the old DSS building neighborhood for their thoughts on a library and cooperative extension building being placed there instead of a teacher housing building. She expressed that the building is currently an eye sore.

Commissioner Trent replied that several agencies were currently studying and exploring ways of flood prevention and in the meantime the County needs to prepare for the worst. This does involve relocating essential infrastructure to higher ground.

Charles Whitehead of Windsor asked why the Board would consider using additional tax dollars to build new structures instead of utilizing land currently owned by the County especially if there are eye sores (like the old DSS Building) that could be addressed or reused.

Vice Chairman Wesson reiterated that the area of the current DSS Building is currently zoned as residential and elaborated on the benefits of relocating structures to higher ground. He said that it was simply impractical to expect businesses to stay in the County in Windsor for the long term with the constant potential of flooding during even large rain events without even bringing tropical storms or hurricanes into consideration.

At this time, Chair Bazemore closed the public comments session.

APPOINTMENTS

(1) Order of the Long Leaf Pine – presented to Wayne Attkisson, D.D.S.

At this time, Chair Bazemore welcomed newly retired Dr. Wayne Attkisson, D.D.S. to the meeting, and invited him to the front of the room.

After a short speech, and the reading of his certificate, Chair Bazemore presented Dr. Attkisson with the highest honor that can be bestowed on a civilian – the Order of the Long Leaf Pine.

Over 30 friends and family members were present for this ceremony including the staff of his former practice that has now been taken over by Dr. Jonathan Hairr, D.D.S.

There was a short break for press photos and for family and friends to exit the room for a reception nearby.

(2) Republic Services response to convenience site concerns by Mike Kavanaugh, Division Manager

Mr. Kavanaugh was present to address recent concerns that had been forwarded to him from County Manager Sauer.

He noted that photos had been submitted to Mr. Sauer showing the driveway and site improvements made to the Rosemead and Hardentown convenience sites.

A box blade has been purchased to prevent potholes and other driveway issues in not only the Bertie sites, but all of their service area.

He also provided an update about a relocation of the Hardentown compactor. This item is being addressed currently with an electrician working to determine an estimate as well as whether or not an electrical line needs to be trenched or run outside of the fencing at that site.

It is expected that this relocation could fix the congestion at this site.

The Board thanked Mr. Kavanaugh for this update.

(3) CDBG Broadband grant update by Curtis Wynn of Roanoke Electric Cooperative (REC)

Economic Development Director, Steve Biggs, provided short remarks first. He stated that one of the biggest challenges any rural Economic Development Director faces is broadband access.

As such, he was happy to announce that through the County's partnership with Roanoke Electric Cooperative, a CDBG broadband grant of \$250,000 had been funded on January 5, 2018. He noted that the environmental review and posting period had been completed, and that the grant is currently in the hands of the HUDD Office in Greensboro.

Once HUDD reviews the grant and approves it, funding will then be dispersed to the Mid-East Commission and to Roanoke Electric Cooperative to proceed with the project.

At this time, Mr. Biggs introduced Curtis Wynn, President & CEO of Roanoke Electric Cooperative.

Mr. Wynn thanked the Board for the opportunity to address the Board about this project and noted that consultants from ECC Technologies were also present to provide additional details.

For timeline reference, the project began just over 4 years ago. The original goal in mind was to connect substations in the service area, but after reviewing the cost analysis, this did not provide any energy savings for member owners. The broadband project will now be available to the entire service area in all 5 counties, including Bertie County.

He expressed that REC was in the "crawl, walk, run" phase of the venture and that REC has never offered broadband, but the pilot program was currently going well, and payments from customers in that program are already being remitted.

At this time, ECC Technologies presented a PowerPoint presentation that showed the areas and residences in Bertie that would be served by the broadband project.

Depending on the success of the project, the customer base could be expanded to non-REC members in the future.

The timeline is 30 months as listed in the grant project, and a request for proposal process will begin in the very near future for poles as well as installation equipment on the poles that will provide the broadband service. The County will need to advertise the RFPs and collect the bids.

(4) Funding request by Jodey Sarey of the Bertie County Fire Association

Jodey Sarey of the Bertie County Fire Association reported that among the 12 fire departments in Bertie County, there was a total of 184 calls for fire service during the first quarter of 2018. Most of which were vehicle accident responses.

He also noted that a total of 9 departments had received the State Department of Insurance grant totaling \$143,768. Every department that applied had received everything they had asked for in their budgets.

Additionally, the Mid-Way/Merry Hill and Windsor Fire Departments received a forestry services grant of \$5,000 per department. Mr. Sarey noted that his department chose to invest in a VIPER radio system as communication during disasters can still be a challenge.

To address his funding request, Mr. Sarey expressed the need for GAP insurance for firefighters in the event of an injury before worker's compensation is utilized. This insurance will cover an individual during trainings, fundraisers, a spouse, and travel between these events.

A 40% discount is applied for a group policy, and to include all firefighters that currently are not offered GAP insurance, it will total just under \$10,500.

Vice Chairman Wesson also reiterated his concerns in understand the overall needs for the fire departments in Bertie County.

County Manager Sauer noted that a consultant study had been budgeted for the fire departments in the proposed budget, and that this would be utilized if it was approved during budget deliberations.

**(5) Presentation of the proposed FY2018-2019 budget plan by County Manager,
Scott Sauer**

County Manager, Scott Sauer, began by stating that NC Local Government Budget and Fiscal Control Act requires the County Manager to present a balanced budget and fiscal plan for the new fiscal year beginning July 1, and that this was the purpose of his presentation for tonight.

Mr. Sauer discussed the evaluation of budget requests and priorities set by the governing body, required an analysis of available revenues based on the estimated tax base (assessed property values), the appropriation of fund balances reserves and review of all other General Fund revenue estimates. Agency funding proposals and departmental budget requests were submitted for FY 2018-2019, and if funded would have required a tax rate increase of 33.9 cents with no use of appropriated fund balance reserves.

The proposed funding for the General Fund in FY 2018-2019 is \$24,926,244 which is an increase of \$1,013,400 or 4.2 percent above the original budget ordinance for the current year. Balancing the funding requirements for the proposed General Fund expenditures is a fund balance appropriation of \$1,902,304 and a recommended increase in the ad valorem tax rate of five cents. One penny on the tax rate will yield \$126,548 as estimated by the Tax Assessor.

Five cents on the tax rate will yield an additional \$632,735.

He continued by highlighting several projects that the County had funded by the General Fund budget for the current fiscal year (FY 2017-2018) including the initial phase in security improvements for the Courthouse as recommended by Chief District Court Judge Brenda Branch and Resident Superior Court Judge Cy Grant. Construction of the sally port for inmate transfer from vehicles to the security corridor is nearly complete. The entry point for screening persons entering the Courthouse vestibule connector with the County Administration building will be completed in July of this year. Public safety and security enhancements remain a very high priority for the Board of Commissioners for next fiscal year, as noted below including the Courthouse security staffing, school security improvements and Bertie Martin Regional Jail staff retention.

He also highlighted primary increases for recommended FY2018-2019 expenditures.

Mr. Sauer then reviewed the ongoing recovery efforts from both Tropical Storm Julia and Hurricane Matthew in 2016, as well as discussed, the groundbreaking for the new EMS Station One which was destroyed during Hurricane Matthew and funding that will be received for that building's construction.

With support from the State of North Carolina in the amount of \$300,000 and FEMA reimbursements estimated at \$284,299 for this project.

EMS Station One is one of three County facilities impacted by flooding which must be replaced, in addition to the public library and Cooperative Extension offices. The County recently (last week) selected a new site to locate both the public library and our Cooperative Extension offices on South King Street at the intersection with Lancaster Avenue. Planning and design for the joint facility for the library and Cooperative Extension is being funded through a \$500,000 grant from the Golden LEAF Foundation. In December 2017, the Golden LEAF Foundation also announced a grant of \$2.75 million for construction of this facility to assist Bertie County with replacement of these critical facilities.

In closing, Mr. Sauer thanked the Finance Officer, William Roberson, for his dedicated service in assisting in the preparation of the FY2018-2019 budget, as well as to all department heads for their submissions. He also noted that the Board would be meeting for budget work sessions beginning tomorrow, and that he had anticipated some changes to his proposed budget.

The Board encouraged citizens to attend these budget work sessions so that they may be involved with the budget process.

If you would like more information, and to view the proposed budget or any of the County's latest audits, please visit <https://co.bertie.nc.us>.

NOTE: The Bertie County Board of Commissioners has since approved a final budget that does not include a tax increase. The final budget was approved on June 11, 2018 during the Board's required public hearing. The approved budget is also available online at the website stated above.

BOARD APPOINTMENTS

CPTA Board

Commissioner Lee made a **MOTION** to reappoint L.C. Hoggard, III. to the CPTA Board. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

ABC Board

Commissioner Trent made a **MOTION** to reappoint Mike Freeman to the ABC Board. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 5-7-18, Special Meeting 5-7-18, Closed Session 5-15-18
2. **Fees Report** – May 2018
3. **Budget Amendments**
4. **Records Retention and Disposition Schedule** – County Management
5. **Contract** – Jeff Best, CPA, auditing services for fiscal year ending June 30, 2018

Commissioner Wesson made a **MOTION** to approve the Consent Agenda in its entirety with the discussed changes and clarifications. Commissioners Lee and Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

1. Review land acquisition (Lancaster property) status for public library and cooperative extension on South King Street in Windsor

This item was deferred.

2. Review land acquisition (County Farm Road) for firefighter training site in conjunction with Martin Community College and the Town of Windsor

At this time, Vice Chairman Wesson updated the Board on his meeting with the executive team of Cashie Golf & Country Club. He stated that the County had negotiated an offer of \$14,500 for a 5.2-acre piece of property for a firefighter training facility in conjunction with Martin Community College and the Town of Windsor.

Deed filing transfer fees (including for the $\frac{3}{4}$ acre piece currently being used as the Club's driving range) would be handled by the Cashie Golf & Country Club and all legal fees will be the responsibility of each entity.

Vice Chairman Wesson made a **MOTION** to move forward with this transaction under the terms discussed. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

3. Discuss status of local legislation for Teacher Housing Initiative

Vice Chairman Wesson briefly reviewed the teacher housing initiative timeline and also discussed the latest update with the project.

Very recently, Senator Erica Smith and Representative Howard Hunter supported legislation that would give Bertie County the authority to erect and manage a teacher housing unit.

The zero-interest loan for the project is being reviewed by State Employees Credit Union, and a decision will be made either this month or in July about whether or not the Windsor Townships Development Commission application was approved.

Vice Chairman Wesson thanked Economic Development Director Steve Biggs for his help in working to make this project happen.

4. Discuss and consider 2 resolutions for NC Local Government Commission: a) compliance with changes to pre-audit certification requirements for electronic obligations and payments; and b) uniform guidance procurement standards effective July 1, 2018

Commissioner Lee made a **MOTION** to approve the following:

- a) Resolution – compliance with changed to pre-audit certification requirements for electronic obligations and payments
- b) Uniform Guidance procurement policy compliance statement: “Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200),” including the following: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

2) Bertie County Uniform Guidance Procurement Policy as recommended by NC Local Government Commission Memorandum #2018-6.

3) Bertie County Uniform Guidance Conflicts and Gifts Policy as recommended by NC Local Government Commission Memorandum #2018-6.

4) By reference, Appendix II of (2 C.F.R. Part 200), including the use of the “short form” as recommended by the UNC School of Government --
FEDERAL FUNDS: If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable)

5) Appropriate staff review of “Comparison of Federal and State Procurements for North Carolina Local Governments”

6) Appropriate staff review of NC LGC Memorandum #2018-6

Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve the uniform guidance procurements standards effective July 1, 2018. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The uniform guidance procurement policy & conflict of interest gift policy effective July 1, 2018 read as follows:



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

**BOARD OF
COMMISSIONERS**

ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

**RESOLUTION AUTHORIZING BERTIE COUNTY TO ENGAGE IN
ELECTRONIC PAYMENTS AS DEFINED BY
G.S. 159-28 OR G.S. 1150-441**

WHEREAS, it is the desire of the Bertie County Board of Commissioners that Bertie County Local Government Offices are authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115c-441

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Bertie County Board of Commissioners to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Bertie County Board of Commissioners, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT RESOLVED, by the Bertie County Board of Commissioners of Bertie County, NC:

Section 1. Authorizes Bertie County to engage in electronic payments as defined by G.S. 159-28 or G.S. 1150-441;

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

Section 4. This resolution shall take effect immediately upon its passage.

This the 4th day of June, 2018.




Ernestine Bazemore, Chair
Bertie County Board of Commissioners

I, Sarah Tinkham, Clerk to the Bertie County Board of Commissioners do hereby certify that the foregoing resolution is a true and exact copy of the "Resolution authorizing Bertie County to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441" duly adopted by the Bertie County Board of Commissioners at their regular meeting thereof duly called and held with a quorum present on this the 4th day of June, 2018.

Witness my hand in Bertie County, NC on this 4th day of June, 2018.

ATTEST:



Sarah S. Tinkham, Clerk to the Board
Bertie County Board of Commissioners

Bertie County Uniform Guidance Procurement Policy For North Carolina Local Governments

Comment: When spending federal grant and loan award funds, local governments are required to adopt written procurement policies that confirm to applicable federal law and the Uniform Guidance. (2 C.F.R. § 200.318(a)) This sample policy contains language found in the relevant sections of the Uniform Guidance, 2 C.F.R. Part 200, relating to procurement requirements. Local governments should review their own local policies and consult with their attorneys to make modifications as needed to conform to local purchasing practices (such as approval processes and use of purchasing cards and purchase orders) when adopting this policy. For individual contracts, local governments also should consult their grant award documents and with their federal grantor agency to determine whether additional procurement requirements apply.

I. Purpose

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

II. Policy

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Bertie County will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should Bertie County have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

- D. Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$150,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a

good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
 - 1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
 - 1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

D. Service Contracts (except for A/E professional services) **costing \$150,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.

5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
 6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
 7. Award the contract on a fixed-price or cost-reimbursement basis.
- E. Construction and repair contracts costing less than \$3,500** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, contracts must be distributed among qualified suppliers.
- F. Construction and repair contracts costing \$3,500 up to \$150,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
 4. Award the contract on a fixed-price or not-to-exceed basis.
 5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.
- G. Construction and repair contracts costing \$150,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 2. Complete specifications must be made available to all bidders.
 3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

- J. Contracts for Architectural and Engineering Services costing under \$150,000** shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$150,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
 4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
 5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 6. Consider all responses to the publicized RFQ to the maximum extent practical.
 7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 8. Price cannot be a factor in the initial selection of the most qualified firm.
 9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.

10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Bertie County Uniform Guidance Conflict of Interest and Gift Policy For North Carolina Local Governments

Comment: When spending federal award funds, local governments are required to adopt written policies governing conflicts of interest and gifts. 2 C.F.R. § 200.318(c)(1). This sample policy contains language found in the relevant sections of the Uniform Guidance, 2 C.F.R. Part 200,

relating to conflicts of interest and gifts. Local governments should review their own local policies and consult with their attorneys when adopting this policy.

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the Bertie County Government may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the Bertie County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$10.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

c) Discuss approval of water shortage response plan for Bertie County Regional Water Districts

No discussion was needed.

Vice Chairman Wesson made a **MOTION** to approve the water shortage response plan for the Bertie County Regional Water Districts. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The water shortage response plan for Bertie County Regional Water Districts reads as follows:



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

**BOARD OF
COMMISSIONERS**

ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Bertie County Water Districts I, II, III, and IV, has been developed and submitted to the Board for Bertie County Water District I, II, III, and IV for approval; and

WHEREAS, the Board for Bertie County Water District I, II, III, and IV finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Bertie County Water Districts I, II, III, and IV as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board for Bertie County Water District I, II, III, and IV that the Water Shortage Response Plan entitled, dated is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and,

BE IT FURTHER RESOLVED that the Board for Bertie County Water District I, II, III, and IV intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 4th day of June, 2018.

A handwritten signature in black ink, appearing to read "Ernestine Bazemore", written over a horizontal line.

Ernestine Bazemore, Chair
Bertie County Board of Commissioners

ATTEST:

A handwritten signature in black ink, appearing to read "Sarah Tinkham", written over a horizontal line.

Sarah Tinkham, Clerk to the Board
Bertie County Board of Commissioners

d) Review schedule of budget work sessions and public hearing on June 11th at 7:00 PM

Chair Bazemore noted the following schedule sessions:

- Tomorrow, Tuesday, June 5th – Budget Work Session
- Wednesday, June 6th – Budget Work Session
- Monday, June 11th – Budget Public Hearing

These are informational only.

COUNTY MANAGER’S REPORTS

County Manager Sauer announced that the Bertie County Public School System had reduced the rent at the current EMS Station One at the Bertie Early College. The rent dropped from \$5,000 to \$2,500 per month.

COUNTY ATTORNEY REPORTS

The County Attorney had no report at this time.

PUBLIC COMMENTS

Judge Brenda Branch discussed grants that she had recently applied for on behalf of Teen Court. She stated that there had been recent grant denials, but she stated that she would continue to apply for any other grants that become available.

She also discussed her initiatives for fire drills at the County Courthouse as well as an upcoming active shooter drill.

Sheriff John Holley requested that the Board strongly consider his budget as proposed as there is a strong need for additional School Resource Officers in Bertie County Schools. He also provided a brief update on the swimmer that had recently gone missing whose body has since been recovered.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore thanked Dominique Walker for all of her work on the Poverty Commission and getting that board on track with a regular meeting schedule.

Commissioner Trent

Commissioner Trent provided a brief update about the courthouse sally port construction. Brick has been completed, painting is on deck next. Security initiatives will be the next large project regarding safety at the courthouse.

Commissioner Lee

Commissioner Lee discussed her experience at Rural Day and County Assembly Day in Raleigh last week. Broadband, health, and small business were largely discussed topics at Rural Day. Governor Cooper also gave brief remarks at the event. A lot of the same topics were discussed at County Assembly Day and Commissioners were also given time to meet with their State legislators.

She also announced that a health survey was available and would be posted on the Bertie County Facebook page. The survey is very important so that Albemarle Regional Health Services and

Three Rivers Healthy Carolinians can properly capture the true health needs of Bertie County citizens.

Commissioner White

No reports as Commissioner White was absent.

Vice Chairman Wesson

Vice Chairman Wesson was pleased to announce that effective June 12th, the Blue Jay Volunteer Fire Department would be receiving an endowment grant from a citizen. This endowment will grow over the years from now until the citizen's death, and upon her passing, a large part of her estate will be included in this endowment for Blue Jay as well.

Additionally, the Vice Chairman thanked Representative Hunter and Senator Smith for their swift legislative action on County Assembly Day giving the County the authority to erect and manage a teacher housing complex as required by State law.

Lastly, Vice Chairman Wesson promoted the new Board/Commission/Committee appointment process, and encouraged all of those present to visit the County's website to see the current vacancies available on various boards.

