

# Bertie County Board of Commissioners



September 10, 2018  
**3:00 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**  
**September 10, 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.*

- 3:00 Work Session:** MHAWorks Architect, Albi Albrecht will present the updated site plan and schematic conceptual design for the public library and cooperative extension offices on the Lancaster property in follow up to July 31<sup>st</sup> workshop
- Consider an approve authorization for preparation of construction documents, including an addendum/alternate for a community meeting space
  - Authorize submittal to Golden Leaf Foundation for supplemental funding
  - Approve purchase of Lancaster Road site and execution of all appropriate documents

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

Invocation and Pledge of Allegiance by Chair Bazemore

Public Comments (*3 minute time limit per speaker*)

**(A)**

**\*\*\* APPOINTMENTS \*\*\***

- (1) Public Hearing – proposed franchise amendment and extension of landfill host agreement, Republic Services
- (2) Introduction of John White, Legislative Director for NC Department of Commerce
- (3) Space Camp review by Guy Holley & 4-H youth members

**Board Appointments (B)**

1. There are no Board Appointments.

**Consent Agenda (C)**

1. Approve Minutes for Regular Meeting 8-6-18
2. Register of Deeds Fees Report – August 2018