RECESS

Chair Bazemore **RECESSED** the meeting until tomorrow, June 5th at 9:00 AM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board

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Windsor, North Carolina
June 4, 2018
WORK SESSION

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: Stewart White, District II

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
ICMA/NCACC Management Fellow Dominique Walker
Cooperative Extension Director Billy Barrow

WORK SESSION

Hurricane Matthew Recovery Update by Chris Hilbert, Holland Consulting Planners

County Manager Sauer referred to the outline of joint recovery efforts by the County and Town of Windsor in the agenda item abstract:

Hurricane Matthew Recovery Efforts—and joint leadership by Bertie County and Town of Windsor

| | |
|--------------|--|
| \$ 6,000,000 | HMGP—(Town of Windsor & Bertie County) multi-jurisdiction grant (buyouts & elevations) |
| \$ 1,000,000 | HM—NC DRA (County) in state funds for up to \$50,000 repairs on 17 LMI houses |
| \$ 777,500 | HM—CDBG DR (County) LMI for 2 reconstructions, 4 substantial rehab & library lease |
| \$ 1,200,000 | HM—FY2017 FMA (Town of Windsor) for 10 repetitive loss list NFIP properties |
| \$ 229,000 | HM—FY 2015 FMA (Town of Windsor) for 2 residential properties (funded prior to HM) |
| \$ 750,000 | HM-CDBG NR (Town of Windsor) Neighborhood Revitalization—announced May 3, 2018 |

To start, Chris Hilbert addressed several questions he had received about the HMGP grant which would be used to buy out or elevate homes in both the County and Town of Windsor.

He mentioned that he had recently had a discussion with Windsor Town Administrator, Allen Castelloe. In these discussions, Mr. Hilbert was brought up to speed on a conversation Mr. Castelloe had on May 31st with NC Emergency Manager, Mr. Mike Sprayberry.

The allocation of \$6,000,000 is reserved for the Town of Windsor and Bertie County.

During that conversation, Mr. Castelloe was told by Mr. Sprayberry that he was hoping to receive FEMA-approval of funding for the HMGP grant program by June 22nd. It was stated also that the approval could come as late as July.

Mr. Hilbert also discussed that FEMA is a very reactive entity that is forced to redirect staff from post-disaster related paperwork to the aid of citizens just starting to begin the recovery after a storm exits their area, and damage can be assessed. For example, FEMA staff that were assigned to handle post-disaster paperwork for Hurricane Matthew (2016) were immediately pulled away in 2017 to assist in the aid of Texas, Florida, and Puerto Rico after Hurricanes Harvey, Irma, and Maria, respectively.

This will, of course, present delays in funds being dispersed for Hurricane Matthew which effected Bertie County and the Town of Windsor in September 2016.

Also, an additional hinderance is funding for housing buy outs and elevation projects must go through a housing entity on the State level, and at this time, North Carolina does not currently have a staff or department that can meet these needs.

Thus far, 34 properties have been identified as eligible for buyouts, and 11 properties are eligible for elevation under the HMGP guidelines.

Mr. Hilbert also briefly discussed the DRA grant which is a list that has been compiled of homes that did not qualify for the HMGP grant and are seeking for their homes to be elevated above flood stages. It was noted that some of these homes had been addressed by volunteer organizations already.

Planning Director, Traci White, was also present to answer questions about how these projects would be best carried out especially as they relate to flood stages and ideal home elevation levels.

To move forward, County Manager, Scott Sauer, requested that the Board consider a motion to authorize him to have the authorization to approve bids for administrative, legal, survey work and subcontractors to perform the work for the DRA program once funding is received. Commissioner Trent made a **MOTION** to give authorization to the County Manager as requested. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chair Bazemore expressed her desire for another town hall-style meeting so that the public, and all of those effected by the floods, could be updated on this new information. This could also be an opportunity for citizens to ask questions of Mr. Hilbert and his knowledge of each grant initiative.

It was proposed to hold this town hall later this month at the Windsor Community Building.

On another matter, County Manager Sauer announced the Barbara Doll of NC State was ready to present her final report, and that if there was no objection, he would be reaching out to her for the July 2nd meeting.

OTHER ITEMS

County Manager Sauer asked if the Board was interested in reviewing a few discussion items that would need their attention during the regular meeting at 6:00 PM.

Several of the discussion items were reviewed but no action was taken at this time.

CLOSED SESSION

Commissioner Lee made a **MOTION** to go into 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. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

Commissioner Lee made a **MOTION** to return to Open Session. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chair Bazemore **RECESSED** the meeting until tomorrow, June 5th at 9:00 AM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



C-2

Windsor, North Carolina
June 4, 2018
BUDGET WORK SESSION

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: Stewart White, District II

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
Finance Officer William Roberson
ICMA/NCACC Management Fellow Dominique Walker

BUDGET WORK SESSION

Board Chair Bazemore reconvened the meeting from June 4th at 9:00 a.m. on Tuesday June 5th in the Commissioners meeting room.

County Manager Scott Sauer reminded the Board that the proposed FY 2018-2019 budget plan remains a “work in progress.” The budget proposal totals \$24.9 million and is an increase of 4.2 percent over last year’s approved budget ordinance. To balance the FY 2018-2019 budget proposal will require a five-cent tax increase as presented on June 4th, and there are many issues to be discussed and resolved before the budget can be finalized explained Mr. Sauer.

The County Manager distributed handouts related to a sample of unidentified properties and the incremental impact for each additional one cent on the tax rate in terms of the amount of the potential tax increase for each property. He also distributed a worksheet related to revenue and expenditures summarizing the operations for the ambulance budgets both EMS-Paramedic and Non-Emergency Transport for the past several fiscal years plus the forecast for FY 2018-2019. The Board also received a copy of the statement of monthly health insurance premiums for the retirees participating in the County’s post-employment benefits program. A historical tracking sheet for appropriated fund balance budgeted each year dating back to FY 2009-2010 was provided, including a measure of General Fund balance performance during this period,

noting that for the fiscal year ended June 30, 2017 the fund balance increased by \$347,053 as reported in the most recent audit.

Board Chair Ernestine Bazemore began the meeting asking each Commissioner to share their perspective on the budget proposal. Commissioner Tammy Lee shared that a tax rate increase this year is not going to happen.

Vice Chairman Ron Wesson suggested taking the proposed budget line by line and examining all of the County Manager's budget estimates. Commissioner John Trent echoed those sentiments and said he was ready to start with the revenue projections in the proposed budget.

One penny on the tax rate yields \$126,548 so the initial target for cuts was \$632,740 as announced by the Vice Chairman. At the close of Monday night's meeting Vice Chairman Wesson made a request of the Finance Director William Roberson, to run a five-year historical report of actual expenditures for each department. Mr. Roberson distributed the report at the start of the early morning session.

The Commissioners reviewed twelve pages of revenue line items, and quizzed the County Manager and Finance Director regarding sales tax estimates, excise taxes, restricted & intergovernmental funds, permits and service fees to start their review process. This discussion led to a lengthy examination of the County's ambulance service both EMS Paramedic and the Non-Emergency Transport programs.

The County Manager referred to the handout detailing ambulance operations since October 2013, tracking each fiscal year both revenue and expenditures, plus the proposed budget for FY 2018-2019. Mr. Sauer also noted the number of trips per year for Non-Emergency Transport which were identified on the handout, noting that in FY15 the number of trips was 460, and the number of trips for the current year FY18 is 4,244. Mr. Sauer highlighted the fact that the current performance level (4,244 trips per year) for Non-Emergency Transport may be leveling off, until such time that the service can obtain franchises for transport service in other counties. He also indicated that the long term financial position of the County's ambulance service would be improved if the EMS Paramedic program could contract to cover an additional jurisdiction such as Martin County which does not operate at the paramedic level. Vice Chairman suggested that Washington County may be a possibility for paramedic service in the future as well.

Mr. Sauer explained that EMS Medicaid reimbursements have been very challenging to predict, yet the County received \$401,248 in FY16, \$205,074 in FY17 and \$385,000 in FY18. No estimate for this revenue was incorporated in the proposed budget for FY19, and after deliberating about the confidence in Medicaid estimates, the Board agreed to budget \$400,000 in EMS Medicaid reimbursements for FY19. Mr. Sauer reminded the Board that in FY17 the County budgeted \$400,000 for Medicaid reimbursements, and in that year the State withheld the distribution to allow counties and the resulting revenue was approximately 48% less than budgeted for Bertie County. Mr. Sauer explained that it was important to have this discussion with the Board and for everyone to understand the underlying premise for including Medicaid reimbursements as a budgeted revenue to support annual operations, both EMS Paramedic and Non-Emergency Transport.

The Commissioners then turned their attention to departmental expenditure trends for each department, making adjustments line by line, reaching a total of \$651,324 in cuts, including the \$400,000 in EMS Medicaid reimbursement.

Board Chair Bazemore reminded the Commissioners that on the previous meeting's agenda, the President of the Bertie County Fire Association Mr. Jody Sarey made a request for funding to provide "gap insurance" policy coverage for our volunteer firefighters in the amount of \$10,500 for the next fiscal year. It was the consensus of the Board to include this amount for the new budget for FY19. By consensus, the Board reduced the line item for the contract medical director service by \$9,000; reduced the funding recommendation for CADA by \$7,800 and removed the \$5,000 appropriation for the Pound the Sound triathlon program.

Commissioner Lee noted that there was much more work to accomplish if there was any chance of providing an across the board increase for county employees, so the budget review continued. Vice Chairman Wesson inquired about the cost for each one percent of salary and related benefits. Mr. Roberson reported that the estimated net cost to the county is \$73,000 per one percent increase.

The Board worked until after 3:00 p.m. making additional adjustments, mostly reductions in operating expenses and adjusting for position turnover in public safety programs (both EMS and law enforcement) until a figure of \$786,124 was achieved. Mr. Roberson reminded the Board that the State has recently provided additional grant funding for the Council of Aging, and there will need to be corresponding adjustments in the final budget before it is approved by the Board.

Ultimately, the Board approved a motion by unanimous vote directing the County Manager and Finance Officer to prepare a budget ordinance for consideration which incorporates all of today's cuts and adjustments—insuring that the tax rate for Bertie County remains unchanged at 83 cents.

Board Chair Ernestine thanked all of the Commissioners and staff for their efforts in reaching a final budget, with no tax increase and a two percent across the board increase for employees.

Vice Chairman Wesson made a **MOTION** to include all amendments and clarifications as discussed today during the budget deliberations regarding the proposed FY2018-2019 budget message and new budget ordinance including a 2% across the board increase for County staff. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent made a **MOTION** to move forward with a letter of intent for the County to acquire the Lancaster property for a joint library and cooperative extension facility, to purchase with contingencies, and for the architectural firm to proceed with the site revaluation and survey of the property. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

A public hearing on the proposed budget as revised by the Board of Commissioners will be conducted on Monday June 11th at 7:00 p.m.

ADJOURN

Chair Bazemore **ADJOURNED** the meeting at 3:00 PM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



C-3

Windsor, North Carolina
June 11, 2018
BUDGET PUBLIC HEARING

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
 Stewart White, District II
 Tammy A. Lee, District III
 John Trent, District IV
 Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
 Clerk to the Board Sarah Tinkham
 Finance Officer William Roberson

Gene Motley of the Roanoke-Chowan News Herald was present from the media.

CALL TO THE ORDER

Chair Bazemore called the meeting to order.

PURPOSE OF THE MEETING

Chair Bazemore then made the following statement:

Good evening ladies and gentlemen, and fellow taxpayers,

Our purpose today is to hold a public hearing on the proposed budget for FY 2018-2019 in accordance with the NC Local Government Budget and Fiscal Control Act.

As you may have read in the newspaper or seen on Facebook, the Board of Commissioners has been actively reviewing, changing, making cuts, and coming to

consensus on the final budget—which has not tax increase, and keeps the tax rate at 83 cents per \$100 valuation.

At this time, we will ask the County Manager to review some of the highlights for the budget as it stands as adjusted during the Board’s work session last week (only if there is an audience to hear the report).

BUDGET HIGHLIGHTS – FY2018-2019 BUDGET

County Manager Sauer discussed some of the highlights of the FY2018-2019 budget. He also briefly summarized the Board’s budget work session on June 5th.

During the budget work session, the Board was faced with a potential 5 cent tax increase. The first item that was addressed in the proposed budget was the budgeted amount of \$0 for Medicaid reimbursement.

After conferring with the Finance Officer, it was deemed plausible to expect at least \$400,000 worth of Medicaid reimbursement, so that line item was adjusted to reflect that new amount.

Next, the Board reviewed each departmental budget making cuts as needed. Some areas impacted included the Bertie County Sheriff’s Office, Communications, and EMS.

With these changes, the potential of tax increase was completely eliminated, and per a recommendation from Commissioner Lee, a 2 percent (2%) cost of living increase for County employees was proposed.

All changes were made to the budget and the updated copy is available for further public inspection as well as for final approval after the conclusion of tonight’s public hearing.

PUBLIC HEARING – FY2018-2019 BUDGET

At this time, Chair Bazemore opened the public hearing for the FY2018-2019 budget per State statute.

Commissioner Lee asked when Medicaid reimbursement is normally received. Finance Officer, William Roberson, stated that the County has just received this fiscal year's reimbursement in May.

The floor was open to public comments.

There was only one member of the public present, and this individual did not provide any public comments. Otherwise, only Commissioners and the pertinent County staff were present.

Chair Bazemore then closed the floor to public comments and ended the FY2018-2019 public hearing.

APPROVAL OF FY2018-2019 BUDGET

At this time, Chair Bazemore called for a motion to approve the FY2018-2019 budget as recently revised with the requested changes.

Vice Chairman Wesson made a **MOTION** to approve the FY2018-2019 budget and to set the tax rate at 83 cents. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The approved FY2018-2019 Budget Ordinance and County fees reads as follows:

**BERTIE COUNTY, NORTH CAROLINA
2018-2019 BUDGET ORDINANCE**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND SETTING THE TAX RATE FOR THE COUNTY OF BERTIE FOR THE FISCAL YEAR 2018-2019.

WHEREAS, Article 3 of Chapter 159 of the North Carolina General Statutes (NCGS), requires local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures established in said Article 3, and

WHEREAS, the Bertie County Board of Commissioners, following a public hearing as required by law has considered the proposed annual budget for Bertie County for the 2018-2019 Fiscal Year.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERTIE, NORTH CAROLINA:

SECTION 1. REVENUES: It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year beginning July 1, 2018, and ending June 30, 2019, to finance the appropriations set forth in SECTION 2 and in accordance with the chart of accounts established for Bertie County:

| GENERAL FUND | | |
|---------------------------------------|--------------------|---------------------|
| Ad Valorem-Prior Years | \$414,257 | |
| Motor Vehicle-Prior Years | \$1,090 | |
| Penalties and Interest | \$100,000 | |
| Sales Tax -1% Pt of Collection | \$340,000 | |
| 1/2 Cent Sales Tax Article 40 | \$1,046,974 | |
| 1/2 Cent Sales Tax Article 42 | \$430,000 | |
| Sales Tax Law Change Article 44*524 | \$637,000 | |
| Payment in Lieu of Taxes-Federal Land | \$50,000 | |
| Other Taxes | \$65,050 | |
| Unrestricted Intergovernmental | \$500,000 | |
| Restricted Intergovernmental | \$595,487 | |
| Permits & Fees | \$239,650 | |
| Medical Service Fees | \$990,000 | |
| Non-Emergency Transport Fees | \$1,269,000 | |
| Landfill Fees | \$1,759,563 | |
| Sales & Service | \$54,517 | |
| Hospital Lease | \$826,651 | |
| Miscellaneous | \$208,068 | |
| Interest Earned | \$45,000 | |
| Indirect Cost Water Systems | \$229,250 | |
| Transfers from Lottery | \$- | |
| Transfers from School Capital Reserve | \$2,608,077 | |
| FUND BALANCE APPROPRIATED | \$1,902,304 | |
| AD VALOREM TAXES | \$9,192,017 | |
| MOTOR VEHICLE TAXES | \$1,298,286 | |
| GENERAL FUND REVENUES | | \$24,802,241 |

| | | |
|--|------------------|----------------------------|
| SOCIAL SERVICES FUND | | |
| State and Federal Assistance | \$3,068,010 | |
| Health Choice | \$4,150 | |
| Transfer from General Fund | \$1,287,101 | |
| SOCIAL SERVICES FUND REVENUES | | \$4,359,261 |
| 911 WIRE/WIRELESS FUND | | |
| Interest Earned | \$500 | |
| User Charges and Fees | \$189,965 | |
| 911 WIRE/WIRELESS FUND REVENUE | | \$190,465 |
| CAPITAL SCHOOL RESERVE FUND | | |
| Capital School Reserve | \$2,608,077 | |
| CAPITAL SCHOOL RESERVE FUND | | \$2,608,077 |
| REVALUATION FUND | | |
| Transfer from General Fund | \$70,000 | |
| FUND BALANCE APPROPRIATED | \$212,470 | |
| REVALUATION FUND REVENUES | | \$282,470 |
| DEBT SERVICE | | |
| Transfer From General Fund-QZAB-School | \$212,181 | |
| Transfer From General Fund-QZAB-Brt High | \$109,461 | |
| Transfer From General Fund-Middle School | \$430,430 | |
| Transfer From General Fund-Health Building | \$45,043 | |
| Transfer From General Fund-DSS-Building | \$241,032 | |
| Transfer From General Fund-Hospital | \$826,651 | |
| Transfer From General Fund-BHS-2012A | \$841,461 | |
| Transfer From General Fund-BHS-2012B | \$351,225 | |
| Transfer From General Fund-USDA Amb. | \$93,366 | |
| DEBT SERVICE FUND REVENUES | | \$3,150,850 |
| COUNTY WATER DISTRICTS FUND | | |
| Sale of Water & Fees | \$2,882,300 | |
| COUNTY WATER DISTRICTS REVENUES | | \$2,882,300 |
| BERTIE TELEPHONE SYSTEM | | |
| User and Miscellaneous Charges | \$66,000 | |
| BERTIE TELEPHONE SYSTEM REVENUES | | \$66,000 |
| | REVENUES: | <u>\$38,341,664</u> |

SECTION 2. APPROPRIATIONS: The following amounts are hereby appropriated for the operation of Bertie County Government and its departments and agencies for the fiscal year beginning July 1, 2018, and ending June 30, 2019. The Finance Director is authorized to make transfers from one appropriation to another within the same fund, excluding salary line items, which require approval of the County Manager. Amendments/transfers that increase the fund total must have Board approval. Purchase orders and contracts that are not complete and remain as encumbrances outstanding at June 30, 2017, shall be reclassified as “continuing contracts.” As such they shall be disencumbered and immediately re-encumbered against the following year appropriations.

GENERAL FUND

| | |
|--|-------------|
| Governing Body | \$275,715 |
| Administration | \$380,769 |
| HR & Risk Management | \$84,843 |
| Finance | \$264,123 |
| Tax | \$638,697 |
| Legal | \$135,000 |
| Court Facilities | \$92,922 |
| Elections | \$157,774 |
| Register of Deeds | \$335,186 |
| Public Buildings & Grounds | \$947,503 |
| Data Center | \$257,477 |
| Sheriff | \$2,899,491 |
| Communications | \$512,837 |
| Emergency Management | \$534,394 |
| Emergency Medical Service | \$2,608,063 |
| Non-Emergency Transport | \$1,083,489 |
| Planning/Building Inspections | \$319,573 |
| Medical Examiner | \$20,000 |
| Animal Control | \$244,361 |
| Solid Waste | \$475,308 |
| Economic Development | \$167,966 |
| Cooperative Extension | \$285,628 |
| Soil Conservation | \$76,226 |
| Health | \$100,400 |
| Veterans Service Office | \$49,531 |
| Council on Aging/Nutrition | \$512,629 |
| Parks & Recreation | \$581,382 |
| Transfers-Social Services | \$1,287,101 |
| Transfers-Revaluation | \$70,000 |
| Transfers-Debt-QZAB | \$212,181 |
| Transfers-Debt-Middle School | \$430,430 |
| Transfers-Debt-DSS | \$241,032 |
| Transfers-Debt-QZAB-Bertie High | \$109,461 |
| Transfers-Debt-Health | \$45,043 |
| Transfers-Debt-Hospital | \$826,651 |
| Transfers-Debt-Bertie High School (2012 A/B) | \$1,192,686 |
| Transfers-Capital School Reserve | \$- |
| Transfers-USDA Amb. | \$93,366 |

SECTION 4. AD VALOREM TAX LEVY: There is hereby levied for the fiscal year 2018-2019 an ad valorem property tax on all property having a situs in Bertie County as listed for taxes as of January 1, 2018 at a rate of eighty-three (83) cents per one hundred (100) dollars assessed value of such property pursuant to and in accordance with the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws.

The estimated ad valorem property tax set out in SECTION 1 of this ordinance is based on an estimated property value of \$1,321,922,163 (\$1,163,922,163 for real and personal property and public utilities, and \$158,000,000 for motor vehicles) and an estimated collection rate equal to the audited FY2016-2017 collection rates of 95.15% for real/personal property and public utilities and 99.99% for motor vehicles.

SECTION 5. SCHEDULE OF FEES – The Annual Fee Schedule, which is attached to this ordinance, sets all fees authorized to be charged by the County for County goods, services or other functions provided by County personnel, equipment, including consultation and other such activities; and, is hereby approved.

SECTION 6. LEVY OF PRIVILEGE LICENSES AND OTHER TAXES: There is hereby levied all County Privilege Licenses and Taxes, and fees as provided in the ordinances and resolutions duly adopted by the Board of Commissioners of Bertie County.

SECTION 7. DISTRIBUTION: Copies of this Budget Ordinance shall be furnished to the Finance Director, County Manager, Board of Education and Tax Assessor for direction in the carrying out of their duties.

SECTION 8. SPECIAL INSTRUCTIONS:

The Board of Commissioners has also approved the following:

- 401K – 3.0% contribution for supplemental retirement for non-law enforcement employees
- \$200 health savings account
- The County Manager and Finance Officer are hereby instructed to provide for the establishment of an irrevocable trust fund for OPEB obligations, both current and future. Each year beginning July 1, 2016 and for all future years, the budget ordinance shall provide for a monthly allocation of \$100 per position which shall be deposited in the OPEB trust.
- Employees hired after July 1, 2016 will no longer be eligible for retiree health insurance benefits.
- 2.0% cost of living adjustment for employees effective July 1, 2017. This salary adjustment is exclusive of qualifying probationary employees. Furthermore, the cost of living adjustment will not change the classification grades or the pay scale in order to address compression of salaries for current employees.


SECTION 9. EFFECTIVE DATE

That this ordinance shall be in full force and effect on July 1, 2018.

Adopted this the 11th day of June, 2018:


Ernestine Bazemore, Chair


Sarah S. Tinkham, Clerk to the Board


William Roberson, Finance Director

COUNTY DEPARTMENT FEE SCHEDULES

ALL DEPARTMENTS impose a \$25.00 returned check fee.

BERTIE COUNTY PLANNING & INSPECTIONS FEE SCHEDULE EFFECTIVE JULY 1, 2014

Residential Permits

| | \$ per sq foot/Other | Minimum | |
|-------------------------------------|----------------------|-----------|--|
| Construction | \$0.20 | \$ 40.00 | |
| Construction (Other*) | \$0.10 | \$ 30.00 | * Unheated area or accessory structure |
| | | | SW DW TW |
| | \$50/MH Recycling | | |
| Manufactured Home | AMH | \$ 100.00 | \$125 \$150 |
| Modular (On-frame) | \$0.20 | \$ 40.00 | (includes elect., elec., plumb, mech) |
| Modular (Off-frame) | \$0.20 | \$ 40.00 | |
| Electrical (0-200 AMP) | n/a | \$ 50.00 | |
| (Each additional 200 AMP) | n/a | \$ 10.00 | |
| Elec (Temp Service) | n/a | \$ 50.00 | |
| | \$5 per additional | | |
| Plumbing | fixture ** | \$ 40.00 | **Minimum rate includes 1 full kitchen & 1 full bath |
| Mechanical | n/a | \$ 40.00 | |
| Insulation | n/a | \$ 40.00 | |
| Reinspection | n/a | \$ 40.00 | Must be paid before reinspection |
| | | | |
| Solar Power (Residential Panels) | \$75 per panel | \$ 50.00 | Elec. Permit required for amperage |

Commercial Permits

| | \$ per sq foot | Minimum | |
|---------------------------|--------------------|----------|--|
| Construction | \$0.25 | \$ 50.00 | |
| Electrical | \$0.15 | \$ 50.00 | |
| (Each additional 200 AMP) | n/a | \$ 10.00 | |
| Elec (Temp Service) | n/a | \$ 50.00 | |
| | \$5 per additional | | |
| Plumbing | fixture ** | \$ 50.00 | **Minimum rate includes 1 full kitchen & 1 full bath |
| Mechanical | n/a | \$ 50.00 | |
| Insulation | n/a | \$ 50.00 | |
| Reinspection | n/a | \$ 40.00 | Must be paid before reinspection |

Communication Towers

| | | |
|----------------|--------|----------|
| Tower | n/a | \$1,000 |
| Tower Building | \$0.25 | \$50.00 |
| Colocations | n/a | \$250.00 |

Solar Farms \$0.35 per panel \$1,000.00 Electrical permits also required

Flat Rate Fees

| | |
|------------------------------|---------|
| Open Sheds, Piers, Gazebos | \$40.00 |
| Moving (Structures, Houses) | \$40.00 |
| Demolition (No Change) | \$25.00 |
| Structural Inspection for CO | \$50.00 |

(Bldg & Fire for reopenings of businesses & home daycares)

| | |
|------------------|---------|
| Fire Inspections | \$50.00 |
| Gas Installation | \$40.00 |

Planning Fees

| | | |
|----------------------------------|--------------------------------|-------------------------------|
| Minor Subdivisions | \$50 per lot | |
| Major Preliminary | \$200 + \$5 per lot | |
| Major Final (<i>No Change</i>) | \$25 per lot | |
| PUD Master Plans | \$1,200 (up to 1,000 units) | (Add \$5 per unit over 1,000) |
| PUD Preliminary | \$200 + \$5 per lot | |
| PUD Final (<i>No Change</i>) | \$5 per unit & \$25 per SF lot | |

BERTIE COUNTY EMERGENCY SERVICES EFFECTIVE JULY 1, 2014

| Level of Service | HCPCS Code | Price |
|--------------------------|------------|----------|
| ALS 1 Emergency | A0427 | \$600.00 |
| ALS Non-Emergency | A0426 | \$400.00 |
| ALS Level 2 Emergency | A0433 | \$800.00 |
| BLS Emergency | A0429 | \$500.00 |
| BLS Non-Emergency | A0428 | \$400.00 |
| Specialty Care Transport | A0434 | \$900.00 |
| Mileage | A0425 | \$13.00 |

BERTIE COUNTY BOARD OF ELECTIONS FEES EFFECTIVE JULY 1, 2014

| Item | Price |
|---|-----------------|
| Voter Registration List (<i>Complete or Partial</i>) | \$0.05 per page |
| Electronic Copies on CD | \$15.00 |
| Email | FREE |

BERTIE COUNTY RECREATION DEPARTMENT FEES EFFECTIVE JULY 1, 2014

| | |
|-------------------------------------|------------------------|
| Ball Fields (as is) | \$25.00 deposit |
| Lights (<i>additional charge</i>) | \$15.00 an hour |
| Ball Fields (dressed) | \$10.00 additional fee |

Field Rentals by the hour:

| 1 Hour | |
|--------------|---------|
| Resident | \$10.00 |
| Non-Resident | \$18.00 |
| 6 Hours | |
| Resident | \$50.00 |
| Non-Resident | \$58.00 |

| | |
|-----------------|----------|
| 12 Hours | |
| Resident | \$80.00 |
| Non-Resident | \$100.00 |

| | |
|----------------|----------|
| Weekend | |
| Resident | \$150.00 |
| Non-Resident | \$220.00 |

| | |
|---------------------------|-----------------------------|
| Other Fees: | |
| Youth Sports Registration | \$20.00 per child |
| Adult Sports Registration | \$250.00 per team |
| Concession Revenue | 10% of profit |
| Senior Registration | \$35 per quarter ages 55-59 |
| Copies (Admin. Office) | \$0.10 a page |
| Uniform purchases | \$12.00-\$15.00 |
| Shin Guards | \$5.00 |
| Uniform Late Fee | \$2.00-\$15.00 |
| Complex Rental | See attached |

BERTIE COUNTY TAX MAPPING FEES EFFECTIVE JULY 1, 2014

| | |
|--------------------------|---------|
| GIS maps | |
| 8 1/2 X 11 (Letter Size) | \$2.00 |
| 8 1/2 X 14 (Legal Size) | \$3.00 |
| 11 X 17 | \$5.00 |
| 13 X 19 | \$8.00 |
| 34 X 44 | \$15.00 |
| Specialty Maps start at | \$25.00 |

| | |
|-----------------------------------|--------|
| Scanned Plot or Blueprints | |
| 22 X 34 | \$5.00 |
| 34 x 44 | \$8.00 |

| | |
|------------------------|--------|
| Other Fees: | |
| 911 County Map | \$2.00 |
| Print Picture of House | \$0.50 |
| Print Screen | \$0.10 |
| Property Record Card | \$1.00 |
| 911 Road Book Copy | \$4.00 |

BERTIE COUNTY REGISTER OF DEEDS FEES EFFECTIVE JULY 1, 2014

Uncertified copies

| | |
|---|---------------|
| Birth | \$0.20 |
| Death | \$0.20 |
| Marriage | \$0.20 |
| Combined Real Property | \$0.20 |
| Miscellaneous Fees | \$0.20 |
| Pin-Copy Deposits | \$0.20 |
| (attorneys, surveyors, tax, DSS) | |

Other Fees:

| | |
|-------------------------------|---------------|
| Black and White copies | \$0.10 |
| Color copies | \$0.50 |
| CD/DVD/DVD-R | \$1.00 |

Agreement for Use of Senior Center Gym

The following rules will apply when using the Senior Center:

1. Arrangements will be made with the Senior Center staff regarding set up times.
2. Maximum occupancy of the gym is 370 persons. Exceeding this limit is unlawful.
3. Extension cords must meet existing fire codes.
4. No scotch tape or nails will be used on the walls. Masking tape use only.
5. **DO NOT** drag tables or chairs across floor.
6. If any problems are noted with building (i.e., heating, ac, plumbing, etc), please report these to maintenance At (252) 724-1685 as soon as possible.
7. If Senior Center chairs are used, please restack them in a neat and orderly manner, 10 chairs to a stack and on the chair dolly. If Senior Center tables are used, please place them on the table truck and return to the closet. Please note exceptions in agreement # 15.
8. If food is served, please be sure tables and floors are clean.
9. Alcoholic beverages and smoking are not allowed and are strictly prohibited.
10. The stage floor is easily marked. Please be sure floor is clean.
11. When leaving the building, be sure the heat is set on 70 or the air conditioning is set on 74, based on the season.
12. The Senior Center gym must be clean by 8:30 am on the following working day, unless prior arrangements have been made with the Senior Center Director. If the gym is not clean there will be a minimum \$50.00 additional charge for cleaning.
13. User is responsible and will be charged for any damages done to building or furnishings.
14. The key will be returned the following working day.
15. When vacating the Senior Center, the following order of chairs and tables must be maintained. One table should be placed by the water cooler and 2 tables by the stairs on each side wall. Put all brown chairs on dolly with brown chairs and all gold chairs with gold chairs. Place gold chairs in closet and brown chairs on the same side wall as the water cooler. Please **DO NOT** cover air vents.
16. **DO NOT** put hot items directly on tables. Use hot pads, towels, etc. for hot items.

I agree to abide by the above rules, and if they are not met, will be prepared to pay for the damages. Failure to abide by these rules not only can result in loss of organization's privilege to rent the Senior Center.

Date

Signature

Date Gym will be used

Organization

Bertie County Senior Center Use Policies

The Bertie County Senior Center was developed for the use of Bertie County Senior Citizens.

The Senior Center Gym can be used by the following organizations (by priority) after arrangements have been made with the Council on Aging Staff.

Bertie County Senior Citizens (no charge)
Bertie County Government Agencies (no charge)
N.C. State Agencies (no charge)
County/State Educational Institutions (no charge)
Non Profit Organizations and Businesses may rent the Senior Center for \$100.00 a day

Religious services are not allowed as this property is governmental property.

Alcoholic beverages and smoking are not allowed and are strictly prohibited.

Admission will only be allowed to cover the direct cost of programs.

Anyone requesting the use of the Senior Center must sign and abide by the "Agreement for use of the Senior Center Gym."

Failure to abide by the "Agreement for use of the Senior Center Guidelines" can result in loss of organization's privileges to rent the Senior Center.

Revised October 2013

ADJOURN

Chair Bazemore **ADJOURNED** the meeting at 7:05 PM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



C-6

BUDGET AMENDMENT

| | | | | |
|---|----|----------|-----------------|-----------------|
| BUDGET AMENDMENT | | | | |
| | | # 18-12 | | |
| | | INCREASE | | |
| 10-0025-4586-21 | \$ | 2,146 | 10-5860-5400-15 | \$ |
| | | | | 2,146 |
| TO SETUP BUDGET FOR MIPPA GRANT - MONEY REC'D 4-24-18 | | | | |
| | | INCREASE | | |
| 10-5860-5399-05 | \$ | 1,582 | COA | 10-0025-4586-07 |
| | | | | \$ |
| | | | | 1,582 |
| TO SETUP BUDGET FOR SHIIP GRANT - MONEY REC'D 10-05-17 | | | | |
| | | INCREASE | | |
| 105860-539981 | \$ | 6,667 | 10-5860-5220-00 | \$ |
| | | | | 6,667 |
| MOVE FUNDS FROM FOOD & PROVISIONS TO IN-HOME PERSONAL CARE (MID-EAST) | | | | |
| APPROVED ___ / ___ /2018 | | | | |

William Roberson

From: Annette Eubanks <aeubanks@mideastcom.org>
Sent: Wednesday, June 20, 2018 1:29 PM
To: Carol Ward
Cc: Venita Thompson; William Roberson
Subject: [External] HCCBG funds transfer

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to Report Spam.<mailto:report.spam@nc.gov>

Carol, Please transfer \$6,000.00 from Congregate Nutrition to In-Home Personal Care for Bertie COA. She has removed units from ARMS to account to overage in transportation so there is no longer a need to cover the overage. Thanks !

Sent from my iPhone

William Roberson

From: Venita Thompson
Sent: Thursday, June 14, 2018 12:16 PM
To: William Roberson
Subject: FW: Budget Adjustment

From: Venita Thompson
Sent: Thursday, June 14, 2018 12:15 PM
To: Carol Ward <cward@mideastcom.org>
Subject: Budget Adjustment

I am requesting \$6,000.00 to be moved from Congregate Nutrition to In-Home Personal Care.

Thank you,

Venita C. Thompson, Director
Bertie County Council on Aging Senior Center
103 W. School Street
Windsor, North Carolina 27983
(252) 794-5315 (Office)
(252) 794-5351 (Fax)
venita.thompson@bertie.nc.gov

The Bertie County Council on Aging Senior Center serves the senior population and caregivers with resources, activities, and advocacy that enhances the quality of life”

Home and Community Care Block Grant for Older Adults

County: Bertie

July 1, 2017 through June 30, 2018

Revised: 6/20/18

County Funding Plan

County Services Summary

| Services | A | | | B | C | D | E | F | G | H | I | | | | | | | | |
|------------------------|---------------------|---------|--------|-------|--------|-------|--------|-------|--------------------|------|-------|----------------------|------------------|--------------|---------------|-----------------------|------------------------------|-------------------------|-----------------------|
| | Block Grant Funding | | | | | | | | | | | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimbursement Rate | Projected HCCBG Clients | Projected Total Units |
| | Access | In-Home | Other | | | | | | | | | | | | | | | | |
| Congregate (180) | | | 44000 | 4889 | 48889 | 8700 | 57589 | 10118 | 5.4908 | 1843 | 10600 | | | | | | | | |
| HDM (020) | | | 39000 | 4333 | 43333 | 7238 | 50571 | 9009 | 5.4267 | 1660 | 9650 | | | | | | | | |
| Gen. Transp. (250) | 15160 | | | 1684 | 16844 | | 16844 | 1707 | 10.2204 | 255 | 1707 | | | | | | | | |
| Med. Transp. (033) | 19 | | | 2 | 21 | | 21 | 2 | 10.74 | 28 | 2 | | | | | | | | |
| LVIPC (042) | | 64722 | | 7191 | 71913 | | 71913 | 3700 | 14.1141 | 262 | 3700 | | | | | | | | |
| Senior Ctr. Oper.(170) | | | 18682 | 2076 | 20758 | | 20758 | | | | | | | | | | | | |
| House & Home Imp.(140) | | | 25000 | 2778 | 27778 | | 27778 | | | | | | | | | | | | |
| Senior Games (220) | | | 3600 | 400 | 4000 | | 4000 | | | | | | | | | | | | |
| DSS | | | | | | | | | | | | | | | | | | | |
| Personal Care(041) | | 39251 | | 4361 | 43612 | | 43612 | | | | | | | | | | | | |
| | | | | 0 | 0 | | 0 | | | | | | | | | | | | |
| | | | | 0 | 0 | | 0 | | | | | | | | | | | | |
| | | | | 0 | 0 | | 0 | | | | | | | | | | | | |
| Total | 15179 | 103973 | 130282 | 27715 | 277148 | 15938 | 293086 | 24536 | 11.111111111111111 | 4048 | 25659 | | | | | | | | |

Signature, Chairman, Board of Commissioners

Date

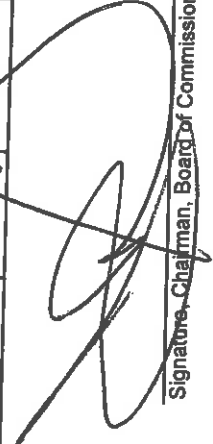
Home and Community Care Block Grant for Older Adults
 County Funding Plan
 County Services Summary

DAAS-731 (Rev. 2/16)

County Bertie
 July 1, 2017 through June 30, 2018

Updated: 8/29/2017

| Services | A | | B | C | | D | E | | F | G | H | I |
|----------------------------------|--------|---------------------|-------|----------------------|------------------|--------|--------------|---------------|---|---|---|---|
| | Access | Block Grant Funding | | Required Local Match | Net Service Cost | | USDA Subsidy | Total Funding | | | | |
| Congregate (180) | | 50000 | 5556 | 55556 | | 55556 | | | | | | |
| HDM (020) | | 44000 | 4889 | 48889 | | 48889 | | | | | | |
| Gen. Transp. (250) | 24000 | | 2667 | 26667 | | 26667 | | | | | | |
| Med. Transp. (033) | 2900 | | 322 | 3222 | | 3222 | | | | | | |
| Level I Personal Care (042) | | 47000 | 5222 | 52222 | | 52222 | | | | | | |
| Senior Ctr. Oper. (170) | | 18682 | 2076 | 20758 | | 20758 | | | | | | |
| Housing & Home Improvement (140) | | 20000 | 2222 | 22222 | | 22222 | | | | | | |
| Senior Games (220) | | 3600 | 400 | 4000 | | 4000 | | | | | | |
| DSS | | | | | | | | | | | | |
| Personal Care (041) | | 39251 | 4361 | 43612 | | 43612 | | | | | | |
| Total | 26900 | 86251 | 27715 | 277148 | 0 | 277148 | 0 | 277148 | 0 | 0 | 0 | 0 |


 Signature, Chairman, Board of Commissioners

8/30/17
Date

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PROJECT ORDINANCE

| | | # PROJ 18-07 | | |
|--|-----------|--------------|-----------------|-----------|
| | DECREASE | | | DECREASE |
| 57-8260-5396-01 | \$ 44,724 | | 57-0050-4839-07 | \$ 74,709 |
| | INCREASE | | | |
| 57-0070-3981-63 | \$ 29,985 | | | |
| | \$ 74,709 | | | \$ 74,709 |
| 60-7110-5980-68 | \$ 29,985 | | 60-0090-4991-99 | \$ 29,985 |
| ADJUST BUDGET TO ACTUAL SALES TAX RECEIVED | | | | |
| TRANSFER ADDITIONAL WATER FUND BALANCE TO CLOSE OUT PROJECT (LESS SALES TAX THAN ANTICIPATED) | | | | |
| APPROVED ___ / ___ /2018 | | | | |

| ACCOUNT | ACCOUNT DESCRIPTION | ORIGINAL APPROP | REVISED BUDGET | BUDGET | | YTD ACTUAL | EXPECTED | REMAINING |
|-----------------|--------------------------------|-------------------|-------------------|----------------|-------------------|-------------------|----------------|---------------|
| | | | | AMENDMENT | FINAL BUDGET | | | |
| 57 -0025-430101 | RECD ORIGINAL LOAN | \$ (1,717,000.00) | \$ (1,717,000.00) | \$ | \$ (1,717,000.00) | \$ (1,714,179.05) | \$ | \$ (2,820.95) |
| 57 -0025-430103 | RECD ORIGINAL GRANT | \$ (1,074,000.00) | \$ (1,074,000.00) | \$ | \$ (1,074,000.00) | \$ (1,074,000.00) | \$ | \$ |
| 57 -0050-483907 | TAX REFUNDS | \$ | \$ (125,000.00) | \$ 74,709.00 | \$ (50,291.00) | \$ (25,572.52) | \$ (24,717.75) | \$ (0.73) |
| 57 -0060-483101 | INTEREST EARNED ON INVESTMENTS | \$ | \$ | \$ | \$ | \$ (347.36) | \$ | \$ |
| 57 -0070-398163 | TRANSFERS FROM WATER III | \$ (264,000.00) | \$ (264,000.00) | \$ (29,985.00) | \$ (293,985.00) | \$ (264,000.00) | \$ (29,985.00) | \$ |
| | | \$ (3,055,000.00) | \$ (3,180,000.00) | \$ 44,724.00 | \$ (3,135,276.00) | \$ (3,078,098.93) | \$ (54,702.75) | \$ (2,821.68) |
| 57 -8260-539601 | CONSTRUCTION | \$ 2,351,755.00 | \$ 2,610,985.00 | \$ (10,369.00) | \$ 2,600,616.00 | \$ 2,597,796.32 | \$ | \$ 2,819.68 |
| 57 -8260-539612 | ENGINEERING | \$ 371,400.00 | \$ 472,040.00 | \$ (4,083.00) | \$ 467,957.00 | \$ 467,956.75 | \$ | \$ 0.25 |
| 57 -8260-539618 | SURVEY/ACQUISITION NEGOTIATION | \$ 5,000.00 | \$ 5,000.00 | \$ (5,000.00) | \$ | \$ | \$ | \$ |
| 57 -8260-539629 | PERMIT'S REIMBURSABLE FEES | \$ 6,500.00 | \$ 2,993.00 | \$ | \$ 2,993.00 | \$ 2,992.50 | \$ | \$ 0.50 |
| 57 -8260-539638 | LEGAL | \$ 10,000.00 | \$ 10,000.00 | \$ (4,108.00) | \$ 5,892.00 | \$ 5,892.00 | \$ | \$ |
| 57 -8260-539640 | ADMINISTRATION | \$ 5,000.00 | \$ 6,275.00 | \$ (2,900.00) | \$ 3,375.00 | \$ 3,374.33 | \$ | \$ 0.67 |
| 57 -8260-539644 | INTEREST | \$ 50,169.00 | \$ 50,169.00 | \$ (18,607.00) | \$ 31,562.00 | \$ 31,561.32 | \$ | \$ 0.68 |
| 57 -8260-543001 | COST OF ISSUANCE | \$ 20,000.00 | \$ 20,000.00 | \$ 2,881.00 | \$ 22,881.00 | \$ 22,880.88 | \$ | \$ 0.12 |
| 57 -8260-599100 | CONTINGENCY | \$ 235,176.00 | \$ 2,538.00 | \$ (2,538.00) | \$ | \$ | \$ | \$ |
| | | \$ 3,055,000.00 | \$ 3,180,000.00 | \$ (44,724.00) | \$ 3,135,276.00 | \$ 3,132,454.10 | \$ | \$ 2,821.90 |
| | | \$ | \$ | \$ | \$ | \$ 54,355.17 | \$ (54,702.75) | \$ 0.22 |

BERTIE COUNTY
Budget Adjustment Form
 Adjustment # _____

BUDGET ADJUSTMENT

(Increase)

*****Act #/Amount

| | | |
|----|-----------------|-----------|
| 1. | 57-8260-5396-01 | 34,355.00 |
| 2. | 57-8260-5430-01 | 2,881.00 |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

(Decrease)

*****Act #/Amount

| | |
|-----------------|-----------|
| 57-8260-5396-12 | 4,083.00 |
| 57-8260-5396-18 | 5,000.00 |
| 57-8260-5396-38 | 4,108.00 |
| 57-8260-5396-40 | 2,900.00 |
| 57-8260-5396-44 | 18,607.00 |
| 57-8260-5991-00 | 2,538.00 |

Reason and/or Justification for Adjustment

- * FINAL ADJUSTING AMENDMENTS
- *
- *
- *

Approval:

Department Head

* _____
 Date: _____

Finance Officer

* _____ *WGR*
 Date: 6-18-18



C-7



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

BOARD OF COMMISSIONERS

ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

July 2, 2018

Ms. Sheila Holloman, Director
Board of Elections
County of Bertie
P.O. Box 312
Windsor, NC 27983

RE: Request for voter referendum for one-quarter cent sales tax on the November midterm election ballot

Dear Ms. Sheila Holloman,

At its regular meeting on July 2, 2018 the Bertie County Board of Commissioners voted unanimously to approve the attached resolution requesting action by the Board of Elections to place a voter referendum on the November ballot.

The purpose of this referendum is to place the ballot question before the voters of Bertie County to consider a local sale and use tax at the rate of one-quarter cent (0.25%) in addition to all other State and local sales and use taxes.

A copy of the resolution and enabling legislation are attached with this correspondence.

On behalf of the Bertie County Board of Commissioners, thank you for your assistance with this request to place this on the November 6, 2018 midterm election ballot.

Sincerely yours,

A handwritten signature in blue ink that reads "Scott T. Sauer".

Scott T. Sauer
County Manager

**RESOLUTION CALLING FOR SPECIAL ELECTION TO
CONSIDER AN ADDITIONAL ONE-QUARTER CENT COUNTY SALES
AND USE TAX**

WHEREAS, the General Assembly pursuant to N.C.G.S. 5105-535 *et seq.* has authorized County Boards of Commissioners across the State of North Carolina to levy a One Quarter Percent (.25%) County Sales and Use Tax contingent on a referendum in which the majority of those casting ballots voted for the levy of the tax;

WHEREAS, the Bertie County Board of Commissioners have determined that the citizens of Bertie County should be entitled to determine whether or not they wish to have said One Quarter Percent (.25%) County Sales and Use Tax adopted as the same could be used to assist in financing public projects; including public education and teacher supplements;

WHEREAS, pursuant to N.C.G.S. 5163-287, a county has the authority to call special elections as permitted by law if the governing body of the County adopts a

Resolution specifying the details of the election and forthwith delivers a copy of the Resolution to the local Board of Elections;

WHEREAS, under said statute, the Resolution shall call on the local Board of Elections to hold the election described in the said Resolution and shall set the date on which the special election is to be conducted;

WHEREAS, the special election may be held at the same time as any other county, state, or municipal general election or at the same time as a primary election in any even given year;

WHEREAS, there is a midterm election to be held in Bertie County on November 6, 2018 and the County would have adequate time to provide the public notice required by N.C.G.S. 5163-287 (b); and

WHEREAS, it would be in the best interest of the citizens of Bertie County to determine whether or not to adopt said County Sales and Use Tax.

NOW THEREFORE, be it resolved by the Bertie County Board of Commissioners that:

1. Pursuant to N.C.G.S. 5163-287 (a), Bertie County hereby calls a special election to be held on May 8, 2018 to determine whether or not a majority of the voting citizens of Bertie County favor or oppose the levy of said One Quarter Percent (.25%) County Sales and Use Tax;
2. The question to be placed on the ballot and determined by the voting citizens of Bertie County in said referendum will be:

QUESTION: Should Bertie County levy an additional local sale and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes

For: _____
Against: _____

3. The local Board of Elections conducting the primary election on November 6, 2018 will conduct an election on this question on November 6, 2018 which election shall be held at the same time and at the same locations as the primary election in the year 2014 and 2016.
4. Scott T. Sauer, the Bertie County Manger, is directed to forthwith deliver a certified copy of this Resolution to the Bertie County Board of Elections.

Said Resolution was introduced by Commissioner _____ and seconded by Commissioner _____ and unanimously adopted this the 2nd day of July, 2018.

ATTEST:

BERTIE COUNTY

Sarah Tinkham, Clerk to the Board
Bertie County Board of Commissioners

Ernestine Bazemore, Chair
Bertie County Board of Commissioners

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

I, _____, a Notary Public, for the County and State aforesaid, certify that Sarah Tinkham personally appeared before me this day and acknowledged that she is the Clerk to the Board of Commissioners of Bertie County, a political subdivision of the State of North Carolina, and that by authority duly given and as the act of the Board of Commissioners of Bertie County, the foregoing instrument was signed in its name by its Chairman, sealed with its seal, and attested by Sarah Tinkham as Clerk to the Bertie County Board of Commissioners.

Witness my hand and notarial seal or stamp, this _____ day of July, 2018.

Notary Public

Printed Name

My commission expires: _____

(NOTARIAL SEAL/STAMP)

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of July, 2018, I served a certified true copy of **RESOLUTION CALLING FOR SPECIAL ELECTION TO CONSIDER AN ADDITIONAL ONE-QUARTER PERCENT COUNTY SALES AND USE TAX** upon Sheila Holloman, Director to the Board of Elections by hand delivery.

By: _____
Scott T. Sauer
Bertie County Manager

SECTION 31.17.(b) Subchapter VIII of Chapter 105 of the General Statutes is amended by adding a new Article to read:

"Article 46.

"One-Quarter Cent (1/4¢) County Sales and Use Tax.

"§ 105-535. Short title.

This Article is the One-Quarter Cent (1/4¢) County Sales and Use Tax Act. "

"§ 105-536. Limitations.

This Article applies only to counties that levy the first one-cent (1¢) sales and use tax under Article 39 of this Chapter or under Chapter 1096 of the 1967 Session Laws, the first one-half cent (1/2¢) local sales and use tax under Article 40 of this Chapter, and the second one-half cent (1/2¢) local sales and use tax under Article 42 of this Chapter.

(a) Authority. - If the majority of those voting in a referendum held pursuant to this Article vote for the levy of the tax, the board of county commissioners may, by resolution and after 10 days' public notice, levy a local sales and use tax at a rate of one-quarter percent (0.25%).

(b) Vote. - The board of county commissioners may direct the county board of elections to conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in this Article. The election shall be held on a date jointly agreed upon by the board of county commissioners and the board of elections and shall be held in accordance with the procedures of G.S. 163-287.

(c) Ballot Question. - The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

[] FOR [] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.'

Cd) Limitation. - A tax levied under this Article may not be in effect in a county at the same time as a tax levied under Article 60 of this Chapter.

"§ 105-538. Administration of taxes.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B. The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the Notwithstanding the provisions of G.S. 105-467(c), during the 2008 calendar year a tax levied under this Article may become effective on the first day of any calendar quarter so long as the county gives the Secretary at least 60 days' advance notice of the new tax levy. "

SECTION 31.17.(c) G.S. 105-164.15A reads as rewritten:

"§ 105-164.15A. Effective date of rate changes for services and items taxed at combined general rate.

(a) Services. - The effective date of a rate change for a service taxable under this Article is administered as follows:

- (1) For a rate increase, the new rate applies to the first billing period that starts on or after the effective date. For a service billed after it is provided, the first billing period starts on the effective date. For a service billed before it is provided, the first billing period starts on the first day of the month after the effective date.
- (2) For a rate decrease, the new rate applies to bills rendered on or after the effective date.

(b) Combined Rate Items. - The effective date of a rate change for an item that is taxable under this Article at the combined general rate is the effective date of any of the following:

- (1) The effective date of a change in the State general rate of tax set in G.S. 105-164.4.
- (2) For an increase in the authorization for local sales and use taxes. the date on which local sales and use taxes authorized by Subchapter VIII of this Chapter for every county become effective in the first county or group of counties to levy the authorized taxes.
- 3) For a repeal in the authorization for local sales and use taxes. the effective date of the repeal. "

SECTION 31.17.(d) This section is effective when it becomes law.



C-8

Home and Community Care Block Grant for Older Adults

County: Bertie
 July 1, 2018 through June 30, 2019

County Funding Plan

6/14/2018

County Services Summary

| Services | A | | B | C | D | E | F | G | H | I |
|----------------------------------|---------------------|---------|-------------|--------------|---------|---------|-----------|---------------|-----------|-----------|
| | Access | In-Home | | | | | | | | |
| | Block Grant Funding | | Required | Net | USDA | Total | Projected | Projected | Projected | Projected |
| | | Other | Local Match | Service Cost | Subsidy | Funding | HCCBG | Reimbursement | HCCBG | Total |
| | | | | | | | Units | Rate | Clients | Units |
| Congregate (180) | | 49960 | 5551 | 55511 | | 55511 | | | | |
| HDM (020) | | 57380 | 6376 | 63756 | | 63756 | | | | |
| Gen. Transp. (250) | 22000 | | 2444 | 24444 | | 24444 | | | | |
| Med. Transp. (033) | 2900 | | 322 | 3222 | | 3222 | | | | |
| Level I Personal Care (042) | 47000 | | 5222 | 52222 | | 52222 | | | | |
| Senior Ctr. Oper. (170) | | 18682 | 2076 | 20758 | | 20758 | | | | |
| Housing & Home Improvement (140) | | 10000 | 1111 | 11111 | | 11111 | | | | |
| Senior Games (220) | | 3600 | 400 | 4000 | | 4000 | | | | |
| DSS | | | | | | | | | | |
| Personal Care (041) | | 39251 | 4361 | 43612 | | 43612 | | | | |
| Total | 24900 | 139622 | 27864 | 278636 | 0 | 278636 | 0 | 0 | 0 | 0 |

Signature, Chairman, Board of Commissioners

Date

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CONTRACTUAL AGREEMENT BETWEEN

Bertie County Council on Aging

&

Interim Healthcare-Morris Group, Inc.

THIS AGREEMENT is made and entered into the 1st day of July, 2018, by and between Bertie County Council on Aging (“BCCOA”) and Interim Healthcare-Morris Group, Inc. (“IHMC”), Provider.

WITNESSETH

WHEREAS, BCCOA is engaged in the provision of In-Home services to its clients in Bertie County; and

WHEREAS, BCCOA seeks to make available all needed modalities of care to its clients and therefore, desires to have available the services for qualified nursing assistants, and Personal Care Aides to render home care services directly to its clients; and

WHEREAS, Provider employees qualified nursing assistants, and Personal Care Aides as defined in 42 C.F.R. SECTION 484 and 10 NCAC 3L, and is willing to provide such supplemental staffing for intermittent home care services on an as-needed basis to BCCOA pursuant to the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto and other good and valuable consideration, the receipt and a sufficiency of which is hereby acknowledged, the parties agree as follows:

I. SCOPE OF AGREEMENT

- A. Provider shall allow certain of its nursing staff to provide home care services on an as-needed basis to those patients specified by BCCOA. Such home care services shall be provided in accordance with 42 C.F.R SECTION 484 and 10 NCAC 3L, and in accord with IHMC policies and procedures. The services shall be rendered within the scope and limitations set forth in the plan of care, as established by the physician in coordination with the professional staff of Provider and BCCOA. Provider shall schedule visits according to the care plan and applicable BCCOA policies and procedures. BCCOA shall be responsible for transmittal of the initial care plan to Provider. Except in emergency situations, the type, scope or duration of said plan of care, including discharge planning, shall not be altered by Provider without coordination with the professional staff of BCCOA, and the approval of BCCOA’s responsible authority. BCCOA shall give assignments to Provider staff under this Agreement on a pro basis.
- B. BCCOA retains exclusive authority to admit patients into its home care services programs and to designate patients to be served by Provider.
- C. Provider shall provide BCCOA with evaluations, visit reports, time sheets, clinical progress reports and discharge summaries for each patient to whom Provider has rendered services in such form and at such times as directed by BCCOA.
- D. Provider shall meet all Federal and State requirements relating to professional qualifications, functions, supervision and in-service education.
- E. BCCOA is responsible for coordinating the timely transmittal of information to Provider required for the orderly and efficient delivery of services.

- F. BCCOA shall in no way restrict or limit the right of any employee of Provider to exercise independent professional judgement as to the type of services needed and the manner in which they are to be performed. Provider shall manage and supervise its home care staff who provides services under the terms of this agreement.
- G. Personal protective equipment for staff will be the responsibility of Provider.
- H. Provider will maintain personnel files with copies of health information, licenses and/or qualifications, along with other such information as required by Provider Organization, State and/or Federal regulations for each individual employed by Provider in the performance of the agreement and will provide copies to BCCOA upon request.
- I. Provider agrees that this relationship with BCCOA shall be that of an independent contractor. The parties hereto further agree that nothing contained herein shall be deemed to create any type of agency, servant or employee/employer relationship.
- J. Both parties shall comply with all applicable Federal, State, and local laws and regulations and shall conform to the standards of the Department of Health and Human Services and such other agencies as are responsible for regulating the parties hereunder. Provider shall also maintain the confidentiality of all medical records and information in accord with applicable state and federal laws, rules and regulations, HIPPA regulations, and BCCOA policy.
- K. Provider shall provide home care services to BCCOA's patients in Bertie County.
- L. As a means of promoting continuity of care and developing effective working relations between the parties' staff, Provider shall endeavor to minimize changes in its staff who provide home services to patients designated by BCCOA. Provider staff shall regularly participate in case conference conducted at BCCOA's office or at such place or through other means of communication acceptable to both parties.
- M. Provider shall not use the name of BCCOA in any of Provider's recruitment materials, advertisements or other publications without the prior approval of BCCOA.

II. LIABILITY

- A. Provider shall at all times maintain in full force and effect professional liability insurance coverage in the minimum amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate through a program of self-insurance or a commercial insurance carrier. Upon BCCOA's written request, the Provider shall provide a certificate of insurance to BCCOA which sets forth the type of coverage provided and the limits of coverage and which endeavors to provide to BCCOA thirty (30) days advance written notice of cancellation or of a change to limits of the aforesaid coverage.
- B. Provider shall maintain automobile insurance coverage in accordance with the laws of the State of North Carolina on any vehicle owned by Provider and used in the delivery of services under the agreement.
- C. Provider shall maintain a Worker's Compensation insurance policy on all employees utilized in the delivery of services under this Agreement. Provider certifies that it carries and maintains such a Workers' Compensation Insurance policy. Provider further agrees to hold harmless and indemnify BCCOA for any Worker's Compensation claims on behalf of Provider's employees.

III. FINANCIAL AGREEMENT

- A. For services rendered under the terms of this Agreement, BCCOA shall pay Provider the rate of \$14.25 per hour for visits by the Provider's In-Home Assistants. Provider shall submit an invoice for service rendered to BCCOA on Monday following the payroll ending period. Such fees shall be the exclusive method, mode and amount of payment for visits made by the Provider's professional staff pursuant to this agreement (hereunto referred to as Services), with the exception that, if services are not performed during such visit.
- B. All fees, compensation and other things of value charged by BCCOA for services shall belong to and be paid to BCCOA.
- C. Provider shall, in accordance with BCCOA's established policies and procedures provide all necessary documentation for BCCOA to obtain reimbursement for all services rendered.
- D. By the 7th day of each calendar month, Provider shall submit to BCCOA's designated representative, a record of all Services rendered to BCCOA's patients during the proceeding 30 day period. Such report will list patient names, dates of services, services provided and fee applicable.
- E. Provider's fee for Services shall be paid by BCCOA within thirty (30) days of the receipt of the prescribed and properly executed billing forms; provided that all documentation pertaining to the service has been completed, received and approved. In the event that Provider has been paid for services rendered by BCCOA and because of Providers failure to properly comply with obligations under this Agreement, the BCCOA fails to receive its fee from the party from whom payment for such Services is due, then Provider shall reimburse BCCOA for any and all such amounts denied due to Provider error.

IV. EFFECTS OF DENIALS AND NOT SEEN VISITS

In the event any amount paid to Provider by BCCOA for Services is denied by a fiscal intermediary, BCCOA, if appropriate, shall notify Provider and submit to the fiscal intermediary information jointly prepared by BCCOA and the Provider which provides justification for the amount paid or services provided.

BCCOA will not pay for a not-seen visit unless the not-seen visit is caused by BCCOA's failure to communicate scheduling information to Provider in a timely and accurate manner.

V. DURATION OF AGREEMENT

This agreement shall commence as of the date hereof and shall continue in full force and effect through **June 30, 2019**. Thereafter, the Agreement may be renewed for additional one year terms by mutual written agreement of the parties. Either party shall have the right to terminate this Agreement, with or without cause, upon ninety (90) days notice in writing to the other party.

This Agreement shall terminate automatically and immediately upon the revocation, suspension, termination or expiration of Provider's Home Care License, or upon the occurrence of any circumstances that would legally prevent Provider from performing services under this Agreement. The provisions and obligations of Section VII hereof shall survive any termination of this Agreement, and termination shall not relieve BCCOA of its obligation to timely pay any fees accrued for services provided up to the time of termination.

VI. OUTSIDE SERVICES

Nothing in this Agreement shall be construed as limiting or restricting in any manner either party's right to render the same or similar services as those covered by this Agreement to other individuals and entities, including, but not limited to, nursing homes, other home care agencies, school systems, group homes and acute care facilities, during the term of this Agreement.

VII. SPECIAL CONDITIONS

- A. Hiring of employees: During the term of this Agreement, and for a period of one year after termination of this Agreement, both parties agree not to employ any employee of the other rendering services under this Agreement without prior written consent. Provided, however, if this contract is terminated at any time by either party, BCCOA will retain the right of employment for all employees employed by the BCCOA at the time of inception of the original contract.
- B. Removal of Healthcare Professional: Provider agrees to relieve any member of its professional staff from the provisions of home care services under this Agreement with report to any particular patient(s) upon reasonable request by BCCOA and to endeavor to provide a substitute acceptable to BCCOA.
- C. Qualifications of Provider staff shall not be less than those required by BCCOA for BCCOA employees providing similar services as Provider staff.

VIII. GENERAL CONDITIONS

- A. **ENTIRE AGREEMENT AND AMENDMENTS:** This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous written or oral negotiations and agreements between them regarding the subject matter hereof. This Agreement may be amended only in writing, which must be signed by both of the parties. Each of the statements set forth in the recitals to this Agreement are hereby incorporated herein by reference as valid representation of the party or parties to whom such statement relates.
- B. **ASSIGNMENT:** This Agreement is personal to the parties hereunder, and neither party shall assign, delegate, transfer, pledge or otherwise dispose any of the rights or obligations specified in this Agreement to any other entity or natural persons without first obtaining the written consent of the other party, which consent shall not be unreasonable withheld. Any attempt by either party to assign, delegate, transfer, pledge or otherwise dispose of any portion or all of this Agreement, without obtaining the prior written consent of the other party, shall be void and of no effect. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.
- C. **NOTICE:** Any notice required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered personally or three (3) days after being mailed by certified mail, return receipt requested, postage prepaid to the following addresses, or at such other address as either party may designate in a manner in compliance with this Section:

Interim Healthcare-Morris Group, Inc.

Attn: Margaret Webb

2526 Ward Boulevard

Wilson, North Carolina 27893

Bertie County Council on Aging

Attn: Venita C. Thompson, Director

103 W. School Street

Windsor, North Carolina 27983

Each party shall at all times keep the other party informed of its current address.

- D. SALARY, BENEFITS, INSURANCE, AND TAXES:** Provider shall be responsible for payment of the staff of his or her salary and other benefits provided to employees of Provider's in accord with Provider's standard policies. Provider shall provide Worker's Compensation insurance for its employee, including but not limited to, unemployment insurance tax and social security tax. Provider agrees to indemnify and hold BCCOA harmless from any and all expense, liability or responsibility arising from failure to withhold such taxes and social security payments or to make and such Worker's Compensation or unemployment benefit payments, contributions or payroll tax payments. This Section survives termination of this Agreement.
- E. LEGISLATIVE/REGULATORY COMPLIANCE AND MODIFICATION:** Provider hereby agrees that it will comply with any and all statutes, laws, rules regulations, license and certificates and authorization of any governmental body or authority applicable to it in the performance or carrying out of its obligation under this Agreement. BCCOA hereby agrees that it will comply with any and all statutes, laws, rules, regulations, license, certificates and authorizations of any governmental body or authority application to it in the performance or carrying out of its obligations under this Agreement. Each party will obtain and maintain current and in force all license, certifications, authorizations and/or permits (and will pay fees therefor) necessary for it to carry out its duties and responsibilities under this agreement. In the event any licensure law, rule, regulation or payment policy, or any rule or policy of any non-governmental third party payer, or any other federal, state, or local law, rule, regulation policy, or any interpretation thereof at any time during the term of this Agreement is modified, implemented, threatened to be implemented or determined to prohibit, restrict or in any way materially change the method or amount of reimbursement or payment (a) for service under the Agreement or (b) for service to patient of a party as a result of this Agreement, or by virtue of the existence of this Agreement has or shall have a materially adverse effect on the ability of either party to engage in any commercial activity on terms at least as favorable as those reasonably attributable as of the date (all of the foregoing being here inactive collectively referred to as "Changes," and individually, a "Change") then the parties to this Agreement shall negotiate in good faith to amend in writing prior to the effective date of the Change, then the party affected by the change may terminate this Agreement upon thirty (30) days advance written notice. Upon such termination, neither party shall have any further rights hereunder, except those rights already accrued and those that expressly survive termination.
- F. FORCE MAJEURE:** In the event either party is prevented from performing hereunder due to an act of God, flood, war, epidemic, fire, earthquake, labor dispute, embargo, governmental action imposing quotas not heretofore imposed, a change laws adversely affecting the import or export of essential part of material, an insurrection or other similar event beyond the reasonable control of the party of the party invoking this Section, and if such party shall have used reasonable efforts to mitigate its effects and provided that such party shall have given prompt written notice to the other party, then delay or failure of performance due to events occurring hereunder shall be excused, and the time for performance shall be extended for the period of delayer inability to perform due to such occurrences. Notwithstanding the excuse of Force Majeure, the other party may terminate this Agreement without being held in breach if the invoking party is unable to continue with performance within sixty (60) days after the initial occurrence of such an event.
- G. OBRA COMPLIANCE:**The parties agree that upon request they will make their books, documents and records available to the Secretary of the Health and Human Services, the comptroller general or their duly authorized representative to the extent required by section 952 of the Omnibus Budget Reconciliation Act of 1980 and will obtain a similar agreement from any related sub-contractor whom they engage to perform on their behalf. This section survives termination of this Agreement.
- H. NO REQUIREMENT TO REFER:** Nothing in this Agreement, whether written or oral, nor any consideration in the connection herewith, contemplates or requires the referral of any patient by Provider to the HCOA or any other entity affiliated in anyway with the HCOA or any other entity affiliated in anyway with the HCOA. This agreement is not intended to influence the Judgement of Provider in choosing medical specialists or medical facilities appropriate for the proper care and treatment of patients. Neither Provider nor its employees nor agents shall receive any compensation or remuneration for referrals, if any, to the HCOA or any affiliate.
- I. COMPLIANCE WITH ANTITRUST LAWS:** It is the intention of the parties to comply with the body of law applicable to antitrust, fair trade practices and related topics in all reports. All parties shall comport themselves in compliance with these bodies of law while fulfilling their duties and responsibilities pursuant to this Agreement. Specifically, but without limitation, Provider shall not require or permit the improper disclosure to it of information obtained by staff,

and the BCCOA shall not require or permit the improper disclosure to it of information obtained by staff, when such disclosure would violate these aforesaid bodies of law. The parties agree that they shall strive to comply with all U.S. Department of Justice/FTC Antitrust "Safety Zone" requirements and further shall not, in violation of these requirements and further shall not, in violation of these requirements, facilitate or knowingly permit the exchange, directly or indirectly, of any competitively sensitive price, cost or charge information, or engage in joint pricing of any kind.

- J. **COSTS:** Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder.
- K. **TAXES:** Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.
- L. **INVALID PROVISIONS:** In the event that any portion of this Agreement shall be determined to be invalid or unenforceable, the remainder of this Agreement shall be deemed to continue to be binding upon the parties hereto in the same manner as if the invalid or unenforceable provisions were not part of this Agreement.
- M. **NON-WAIVER:** No waiver of any term or condition of this Agreement by either party shall be deemed to be a continuing or further waiver of the same term or condition or a waiver of any other term or condition of this Agreement.
- N. **THIRD PARTY BENEFICIARY:** The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity (is) not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be constructed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.
- O. **GENDER:** Throughout this Agreement, wherever the context requires or permits the neuter gender shall be deemed to include the masculine and the feminine, and the singular number, the plural and vice versa.
- P. **JURISDICTION:** This Agreement has been entered into the state of North Carolina and all questions with respect to the construction of this Agreement and the rights and the liability of the parties shall be governed by the law of the State of North Carolina shall govern liabilities of the parties.
- Q. **COUNTERPARTS AND FACSIMILES:** This Agreement may be executed in one or more counterparts, each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original, and if there is any inconsistency between such facsimile and executed Agreement subsequently received by "hard copy" the forms continued in the facsimile shall prevail.
- R. **HEADING:** The heading and number of sections and paragraphs contained in this Agreement are for reference purpose only and shall not affect in any way the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties here to have set their hands and seals, the day and first above written.

ATTEST



County: _____

Title: _____

Signature: _____

Date: June 12, 2018

PROVIDER

DEPARTMENT

Interim Health Care- Morris Group, Inc.

By: Lisak Zube

Title: Regional Director

Date: 6-12-2018

Bertie County Council on Aging

By: Denita C. Thompson

Title: Aging Services Director

Date: 06/13/2018

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NORTH CAROLINA

BERTIE COUNTY

THIS FOOD SERVICE CONTRACT, dated this day the 1 of July, 2018, by and between Bertie County, a political subdivision of the State of North Carolina, party of the first part, and Carolyn Thomas, doing business as Trumps Restaurant, parties of the second part:

WITNESSETH:

WHEREAS, party of the first part, by and through Bertie County Council on Aging administer the Home and Community Care Block Grant Congregate Nutrition and Home Delivered Meals Nutrition Program pursuant to Title III of the Older American Act (hereinafter “the Title III Nutrition Program”);

WHEREAS, the purpose of the Title III Nutrition Program is to provide one hot nutritious noon meal per serving day with 1/3 of the minimum daily allowance (a minimum of 700 calories) for older adults. The target population for this service is persons sixty (60) years of age or older, with emphasis on the low-income minority elderly. Emphasis is also placed on service to the rural elderly; and

WHEREAS, the annual estimate of approximately 35573 meals (between 102 to 177 meals per day) must be prepared and transported in bulk or pre-plated in order to fulfill the needs addressed by the Title III Nutrition Program. There are approximately 255 serving days beginning July 1, 2018 and ending June 30, 2019.

WHEREAS, in order to carry out the purposes of the program, the party of the first part requires the services of a Food Service Contractor;

WHEREAS, the parties of the second part are food service contractors located in Windsor Bertie County, North Carolina;

WHEREAS, The party of the first part advertised a request for proposals pursuant to the competitive bidding requirements of Chapter 143 of the North Carolina General Statutes;

WHEREAS, parties of the second part submitted a bid in compliance with the request for proposals, and parties of the second part were the lowest responsible bidders; WHEREAS, the party of the first part evaluated the bids received and selected the bid by the second part; and

WHEREAS, this Food Service Contract is intended to memorialize the agreement by and between the party of the first part and the parties of the second part regarding the provision of meals by parties of the second part as required by the party of the first part pursuant to the Title III Nutrition Program, by incorporating herein the Bid Specifications and Requirements.

NOW THEREFORE, in consideration of Ten Dollars and the other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The parties of the second part shall prepare between 102 to 177 hot meals per day to be prepared and transported in bulk or pre-plated, beginning July 1, 2018 and ending June 30, 2019, all in accordance with the terms of the Bid Specifications and Requirements attached hereto as Exhibit A, and incorporated herein by reference. Parties of the second part shall receive a total of \$4.95 per meal from the party of the first part, billed and payable on a monthly basis, in accordance with the Bid Specifications and Requirements.

2. The parties shall comply in all respects with the terms set forth in the Bid Specifications and Requirements attached hereto as Exhibit A and incorporated herein.

3. This agreement shall be interpreted under the laws of the State of North Carolina.

4. Parties of the second part warrant that all information provided on the Bidder Qualifications Form attached hereto as Exhibit B and incorporated herein is accurate in all material respects.

5. This agreement shall be terminated by the Party of the First Part in the event the funding for the Title III Nutrition Program is discontinued or terminated.

6. This agreement, as well as the attachments hereto, constitutes the entire agreement of the parties. No amendment hereto shall be enforceable unless in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed by their duly authorized representatives this day and year first above written.

BERTIE COUNTY

Bertie County Council on Aging

Ernestine Bazemore, Chair

Sarah Tinkham, Clerk to the Board

This document has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

William Roberson, Finance Officer

Trumps Restaurant

By: _____

Carolyn Thomas



C-9



Beth A. Wood, CPA
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0601
Telephone: (919) 807-7500
Fax: (919) 807-7647
Internet
<http://www.ncauditor.net>

To: Certified Public Accounting Firms
From: Katie G. Gleason, CPA, Financial Audit Director
Date: March 20, 2018
Re: Testing of eligibility for federal programs

The Office of Budget and Management Compliance Supplement (Part 3, section E. Eligibility) describes a situation called 'Split Eligibility Determination Functions' as a situation where a non-Federal entity pays the Federal benefit to eligible participants, but arranges with another entity to perform part, or all of, the eligibility determination.

In North Carolina, the North Carolina Department of Health and Human Services (NC DHHS) pays benefits to or on behalf of eligible participants, and eligibility is determined by county Departments of Social Services or Area Health Districts for numerous programs including Medicaid, CHIP (Health Choice), Women, Infants, and Children (WIC), Temporary Assistance for Needy Families (TANF, NC Work First), Supplemental Nutrition Assistance Program (SNAP), and Adoption Assistance.

The audit requirements of 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) require that the State show the benefits paid as Federal expenditures on the State's Schedule of Expenditures of Federal Awards (SEFA). These benefits will not be shown on the SEFA of the counties. Therefore, the North Carolina Office of the State Auditor (OSA), as auditor of the State, is responsible for meeting the internal control and compliance audit objectives for eligibility.

Uniform Guidance allows the OSA to coordinate and arrange for additional procedures to ensure eligibility determinations are in accordance with Federal regulations. Pursuant to *North Carolina General Statute* 147-64.2, the OSA will promote, to the extent possible, coordinated, non-duplicating audits of public programs. Because the auditors of counties are performing financial and compliance audits of the counties, we believe it would be more efficient for these auditors to provide assistance in performing procedures related to participant eligibility at the county level for the year ending June 30, 2018.

An essential part of the audit of the split eligibility programs described above is the redetermination of participant eligibility at the county level. As such, we ask that procedures be performed related to eligibility as described in the attached instructions (Attachment B).

We are requesting that you perform audit procedures as described in the attached instructions, conducting an Agreed-Upon Procedure (AUP) in accordance with AICPA AT-C Sections 105 and 215. This will include the redetermination of eligibility for the participants within the timeframe given to you by OSA.

The results of your testing should be provided to us in the prescribed format and in an Independent Accountant's Report on Applying Agreed-Upon Procedures. We will use those results as evidence to support our opinion on compliance for the State of North Carolina as it relates to eligibility for the designated programs. An example AUP report is attached (Attachment A).

The results are due to OSA by October 31, 2018.

ATTACHMENT A

Standard Agreed-Upon Procedures Report Form

[DATE]

The Honorable Beth A. Wood, CPA, State Auditor
Office of the State Auditor
2 South Salisbury Street
20601 Mail Service Center
Raleigh, North Carolina 27699-0601

Dear Ms. Wood:

We have performed the procedures below, which were explained to us in the *Letter of Instruction to Auditors Testing the Eligibility Intake Functions for Certain Federal Programs at County Governments and Health Districts* (Letter) dated March 20, 2018, to assist you in evaluating the eligibility intake functions at [NAME OF AUDITED ENTITY] for the year ended June 30, 2018. [NAME OF AUDITED ENTITY]'s management is responsible for the eligibility intake functions. The sufficiency of these procedures is solely the responsibility of the North Carolina Office of the State Auditor. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been required or for any other purpose.

The procedures performed are listed below. The associated findings have been provided in the attached Error Documentation Template, as requested.

For the Medical Assistance Program (Medicaid), we performed audit procedures (as detailed in the Letter) to verify that participants included in the sample provided were correctly determined eligible for the selected certification period (applicable to the payment selected) by re-determining eligibility for the participants. Where applicable, we performed audit procedures to determine whether amounts provided to or on behalf of eligible participants were calculated in accordance with program requirements.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We are not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the eligibility intake functions. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

In accordance with Government Auditing Standards, we reported significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that have a material effect on the eligibility intake function that warrant the attention of those charged with governance to [NAME OF AUDITED ENTITY] officials. *This paragraph should be modified or removed depending on the circumstances and findings of your audit.*

This report is intended solely for the information and use of the North Carolina Office of the State Auditor, and is not intended to be, and should not be, used by anyone other than the specified parties.

Sincerely,

(Signature of County Audit Firm Partner)

Attachment B

Instructions

Introduction

The North Carolina Office of the State Auditor (OSA) has prepared this document to provide guidance to the auditors performing procedures under the Agreed-Upon Procedures related to eligibility determination of designated programs.

The procedures here are not intended to, and do not, constitute an audit in accordance with Generally Accepted Government Auditing Standards or Uniform Guidance. The procedures included are for the purpose described. It is the responsibility of the auditor of the county to carry out the Agreed-Upon Procedures and report the results in accordance with the applicable standards. The county auditor will assume the risk that misapplication of these procedures may result in inappropriate results being reported to OSA.

Relevant Federal Programs

For the fiscal year ending June 30, 2018, the following programs with split eligibility determination functions have been determined to be major for the State of North Carolina and will be included in the scope of this AUP:

- Medicaid

This scope is what is known as of the date of the letter to which this is attached. Should there be any changes to the scope, notification will be made in additional correspondence.

Overall Engagement Objectives

The overall objective of this engagement is to verify that participants included in the sample provided were correctly determined eligible for the selected certification period (applicable to the payment selected) by re-determining eligibility for the participants.

Eligibility Testing Procedures

The auditor for each county will receive a listing of participants and correlating certification period to be tested. Instructions for obtaining the sample items are included in Attachment E. **The total sample size for each county for fiscal year 2018 will be 96.**

Auditors will determine whether required eligibility determinations were accurately performed for the participant for the period selected. To do this, auditors will re-perform the eligibility determination process for the selected participants, including obtaining any relevant/required documentation and verifications.

For each participant for which a payment was selected, all evidence supporting the eligibility determination should be reviewed to ensure that information was accurately and completely input into the appropriate system for consideration in the determination process. The county auditor should ensure that all information entered into the system was appropriately used to determine eligibility. **The county auditor must re-determine eligibility.** The auditor must use the DHHS provided eligibility checklist document to assist with re-determining eligibility. This document is available on the LGC website.

If the county auditor determines that the information was not accurate or was not complete, or if the county auditor determines that the necessary evidence was not obtained, an error should be noted in the process and the eligibility of the recipient must be re-determined in its entirety to ensure that the recipient was actually eligible to receive program benefits. **Note: It is not an option to run the participant through the appropriate system again.**

Since the sampling unit is based on a specific payment, the eligibility and re-determination is based only on the certification period for the selected claim.

Auditors will document errors related to the eligibility process (technical or eligibility errors, as discussed later) in the Error Documentation Template (Attachment D).

Program Specific Information

Medicaid: The Medicaid sample provided should only include participants receiving benefits whose eligibility determination or re-determination was based on the non-MAGI (Modified Adjusted Gross Income) methodology. See Part 4 of the *OMB Compliance Supplement*, section *E. Eligibility* for Medicaid for additional details. If your sample item is determined under the MAGI methodology, please replace the item using the replacement items provided by the NC OSA.

If a participant is found to be presumptively eligible for a program based on eligibility for a different program determined at the county, the eligibility intake process and compliance with federal regulations must be tested based on the requirements of the originating program. For example, if a recipient is presumptively eligible for the Medicaid program based on eligibility for the TANF program, then the recipient should be audited for the requirements of the TANF program.

If a participant is found to be presumptively eligible for a program based on eligibility determination performed by a federal program such as Medicare or Social Security Insurance (SSI), the eligibility for those federal programs should be verified and these participants will be considered eligible for the program.

Errors

Document any errors using the Error Documentation Template (Attachment D). This template should be completed for each audited program in order to determine the proper error amount (questioned cost). This document allows for both technical errors and eligibility errors to be documented. Technical errors are errors that do not change the participant's eligibility status. There will not be an associated error value for technical errors. Errors impacting a participant's eligibility status would have an associated error value and should be considered an eligibility error.

For each error you must also document the cause of the issue. Copies of the error(s) for eligibility should be submitted as additional documentation to support noted errors. For example, if there was an income source that was not included in the original determination within NC FAST, we would like a copy of the original screen showing that the source was excluded, and a copy of the verification that was used to identify the missing income source.

Please submit the error documentation when completed in Excel format.

GAGAS Communications

In the event the procedures performed discloses significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreement, or abuse come to the auditors' attention that warrant the attention of those charged with governance, GAGAS requires that auditors' should communicate such matters to audited entity officials.

Knowledge of Matters Outside of Agreed-Upon Procedures

Although the county auditor need not perform procedures beyond the agreed-upon procedures, if in connection with the application, and through the completion of, the agreed-upon procedures engagement, matters come to the county auditor's attention by other means that significantly contradict the subject matter or assertion referred to in the AUP report, the county auditor should include this matter in the AUP report.

Representation Letter

We request that you obtain written representation from the County's management regarding their compliance with the applicable eligibility functions of the identified federal programs. These

representations may be tailored to cover specific assertions and matters unique to the entity. (Note: The date of the written representation should be the same as the report date.)

Submission and Required Forms

We request that you submit all required forms to the NC Office of the State Auditor after completion. The instructions for uploading this information can be found at Appendix E.

The forms that should be submitted are as follows:

- Error Documentation Template (and any supporting documentation)
- Independent Accountant's Report
- Representation Letter

Billing

Instructions are forthcoming from the Local Government Commission related to billing and invoicing.

Source for Governing Requirements

2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

US Office of Management and Budget Compliance Supplement

AICPA AT-C Section 105 – Concepts Common to All Attestation Engagements

AICPA AT-C Section 215 – Agreed-Upon Procedures Engagements

Government Accountability Office (GAO) Government Auditing Standards (Yellow Book), Chapter 5, paragraphs .58-.59

North Carolina General Statutes 147-64.2

THIS PAGE WAS INTENTIONALLY LEFT BLANK.



Jeff Best, CPA, P.L.L.C.
Certified Public Accountants

June 19, 2018

William Roberson, Finance Director
Bertie County
PO Box 530
106 Dundee Street
Windsor, North Carolina 27983

This letter sets forth our understanding for applying agreed-upon procedures to test the eligibility intake functions for the Medical Assistance Program (Medicaid) of Bertie County, North Carolina for the year ended June 30, 2018.

This engagement is solely for the purpose of reporting our findings in regards to the results of the procedures performed as compared to the program requirements. The procedures we will perform have been agreed to by the specified party to this engagement listed as follows: Office of the State Auditor (OSA). We will apply the following procedures:

- For the Medical Assistance Program (Medicaid), perform procedures to verify that participants included in the sample provided were correctly determined eligible for the selected certification period (applicable to the payment selected) by re-determining eligibility for the participants.
- Where applicable, perform procedures to determine whether amounts provided to or on behalf of eligible participants were calculated in accordance with the program requirements.

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants, the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and 2 US Code of Federal Regulations Part 2, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We are responsible for carrying out the procedures and reporting findings in accordance with these standards. The sufficiency of these procedures is solely the responsibility of the specified party. Consequently, we make no representation as to the sufficiency of these procedures for the purposes of the specified party or for any other purpose.

Bertie County's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

The agreed-upon procedures to be performed do not constitute an examination or review of the subject matter. Accordingly, we will not express an opinion or conclusion on the subject matter. If we did perform additional procedures, other matters might come to our attention that would be reported to you.

Our report will list the procedures performed and our findings. Our report will be addressed to The Honorable Beth A. Wood, CPA, State Auditor and will be intended for use by and restricted to the use of the specified party as identified above. Our report will contain such restricted-use language.

Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

In accordance with *Government Auditing Standards*, we are required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures engagement that warrant the attention of those charges with governance.

As part of our engagement, we will request from management written confirmation concerning representations made to us in connection with the agreed upon procedures.

During the course of the engagement, we may communicate with you or with your personnel via fax or email, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The attest documentation for this engagement is the property of Jeff Best CPA, PLLC and constitutes confidential information. However, we may be requested to make certain attest documentation available to the Office of the State Auditor pursuant to the authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervisions of Jeff Best CPA, PLLC personnel. Furthermore, upon request, we may provide copies of selected attest documentation to the Office of State Auditor. The Office of the State Auditor may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The timing of our engagement will be scheduled for performance and completion by October 31, 2018. This is the date by which the results are due to the North Carolina Office of the State Auditor.

Jeff Best is the engagement partner for the service specified in this letter. His responsibilities include supervising Jeff Best CPA, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of five years from the date of our report.

Please pre-audit, sign, and return an executed copy of this letter to us via email at alatham@jeffbestcpa.com to indicate your acknowledgement of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,



Jeff Best CPA, PLLC
Belhaven, North Carolina

RESPONSE;

This letter correctly sets forth the understanding of Bertie County.

By: _____

Title: _____

Date: _____



C-10



Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

June 01, 2018

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **May** and this request for your approval is made pursuant to a "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,


Tax Administrator

Approved on _____ 20____

=====

Balance a Group

=====

Group: RLS*18*151
Type: A Abatement/Relea
Status: O Open

| | | | |
|---------------------|-------------|--------------------------|----|
| Group Total: | \$1,066.30- | Group Transaction Count: | 80 |
| Transactions Total: | \$1,066.30- | Transaction File Count: | 80 |
| Difference: | \$0.00 | Difference: | 0 |

=====

Enter certify batch as balanced(B) or cancel(XX)

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------------|--------------|-----|--------|-----|------------------|
| 2017 | 5/21/2018 | Faison, Howard 17A24249.90 Moved out of County | G01 | \$8.30 | | \$0.83 | | \$9.13 |
| | 5/21/2018 | Clark, Rannel 17A27264.40 Torn down in 2018 | G01 | \$15.09 | | \$0.00 | | \$15.09 |
| | 5/21/2018 | Evans, Charles 17a4347.20 Torn down in 2010 | G01 | \$8.30 | | 0.83 | | \$9.13 |
| | 5/21/2018 | Bazemore, Mary 17A825.50 Moved out of County | G01 | 14.28 | | 1.43 | | \$15.71 |
| | 5/21/2018 | David, Esther 17A26443.80 Moved out of County 2015 | G01 | 59.01 | | 5.9 | | \$64.91 |
| | 5/21/2018 | Stewart, Thomas 17A5980790775 Advertisement fee added in error | G01 | 2.49 | | 0.01 | | \$2.50 |
| | 5/21/2018 | Smallwood, Herbert 17A6810917132 Under \$1 | G01 | 0.78 | | 0.04 | | \$0.82 |
| | 5/21/2018 | Hoggard, Brodie 17A6826573417 Advertisement fee added in error | G01 | 0.2 | 2.5 | | | \$2.70 |
| | 5/21/2018 | Cousins, Martha 17A5819988532 Advertisement fee added in error | G01 C07 | 0.62 0.19 | 2.5 | | | \$3.12 \$0.19 |
| | 5/24/2018 | Bazemore, Nellie 17A5846187972 Less than \$1.00 | G01 | 0.61 | 2.5 | | | \$3.11 |
| | 5/24/2018 | Brown Homestead, LLC 17A6920104834 Less than \$1 | G01 | 0.54 | 2.5 | | | \$3.04 |

2017

| | | | | | |
|-----------|---|------------|------------------|--------|------------------|
| 5/24/2018 | Bush, Silas 17A5819988481 Less than \$1 | G01 C07 | 0.19 \$0.06 | 2.5 | \$2.69 \$0.06 |
| 5/24/2018 | Cooper, John 17A5881244842 Less than \$1 | G01 | \$0.34 | \$2.50 | \$2.84 |
| 5/24/2018 | Early, Deloris 17A595074622502 Less than \$1 | G01 C02 | \$0.10 \$0.09 | \$2.50 | \$2.60 \$0.09 |
| 5/24/2018 | Gatling, Joe 17A6808115277 Less than \$1 | G01 | \$0.21 | \$2.50 | \$2.71 |
| 5/24/2018 | Harrell, David 17A5846843817 Less than \$1 | G1 | \$0.60 | \$2.50 | \$3.10 |
| 5/24/2018 | Jernigan, Shery 17A6900756092 Less than \$1 | G01 | \$0.30 | \$2.50 | \$2.80 |
| 5/24/2018 | Lewter, John 17A5847391235 Less than \$1 | G01 | \$0.32 | \$2.50 | \$2.82 |
| 5/24/2018 | Moore, Juanita 17A6859591433 Less than \$1 | G01 | \$0.04 | \$2.50 | \$2.54 |
| 5/24/2018 | Pugh, Linda 17A6800599979 Less than \$1 | G01 | \$0.85 | \$2.50 | \$3.35 |
| 5/24/2018 | Rodgers, Anthony 17A5862023957 Less than \$1 | G01 | \$0.13 | \$2.50 | \$2.63 |
| 5/24/2018 | Spivey, Carolyn 17A5858361930 Less than \$1 | G01 | \$0.17 | \$2.50 | \$2.67 |
| 5/24/2018 | Whitaker, Thomas 17A5828641118 | G01 | \$0.05 | \$2.50 | \$2.55 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|-----------------|
| 2016 | 5/21/2018 | Faison, Howard 16A24249.90 Moved out of County | G01 | \$8.30 | | \$0.83 | | \$9.13 |
| | 5/21/2018 | Clark, Rannel 16A27264.40 Torn down in 2018 | G01 | \$32.45 | | \$3.25 | | \$35.70 |
| | 5/21/2018 | Evans, Charles 16A4347.20 Torn down in 2010 | G01 | \$8.30 | | 0.83 | | \$9.13 |
| | 5/21/2018 | Bazemore, Mary 16A825.50 Moved out of County | G01 | 15.36 | | 1.54 | | \$16.90 |
| | 5/21/2018 | David, Esther 16A26443.80 Moved out of County 2015 | G01 | 63.08 | | 6.31 | | \$69.39 |
| | 5/21/2018 | Lawrence, Steven 16A30942.10 Less than \$1 | G01 | 0.49 | | 0 | | \$0.49 |
| | 5/24/2018 | Morris, William 16A5883950688 Foreclosure | G01 | \$13.28 | \$2.50 | | | \$15.78 |
| | 5/24/2018 | Morris, William 16A5883950751 Foreclosure | G01 | \$13.28 | \$2.50 | | | \$15.78 |
| | | | | | | | | <u>\$172.30</u> |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|----------------|
| 2015 | 5/21/2018 | Faison, Howard 15A24249.90 Moved out of County | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | 5/21/2018 | Riddick, Eva 15A6853748531 Less than \$1 | G01 | \$0.44 | | \$0.01 | | \$0.45 |
| | 5/21/2018 | Evans, Charles 15A4347.20 Torn down in 2010 | G01 | \$8.40 | | 0.84 | | \$9.24 |
| | 5/21/2018 | Bazemore, Mary 15A825.50 Moved out of County | G01 | 16.63 | | 1.66 | | \$18.29 |
| | 5/24/2018 | Morris, William 15A5883950688 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | 5/24/2018 | Morris, William 15A5883950751 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | | | | | | | | <u>\$69.10</u> |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|---------|
| 2014 | 5/21/2018 | Faison, Howard 14A24249.90 Moved out of County | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | 5/21/2018 | Evans, Charles 14A4347.20 Torn down in 2010 | G01 | \$8.40 | | 0.84 | | \$9.24 |
| | 5/21/2018 | Bazemore, Mary 14A825.50 Moved out of County | G01 | 17.3 | | 1.73 | | \$19.03 |
| | 5/24/2018 | Morris, William 14A5883950688 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | 5/24/2018 | Morris, William 14A5883950751 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | | | | | | | | \$69.39 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|----------------|
| 2013 | 5/21/2018 | Faison, Howard 13A24249.90 Moved out of County | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | 5/21/2018 | Evans, Charles 13A4347.20 Torn down in 2010 | G01 | \$8.40 | | 0.84 | | \$9.24 |
| | 5/21/2018 | Bazemore, Mary 13A825.50 Moved out of County | G01 | 18.48 | | 1.85 | | \$20.33 |
| | 5/21/2008 | Traore, Annetta 13A5893620541 Less than \$1 | G01 | 0.38 | | | | \$0.38 |
| | 5/24/2018 | Morris, William 13A5883950688 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | 5/24/2018 | Morris, William 13A5883950751 Foreclosure | G01 | \$13.44 | \$2.50 | | | \$15.94 |
| | | | | | | | | <u>\$71.07</u> |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|---------|
| 2012 | 5/21/2018 | Faison, Howard 12A24249.90 Moved out of County | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | 5/21/2018 | Evans, Charles 12A4347.20 Torn down in 2010 | G01 | \$7.80 | | 0.78 | | \$8.58 |
| | 5/21/2018 | Bazemore, Mary 12A825.50 Moved out of County | G01 | 18.1 | | 1.81 | | \$19.91 |
| | 5/24/2018 | Morris, William 12A5883950688 Foreclosure | G01 | \$12.48 | \$2.50 | | | \$14.98 |
| | 5/24/2018 | Morris, William 12A5883950751 Foreclosure | G01 | \$12.48 | \$2.50 | | | \$14.98 |
| | | | | | | | | \$67.03 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|----------------|
| 2011 | 5/21/2018 | Faison, Howard 11A24249.90 Moved out of County | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | 5/21/2018 | Evans, Charles 11A4347.20 Torn down in 2010 | G01 | \$7.80 | | 0.78 | | \$8.58 |
| | 5/21/2018 | Bazemore, Mary 11A825.50 Moved out of County | G01 | 19.34 | | 1.93 | | \$21.27 |
| | 5/24/2018 | Morris, William 11A5883950688 Foreclosure | G01 | \$12.48 | \$2.50 | | | \$14.98 |
| | 5/24/2018 | Morris, William 11A5883950751 Foreclosure | G01 | \$12.48 | \$2.50 | | | \$14.98 |
| | | | | | | | | <u>\$68.39</u> |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|---------|
| 2010 | 5/21/2018 | Faison, Howard 10A24249.90 Moved out of County | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | 5/21/2018 | Bazemore, Mary 10A825.50 Moved out of County | G01 | 22.23 | | 2.22 | | \$24.45 |
| | 5/24/2018 | Morris, William 10A5883950665 Foreclosure | G01 | \$12.48 | \$4.00 | | | \$16.48 |
| | | | | | | | | \$49.51 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|--------|--------|-----|---------|
| 2009 | 5/21/2018 | Faison, Howard 09A24249.90 Moved out of County | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 09A825.50 Moved out of County | G01 | 22.23 | | 2.22 | | \$24.45 |
| | | | | | | | | |
| | 5/24/2018 | Morris, William 09A5883950665 Foreclosure | G01 | \$12.48 | \$4.00 | | | \$16.48 |
| | | | | | | | | |
| | | | | | | | | \$49.51 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|--------|-----|--------|-----|----------------|
| 2008 | 5/21/2018 | Faison, Howard 08A24249.90 Moved out of County | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 08A825.50 Moved out of County | G01 | 23.87 | | 2.39 | | \$26.26 |
| | | | | | | | | |
| | | | | | | | | <u>\$34.84</u> |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|--------|-----|--------|-----|---------|
| 2007 | 5/21/2018 | Faison, Howard 07A24249.90 Moved out of County | G01 | \$7.96 | | \$0.80 | | \$8.76 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 07A825.50 Moved out of County | G01 | 25.58 | | 2.56 | | \$28.14 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | \$36.90 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|--------|-----|--------|-----|---------|
| 2006 | 5/21/2018 | Faison, Howard 06A24249.90 Moved out of County | G01 | \$8.58 | | \$0.86 | | \$9.44 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 06A825.50 Moved out of County | G01 | 27.38 | | 2.74 | | \$30.12 |
| | | | | | | | | |
| | | | | | | | | \$39.56 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|--------|-----|--------|-----|---------|
| 2005 | 5/21/2018 | Faison, Howard 05A24249.90 Moved out of County | G01 | \$9.13 | | \$0.91 | | \$10.04 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 05A825.50 Moved out of County | G01 | 29.17 | | 2.92 | | \$32.09 |
| | | | | | | | | |
| | | | | | | | | \$42.13 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|--------|-----|--------|-----|---------|
| 2004 | 5/21/2018 | Faison, Howard 04A24249.90 Moved out of County | G01 | \$9.59 | | \$0.96 | | \$10.55 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 04A825.50 Moved out of County | G01 | 30.97 | | 3.1 | | \$34.07 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | \$44.62 |

| RLS*18*151 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|---|------|---------|-----|--------|-----|---------|
| 2003 | 5/21/2018 | Faison, Howard 03A24249.90 Moved out of County | G01 | \$11.75 | | \$1.18 | | \$12.93 |
| | | | | | | | | |
| | 5/21/2018 | Bazemore, Mary 03A825.50 Moved out of County | G01 | 37.47 | | 3.75 | | \$41.22 |
| | | | | | | | | |
| | | | | | | | | \$54.15 |

| Seq | Date | Account Number | Taxbill Number | Tax Cmps | Transaction Amount | Penalty Amount | Addl Chgs | Interest Amount | Discnt | Int. Check | Jeans Rev | Description |
|-----|----------|----------------|----------------|----------|--------------------|----------------|-----------|-----------------|--------|------------|-----------|-------------|
| 1 | 05/21/18 | 24249 | 13A24249.90 | 60 | 9.24 | 0.84 | 0.00 | 0.00 | 0.00 | 0.00 | | PG12 |
| 2 | 05/21/18 | 24249 | 14A24249.90 | 6 | 9.24 | 0.84 | 0.00 | 0.00 | 0.00 | 0.00 | | PG12 |
| 3 | 05/21/18 | 24249 | 15A24249.90 | 601 | 9.24 | 0.84 | 0.00 | 0.00 | 0.00 | 0.00 | | PG30 |
| 4 | 05/21/18 | 24249 | 16A24249.90 | 601 | 9.13 | 0.83 | 0.00 | 0.00 | 0.00 | 0.00 | | PG101 |
| 5 | 05/21/18 | 24249 | 17A24249.90 | 601 | 9.13 | 0.83 | 0.00 | 0.00 | 0.00 | 0.00 | | PG184 |
| 6 | 05/21/18 | 24249 | 18A24249.90 | 60 | 8.58 | 0.78 | 0.00 | 0.00 | 0.00 | 0.00 | | PG241 |
| 7 | 05/21/18 | 24249 | 11A24249.90 | 601 | 8.58 | 0.78 | 0.00 | 0.00 | 0.00 | 0.00 | | PG270 |
| 8 | 05/21/18 | 24249 | 10A24249.90 | 601 | 8.58 | 0.78 | 0.00 | 0.00 | 0.00 | 0.00 | | PG250 |
| 9 | 05/21/18 | 24249 | 09A24249.90 | 601 | 8.58 | 0.78 | 0.00 | 0.00 | 0.00 | 0.00 | | PG209 |
| 10 | 05/21/18 | 24249 | 08A24249.90 | 60 | 8.58 | 0.78 | 0.00 | 0.00 | 0.00 | 0.00 | | PG173 |
| 11 | 05/21/18 | 24249 | 07A24249.90 | 601 | 8.76 | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 | | PG20 |
| 12 | 05/21/18 | 24249 | 06A24249.90 | 601 | 9.44 | 0.84 | 0.00 | 0.00 | 0.00 | 0.00 | | PG122 |
| 13 | 05/21/18 | 24249 | 03A24249.90 | 601 | 12.73 | 1.18 | 0.00 | 0.00 | 0.00 | 0.00 | | PG78 |

| Seq Nbr | Date | Account Number | Taxbill Number | Tax Code | Transaction Amount | Levy Amount | Penalty Amount | Addl Chgs | Interest Amount | Discnt Amount | Ln Cds | Check Number | Jeans Rev | Revs Descriptn |
|------------|----------|-------------------------|-------------------|-------------|-----------------------|----------------|-------------------|--------------|--------------------|------------------|-----------|-----------------|--------------|-------------------|
| ** | 05/21/18 | FAISON, HOWARD | | | 12.93 | 11.75 | 1.18 | 0.00 | 0.00 | 0.00 | R | PG23 | | |
| ** | 05/21/18 | 24249 | 04A24247.90 | 601 | 10.55 | 9.59 | 0.96 | 0.00 | 0.00 | 0.00 | R | PG78 | | |
| ** | 05/21/18 | FAISON, HOWARD | | | 10.55 | 9.59 | 0.96 | 0.00 | 0.00 | 0.00 | R | PG78 | | |
| ** | 05/21/18 | 24249 | 05A24247.90 | 601 | 10.04 | 9.13 | 0.91 | 0.00 | 0.00 | 0.00 | R | PG65 | | |
| ** | 05/21/18 | FAISON, HOWARD | | | 10.04 | 9.13 | 0.91 | 0.00 | 0.00 | 0.00 | R | PG65 | | |
| ** | 05/21/18 | 31334 | 15A68037485.0 | 601 | 0.44 | 0.44 | 0.00 | 0.01 | 0.00 | 0.00 | R | PG101 | | |
| ** | 05/21/18 | RIDDICH, EVY CLARY | | | 0.44 | 0.44 | 0.00 | 0.01 | 0.00 | 0.00 | R | PG101 | | |
| ** | 05/21/18 | 27264 | 17A27264.40 | 601 | 15.09 | 15.09 | 0.00 | 0.00 | 0.00 | 0.00 | R | PG242 | | |
| ** | 05/21/18 | CLARK, RANNEE | | | 15.09 | 15.09 | 0.00 | 0.00 | 0.00 | 0.00 | R | PG242 | | |
| ** | 05/21/18 | 27264 | 15P27264.40 | 601 | 35.70 | 32.45 | 3.25 | 0.00 | 0.00 | 0.00 | R | PG184 | | |
| ** | 05/21/18 | CLARK, PANNEL | | | 35.70 | 32.45 | 3.25 | 0.00 | 0.00 | 0.00 | R | PG184 | | |
| ** | 05/21/18 | 4347 | 17A4347.00 | 601 | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG242 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG242 | | |
| ** | 05/21/18 | 4347 | 16A4347.20 | 601 | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG184 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG184 | | |
| ** | 05/21/18 | 4347 | 15A4347.20 | 601 | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG101 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 9.13 | 8.30 | 0.83 | 0.00 | 0.00 | 0.00 | R | PG101 | | |
| ** | 05/21/18 | 4347 | 14A4347.20 | 601 | 9.24 | 8.40 | 0.84 | 0.00 | 0.00 | 0.00 | R | PG30 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 9.24 | 8.40 | 0.84 | 0.00 | 0.00 | 0.00 | R | PG30 | | |
| ** | 05/21/18 | 4347 | 13A4347.20 | 601 | 9.24 | 8.40 | 0.84 | 0.00 | 0.00 | 0.00 | R | PG12 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 9.24 | 8.40 | 0.84 | 0.00 | 0.00 | 0.00 | R | PG12 | | |
| ** | 05/21/18 | 4347 | 12A4347.20 | 601 | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | R | PG270 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | R | PG270 | | |
| ** | 05/21/18 | 4347 | 11A4347.20 | 601 | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | R | PG270 | | |
| ** | 05/21/18 | EVANS, CHARLES RANDOLPH | | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | R | PG270 | | |

Detail Transactions by Group
 Abatement

| Seq | Date | Account Number | Transbill Number | Trans. Code | Trans. Amount | Levy Amount | Retain Amount | Addl Chgs | Interst Amount | Discont Amount | Iss. Check Number | Seq |
|-----|----------|----------------|------------------|-------------|---------------|-------------|---------------|-----------|----------------|----------------|-------------------|-----|
| ** | 05/24/18 | 32767 | 174692010493 | 601 | 0.54 | 0.54 | 0.00 | 0.00 | 0.00 | 0.00 | R | 50 |
| ** | 05/24/18 | 2155 | 174581944443 | 601 | 0.19 | 0.19 | 0.00 | 0.00 | 0.00 | 0.00 | R | 51 |
| ** | 05/24/18 | 31144 | 174588154464 | 601 | 0.34 | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 | R | 52 |
| ** | 05/24/18 | 24135 | 17459507420004 | 601 | 0.10 | 0.10 | 0.00 | 0.00 | 0.00 | 0.00 | R | 53 |
| ** | 05/24/18 | 43255 | 174680811517 | 601 | 0.09 | 0.09 | 0.00 | 0.00 | 0.00 | 0.00 | R | 54 |
| ** | 05/24/18 | 24465 | 174584634328 | 601 | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | R | 55 |
| ** | 05/24/18 | 7124 | 174690075609 | 601 | 0.20 | 0.20 | 0.00 | 0.00 | 0.00 | 0.00 | R | 56 |
| ** | 05/24/18 | 3192 | 1745547371027 | 601 | 0.32 | 0.32 | 0.00 | 0.00 | 0.00 | 0.00 | R | 57 |
| ** | 05/24/18 | 29753 | 174643532014 | 601 | 0.04 | 0.04 | 0.00 | 0.00 | 0.00 | 0.00 | R | 58 |
| ** | 05/24/18 | 28755 | 174620053555 | 601 | 0.04 | 0.04 | 0.00 | 0.00 | 0.00 | 0.00 | R | 59 |

| Seq | Date | Account Number | Trans Number | Trans Amount | Levy | Trans Description | Amount | Chgs | Int | Discnt | Loan Check | Effective Date |
|-----|----------|----------------|--------------|--------------|-------|-------------------|--------|------|------|--------|------------|----------------|
| 70 | 05/30/18 | 9174 | 1245883750e3 | 15.78 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 71 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 72 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 73 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 74 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 75 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 76 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 77 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 78 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 79 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 80 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 81 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 82 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 83 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 84 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 85 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 86 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 87 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 88 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 89 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 90 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 91 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 92 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 93 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 94 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 95 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 96 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 97 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 98 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 99 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |
| 100 | 05/30/18 | 9174 | 1245883750e3 | 12.48 | 12.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 05/21/18 |

| Seq | Date | Account Number | Account Name | Address | City | State | Zip | Tax Code | Transaction Amount | Exempt Amount | Exempt Reason | Addl Chgs | Intrest Discnt | Net Check | Lease Rev | Description |
|-----|------|----------------|--------------|---------|------|-------|-----|----------|--------------------|---------------|---------------|-----------|----------------|-----------|-----------|-------------|
| 1 | | | | | | | | | 15.78- | 0.00 | | 1.50- | 0.00 | 0.00 | 0.00 | R 66184 |
| 2 | | | | | | | | | 15.28- | 0.00 | | 2.50- | 0.00 | 0.00 | 0.00 | |
| 3 | | | | | | | | | 15.28- | 0.00 | | 1.50- | 0.00 | 0.00 | 0.00 | R 66243 |
| 4 | | | | | | | | | 4.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 5 | | | | | | | | | 5.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 6 | | | | | | | | | 5.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 7 | | | | | | | | | 5.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 8 | | | | | | | | | 5.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 9 | | | | | | | | | 5.00- | 0.00 | | 1.00- | 0.00 | 0.00 | 0.00 | ADVERT |
| 10 | | | | | | | | | 47.55- | 0.00 | | 1.50- | 0.00 | 0.00 | 0.00 | ADVERT |
| 11 | | | | | | | | | 0.00- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 12 | | | | | | | | | 0.00- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 13 | | | | | | | | | 0.00- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 14 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 15 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 16 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 17 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 18 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 19 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 20 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 21 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 22 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 23 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 24 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 25 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 26 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 27 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 28 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 29 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 30 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 31 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 32 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 33 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 34 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 35 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 36 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 37 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 38 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 39 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 40 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 41 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 42 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 43 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 44 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 45 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 46 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 47 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 48 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 49 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 50 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 51 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 52 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 53 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 54 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 55 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 56 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 57 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 58 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 59 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 60 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 61 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 62 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 63 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 64 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 65 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 66 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 67 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 68 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 69 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 70 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 71 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 72 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 73 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 74 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 75 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 76 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 77 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 78 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 79 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 80 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 81 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 82 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 83 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 84 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 85 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 86 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 87 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 88 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 89 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 90 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 91 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 92 | | | | | | | | | 44.15- | 0.00 | | 0.00- | 0.00 | 0.00 | 0.00 | PULANDER |
| 93 | | | | | | | | | 44.15- | | | | | | | |



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 2, 2018

SECTION: Discussion

DEPARTMENT: Governing Body

TOPICS:

1. Revaluation Project Update by Tax Administrator, Jodie Rhea
2. Review and consider Bertie County Regional Water System Local Water Supply Plan
3. Discuss Republic Services proposed franchise amendment and extension of the landfill host agreement; establish timeline as follows:
 - July 2 – introduce draft amendment
 - July 11 – County Attorney prepares final draft
 - July 18 – Public Hearing Advertisement #1
 - July 25 – Public Hearing Advertisement #2
 - August 1 – Public Hearing
4. First reading: proposed 2019 meeting schedule, Board of Commissioners, 2019 State Holiday schedule

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



D-2



ROY COOPER
Governor
MICHAEL S. REGAN
Secretary
LINDA CULPEPPER
Interim Director

May 23, 2018

Ricky Spivey, Sr., Water Dept. Superintendent-Operator
Bertie County RWS
P.O. Box 487
Windsor, NC 27983

Subject: LWSP Meets Minimum Criteria
Bertie County RWS
PWSID#: 04-08-085
Bertie County

Dear Ricky Spivey, Sr.,

This letter is to notify you that our staff has reviewed the information contained in the 2017 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Bertie County RWS system hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2017 LWSP is now viewable online from the LWSP website found at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/search.php. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2017 LWSP complete.

The 2017 LWSP must next be adopted by your water system's governing board; a model resolution is available online on the right side of the page in the Forms and Docs section at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Klaus Albertin at klaus.albertin@ncdemr.gov or (919)707-9035, or Linwood Peele at linwood.peele@ncdemr.gov or (919) 707-9024, if we can be of further assistance.

Sincerely,

Linwood E. Peele, Supervisor
Division of Water Resources, NCDEQ

Nothing Compares™

State of North Carolina | Environmental Quality

1611 Mail Service Center | Raleigh, North Carolina 27699-1611

919-707-9000

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The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled PROVISIONAL have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: Bertie County RWS PWSID: 04-08-085
 Mailing Address: P.O. Box 487 Windsor, NC 27983 Ownership: County
 Contact Person: Ricky Spivey, Sr. Title: Water Dept. Superintendent-Operator
 Phone: 252-794-5350 Fax: 252-794-5327
 Secondary Contact: Alicia Jones Phone: 252-794-6164
 Mailing Address: P.O. Box 487 Windsor, NC 27983 Fax: 252-794-5327

Complete

Distribution System

| Line Type | Size Range (Inches) | Estimated % of lines |
|--------------------|---------------------|----------------------|
| Ductile Iron | 8-12 | 4.00 % |
| Polyvinyl Chloride | 2-12 | 96.00 % |

What are the estimated total miles of distribution system lines? 555 Miles
 How many feet of distribution lines were replaced during 2017? 40 Feet
 How many feet of new water mains were added during 2017? 5,600 Feet
 How many meters were replaced in 2017? 2,818
 How old are the oldest meters in this system? 45 Year(s)
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 3
 What is this system's finished water storage capacity? 3.7500 Million Gallons
 Has water pressure been inadequate in any part of the system since last update? No

Programs

Does this system have a program to work or flush hydrants? Yes, Weekly
 Does this system have a valve exercise program? Yes, 2 Years or More
 Does this system have a cross-connection program? Yes
 Does this system have a program to replace meters? Yes
 Does this system have a plumbing retrofit program? Yes
 Does this system have an active water conservation public education program? Yes
 Does this system have a leak detection program? Yes

Water Conservation

What type of rate structure is used? Flat/Fixed
 How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0
 Does this system have an interconnection with another system capable of providing water in an emergency? Yes

2. Water Use Information

Service Area

| Sub-Basin(s) | % of Service Population | County(s) | % of Service Population |
|----------------------|-------------------------|-----------|-------------------------|
| Chowan River (04-1) | 80 % | Bertie | 100 % |
| Roanoke River (14-1) | 20 % | | |

What was the year-round population served in 2017? 11,578
 Has this system acquired another system since last report? No

Water Use by Type

| Type of Use | Metered Connections | Metered Average Use (MGD) | Non-Metered Connections | Non-Metered Estimated Use (MGD) |
|---------------|---------------------|---------------------------|-------------------------|---------------------------------|
| Residential | 4,998 | 0.6090 | 0 | 0.0000 |
| Commercial | 62 | 0.0260 | 0 | 0.0000 |
| Industrial | 1 | 0.1680 | 0 | 0.0000 |
| Institutional | 1 | 0.1180 | 0 | 0.0000 |

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0070 MGD

Water Sales

| Purchaser | PWSID | Average Daily Sold (MGD) | Days Used | Contract | | Required to comply with water use restrictions? | Pipe Size(s) (Inches) | Use Type |
|-----------------------------|-----------|--------------------------|-----------|----------|------------|---|-----------------------|-----------|
| | | | | MGD | Expiration | | | |
| Aulander | 04-08-015 | 0.0000 | 0 | | | Yes | | Emergency |
| Harrellsville | 04-46-040 | 0.0000 | 0 | | 2016 | Yes | 6 | Emergency |
| Hartford County Rural Water | 04-46-045 | 0.0020 | 365 | | | Yes | 6 | Regular |
| Powellsville | 04-08-040 | 0.0000 | 0 | | | Yes | | Emergency |
| Windsor | 04-08-010 | 0.0000 | 0 | | | Yes | 6 | Emergency |

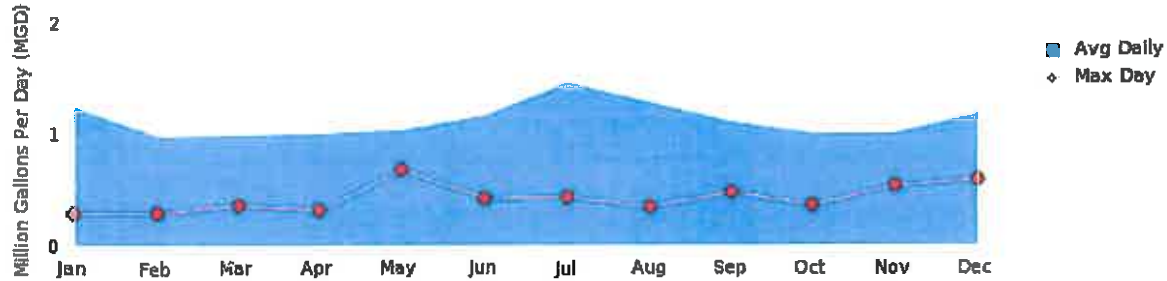
3. Water Supply Sources

Monthly Withdrawals & Purchases

| | Average Daily Use (MGD) | Max Day Use (MGD) | | Average Daily Use (MGD) | Max Day Use (MGD) | | Average Daily Use (MGD) | Max Day Use (MGD) |
|-----|-------------------------|-------------------|-----|-------------------------|-------------------|-----|-------------------------|-------------------|
| Jan | 1.2230 | 0.2860 | May | 1.0240 | 0.8770 | Sep | 1.0970 | 0.4780 |
| Feb | 0.9690 | 0.2810 | Jun | 1.1610 | 0.4160 | Oct | 1.0030 | 0.3620 |
| Mar | 0.9810 | 0.3620 | Jul | 1.4530 | 0.4360 | Nov | 0.9970 | 0.5250 |
| Apr | 1.0000 | 0.3170 | Aug | 1.2800 | 0.3480 | Dec | 1.1680 | 0.5830 |

Maximum values are single well max day numbers.

Bertie County RWS's 2017 Monthly Withdrawals & Purchases



Ground Water Sources

| Name or Number | Average Daily Withdrawal (MGD) | | Max Day Withdrawal (MGD) | 12-Hour Supply (MGD) | CUA Reduction | Year Offline | Use Type |
|----------------|--------------------------------|-----------|--------------------------|----------------------|---------------|--------------|-----------|
| | MGD | Days Used | | | | | |
| 01 | 0.0730 | 359 | 0.111 | 0.2860 | | | Regular |
| 02 | 0.0690 | 351 | 0.118 | 0.2860 | | | Regular |
| 03 | 0.0000 | 0 | 0 | 0.1180 | | 2003 | Emergency |
| 04 | 0.0890 | 364 | 0.100 | 0.3040 | | | Regular |
| 06 | 0.1380 | 298 | 0.264 | 0.2500 | | | Regular |
| 07A | 0.0940 | 364 | 0.205 | 0.1250 | | | Regular |
| 08 | 0.1130 | 359 | 0.311 | 0.2500 | | | Regular |
| 08 | 0.2360 | 304 | 0.677 | 0.2860 | | | Regular |
| 10 | 0.0490 | 288 | 0.161 | 0.2160 | | | Regular |

| | | | | | |
|----|--------|-----|-------|--------|---------|
| 11 | 0.0640 | 352 | 0.340 | 0.2160 | Regular |
| 12 | 0.0350 | 239 | 0.127 | 0.2180 | Regular |
| 13 | 0.1080 | 346 | 0.035 | 0.2160 | Regular |
| 14 | 0.0750 | 365 | 0.069 | 0.2160 | Regular |

Ground Water Sources (continued)

| Name or Number | Well Depth (Feet) | Casing Depth (Feet) | Screen Depth (Feet) | | Well Diameter (Inches) | Pump Intake Depth (Feet) | Metered? |
|----------------|-------------------|---------------------|---------------------|--------|------------------------|--------------------------|----------|
| | | | Top | Bottom | | | |
| 01 | 365 | 340 | 326 | 351 | 10 | 351 | Yes |
| 02 | 365 | 340 | 322 | 355 | 10 | 355 | Yes |
| 03 | 412 | 412 | 228 | 402 | 10 | 402 | Yes |
| 04 | 409 | 377 | 289 | 399 | 10 | 399 | Yes |
| 06 | 441 | 431 | 323 | 431 | 10 | 330 | Yes |
| 07A | 513 | 503 | 235 | 503 | 10 | 300 | Yes |
| 08 | 490 | 482 | 352 | 472 | 10 | 374 | Yes |
| 09 | 460 | 450 | 400 | 445 | 10 | 410 | Yes |
| 10 | 415 | 415 | 327 | 405 | 12 | 232 | Yes |
| 11 | 443 | 443 | 379 | 433 | 12 | 282 | Yes |
| 12 | 374 | 374 | 379 | 433 | 12 | 233 | Yes |
| 13 | 373 | 266 | 265 | 365 | 12 | 244 | Yes |
| 14 | 505 | 445 | 445 | 495 | 12 | 218 | Yes |

Are ground water levels monitored? Yes, Quarterly

Does this system have a wellhead protection program? Yes

Water Purchases From Other Systems

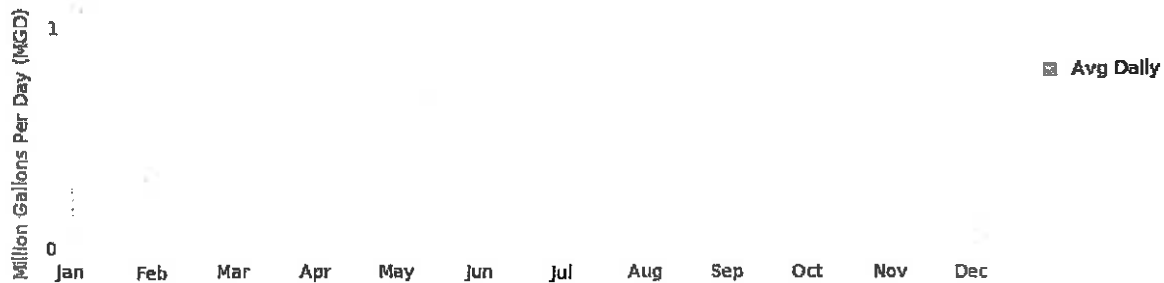
| Seller | PWSID | Average Daily Purchased (MGD) | Days Used | Contract | | Required to comply with water use restrictions? | Pipe Size(s) (Inches) | Use Type |
|---------------|-----------|-------------------------------|-----------|----------|------------|---|-----------------------|-----------|
| | | | | MGD | Expiration | | | |
| Harrellsville | 04-46-040 | 0.0000 | 0 | | | Yes | 6 | Emergency |
| Powellsville | 04-08-040 | 0.0000 | 0 | | | Yes | 6 | Emergency |
| Windsor | 04-08-010 | 0.0000 | 0 | | | Yes | 6 | Emergency |

4. Wastewater Information

Monthly Discharges

| | Average Daily Discharge (MGD) | | Average Daily Discharge (MGD) | | Average Daily Discharge (MGD) |
|-----|-------------------------------|-----|-------------------------------|-----|-------------------------------|
| Jan | 0.0000 | May | 0.0000 | Sep | 0.0000 |
| Feb | 0.0000 | Jun | 0.0000 | Oct | 0.0000 |
| Mar | 0.0000 | Jul | 0.0000 | Nov | 0.0000 |
| Apr | 0.0000 | Aug | 0.0000 | Dec | 0.0000 |

Bertie County RWS's 2017 Monthly Discharges



How many sewer connections does this system have? 0

How many water service connections with septic systems does this system have? 4,998

Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

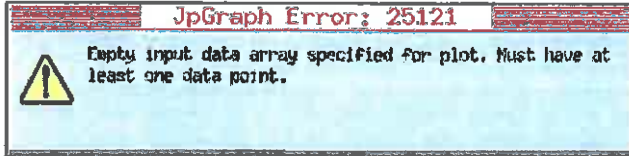
5. Planning

Projections

| | 2017 | 2020 | 2030 | 2040 | 2050 | 2060 |
|-----------------------|--------|--------|--------|--------|--------|--------|
| Year-Round Population | 11,578 | 11,500 | 11,400 | 11,300 | 11,250 | 11,000 |
| Seasonal Population | 0 | 0 | 0 | 0 | 0 | 0 |
| Residential | 0.6090 | 0.6000 | 0.6900 | 0.6800 | 0.6700 | 0.6600 |
| Commercial | 0.0260 | 0.0230 | 0.0220 | 0.0220 | 0.0210 | 0.0210 |
| Industrial | 0.1680 | 0.2030 | 0.2050 | 0.2070 | 0.2090 | 0.2110 |
| Institutional | 0.1180 | 0.0900 | 0.0900 | 0.0900 | 0.0900 | 0.0900 |
| System Process | 0.0070 | 0.0010 | 0.0010 | 0.0010 | 0.0010 | 0.0010 |
| Unaccounted-for | 0.1114 | 0.1100 | 0.1090 | 0.1080 | 0.1070 | 0.1060 |

Demand v/s Percent of Supply

| | 2017 | 2020 | 2030 | 2040 | 2050 | 2060 |
|------------------------------|--------|--------|--------|--------|--------|--------|
| Surface Water Supply | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Ground Water Supply | 2.8670 | 2.8670 | 2.8670 | 2.8670 | 2.8670 | 2.8670 |
| Purchases | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Future Supplies | | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Total Available Supply (MGD) | 2.8670 | 2.8670 | 2.8670 | 2.8670 | 2.8670 | 2.8670 |
| Service Area Demand | 1.0394 | 1.0270 | 1.0170 | 1.0080 | 0.9980 | 0.9890 |
| Sales | 0.0020 | 0.0020 | 0.0020 | 0.0020 | 0.0020 | 0.0020 |
| Future Sales | | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Total Demand (MGD) | 1.0414 | 1.0290 | 1.0190 | 1.0100 | 1.0000 | 0.9910 |
| Demand as Percent of Supply | 36% | 36% | 36% | 35% | 35% | 35% |



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 53 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? No

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled PROVISIONAL have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

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BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

BOARD OF

COMMISSIONERS

ERNESTINE (BYRD) BAZEMORE, Chair
RONALD "RON" WESSON, Vice Chairman
JOHN TRENT
TAMMY A. LEE
STEWART WHITE

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Bertie County Water Districts I, II, III, and IV has been developed and submitted to the Board for Bertie County Water District I, II, III, and IV for approval; and

WHEREAS, the Board for Bertie County Water District I, II, III, and IV finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for Bertie County Water Districts I, II, III, and IV, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board for Bertie County Water District I, II, III, and IV for Bertie County Water Districts I, II, III, and IV that the Local Water Supply Plan entitled, dated is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Board for Bertie County Water District I, II, III, and IV intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the day of , 20

Name:

Title:

Signature:

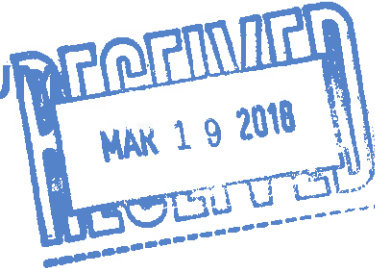
ATTEST:



D-3



MEMORANDUM



To: Bertie County Commissioners
From: Joe Dehner, General Manager
Reference: East Carolina Environmental Landfill
Date: March 12, 2018

East Carolina Environmental Landfill – Key Dates

- October 8, 2018 – East Carolina’s solid waste disposal franchise ordinance adopted by Bertie County will expire.
- October 8, 2018 – East Carolina’s host agreement with Bertie County will expire.

Republic Services’ Proposal

- Extend the term of the franchise ordinance through the life of the existing Landfill (Remaining Life = 21 years based on waste acceptance rate of 1,600 tons per day (584,000 tpy) and our current waste density)
- Extend the term of the host agreement through the life of the existing landfill.

This proposal will require a franchise ordinance amendment and a host agreement amendment.

**2018 SOLID WASTE DISPOSAL FRANCHISE ORDINANCE
BERTIE COUNTY, NORTH CAROLINA**

ARTICLE I

SECTION 1.0 – AUTHORITY AND ENACTMENT CLAUSE

Pursuant to the authority conferred by North Carolina General Statute § 153A-136(a)(3), THE BOARD OF COUNTY COMMISSIONERS OF BERTIE COUNTY, NORTH CAROLINA DOES HEREBY ORDAIN AND ENACT INTO LAW THE FOLLOWING ARTICLES AND SECTIONS:

SECTION 1.1 – PURPOSE

This 2018 Franchise Ordinance is enacted to promote and protect the health, safety and welfare of the citizens of Bertie County. It is the intention of the Board of County Commissioners that the provisions of this 2018 Franchise Ordinance will encourage the establishment and continuance of a secure, safe, and economical system of solid waste disposal in the County that will comply with state and federal laws regulating such disposal. It is the further intention of the Board of County Commissioners that this 2018 Franchise Ordinance has the effect of updating prior Bertie County solid waste disposal franchise ordinances first effective on May 19, 1998, and later amended as effective on October 17, 2000, and later amended as effective on November 17, 2008 (hereinafter “2008 Franchise Ordinance”) (collectively, the “Prior Franchise Ordinances”) only so far as it is necessary to: (a) comply with federal and state statutory and regulatory changes enacted subsequent to adoption of the Prior Franchise Ordinances; (b) reflect changes in the Facility Plan that have occurred since passage of the Prior Franchise Ordinances; and (c) extend the term of the 2008 Franchise Ordinance for the “Life of Site” (as defined in North Carolina General Statute § 130A-294(a2) (Session Law 2017-211)) of the East Carolina Environmental Landfill, a municipal solid waste management facility as defined in North Carolina General Statute § 130A-290(18b) (referred to herein as the “Landfill”). This 2018 Franchise Ordinance shall not have the effect of amending, invalidating or repealing any portion of the agreement entered into by and between Bertie County and East Carolina Environmental, Inc. (now Republic Services of North Carolina, LLC (“Republic Services”)) dated April 19, 1994 (“1994 Host Agreement”), or any subsequent amendments or agreements between Bertie County and Republic Services.

ARTICLE II

SECTION 2.0 – TITLE

This 2018 Franchise Ordinance shall be known and may be cited as the 2018 Bertie County Solid Waste Disposal Franchise Ordinance.

ARTICLE III

SECTION 3.0 – GRANT OF MUNICIPAL SOLID WASTE DISPOSAL FRANCHISE

To enable secure, safe and economical disposal of solid waste in Bertie County, Republic Services is granted an exclusive franchise to operate the Landfill in Bertie County for the Life of Site of the Landfill. This 2018 Franchise Ordinance shall become effective on _____, 2018. No other person or entity may operate a municipal solid waste landfill in Bertie County during this period.

SECTION 3.1 – DESCRIPTION OF MUNICIPAL SOLID WASTE LANDFILL

The Landfill consists of 662.59 acres, located north of the intersection of Republican and Harmon Roads, south of Aulander, Bertie County, North Carolina. The legal description, deed book references and plat book references for the Landfill are provided on Exhibit A and incorporated herein by reference. The boundary and cells of the Landfill are depicted on Exhibit B and incorporated herein by reference.

SECTION 3.2 – DESCRIPTION OF FRANCHISE

- 3.2.1 **Population and Geographical Area Served.** The geographical area served by the Landfill is all of the incorporated and unincorporated areas of the State of North Carolina. The population to be served shall be all persons and entities within the above area, including residential, municipal, industrial, institutional and commercial customers and contractors.
- 3.2.2 **Volume and Characteristic of Waste Stream.** The volume of waste in the Landfill is approximately 23,993,3261 cubic yards. The remaining capacity of the Landfill under the existing permit is approximately 11,147,278 cubic yards. The average maximum annual disposal rate is 1,600 tons per day, 365 days per year, or 584,000 tons per year. The Landfill accepts municipal solid waste, non-hazardous commercial, industrial and institutional waste and other non-hazardous special waste types, but shall not accept waste prohibited from disposal in municipal solid waste landfills by applicable state or federal environmental law or prohibited by any of the terms and conditions of any state or federal permits, licenses or approvals obtained with respect to Republic Services' operation of the Landfill.
- 3.2.3 **Life Expectancy.** The Life of Site of the Landfill (based on the average maximum annual disposal rate of 584,000 tons per year) is approximately 21 years.
- 3.2.4 **Consistency with Solid Waste Management Plan.** To ensure that the operation of the Landfill is consistent with Bertie County's solid waste responsibilities set forth in North Carolina General Statute § 130A-309.09A, Republic Services accepts municipal solid waste at the Landfill pursuant to this 2018 Franchise Ordinance and by agreement with the County (the 1994 Host Agreement and subsequent amendments). Further, Republic Services assists Bertie County in attaining Bertie County's waste reduction, reuse and recycling goals by operating a convenience center at the Landfill.

- 3.2.5 **Government Oversight and Regulation of Fees.** Bertie County oversees and regulates solid waste disposal fees (both residential and commercial) by way of agreement with Republic Services. Such tipping fees are a flat, scaled per-ton rate subject to an annual consumer price index adjustment. This 2018 Franchise Ordinance shall not by its terms impair the authority of the County to regulate fees as authorized by law. This 2018 Franchise Ordinance does not, in itself, regulate solid waste disposal fees.
- 3.2.6 **Facility Plan.** The Facility Plan for the Landfill is attached to this 2018 Franchise Ordinance as Exhibit C and meets all requirements of North Carolina General Statute § 130A-294(b1)(2)(f).
- 3.2.7 **Severability.** In the event any one or more of the provisions contained in this 2018 Franchise Ordinance is, for any reason, stayed or held to be invalid, illegal, unconstitutional, or unenforceable in any respect, such invalidity, illegality, unconstitutionality or unenforceability shall not affect any other provision of this 2018 Franchise Ordinance.
- 3.2.8 **Regulatory Uncertainty.** The Board of County Commissioners recognizes that new statutes and rules are being considered and recently have been adopted regarding municipal solid waste landfills and solid waste disposal franchises. The Board of County Commissioners further recognizes that the recent consideration and adoption of these statutes and rules, and anticipated future legislative and regulatory action, lead to some uncertainty in the future of solid waste disposal. The Board of County Commissioners adopts this 2018 Franchise Ordinance to continue to provide the citizens of Bertie County with secure, certain, safe and economical disposal of solid waste during these uncertain times. If this 2018 Franchise Ordinance is, for any reason, stayed or held to be invalid, illegal, unconstitutional, or unenforceable in any respect, it is the intention of the Board of County Commissioners that the 2008 Franchise Ordinance remain valid and in effect, except that the expiration date of the 2008 Franchise Ordinance set forth in Section 3.0 of the 2008 Franchise Ordinance will be extended for a period of one (1) year, through and including October 8, 2019, and for one (1) year periods thereafter unless and until the Board of County Commissioners amends or repeals the 2008 Franchise Ordinance.

ARTICLE IV

SECTION 4.0 – EFFECTIVE DATE

This 2018 Franchise Ordinance shall become effective on _____, 2018.

Ernestine Byrd Bazemore, Chairman
Bertie County Board of Commissioners

Clerk to the Board



D-4

| 2018 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS | | | |
|---|-----------------|---------------------|--|
| Meeting Date | Time | Meeting Area | Meeting Location |
| 1/7/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 2/4/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 3/4/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 4/1/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 5/6/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 6/3/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 6/10/19 | 7:00PM** | Commissioners Room | 106 Dundee Street, Windsor, NC -- **BUDGET PUBLIC HEARING |
| 7/1/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 8/5/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| Tues., 9/3/2019 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 10/7/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 11/4/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 11/19/18 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| 12/2/19 | 10:00 AM | Commissioners Room | 106 Dundee Street, Windsor, NC |
| ***If there are any questions regarding this calendar, please call the Clerk to the Board 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 (*). | | | |

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2019 Holiday Schedule

| Holiday | Observance Date | Day of Week |
|----------------------------------|----------------------------|-------------------------------|
| New Year's Day | January 1, 2019 | Tuesday |
| Martin Luther King, Jr. Birthday | January 21, 2019 | Monday |
| Good Friday | April 19, 2019 | Friday |
| Memorial Day | May 27, 2019 | Monday |
| Independence Day | July 4, 2019 | Thursday |
| Labor Day | September 2, 2019 | Monday |
| Veterans Day | November 11, 2019 | Monday |
| Thanksgiving | November 28 & 29, 2019 | Thursday & Friday |
| Christmas | December 24, 25 & 26, 2019 | Tuesday, Wednesday & Thursday |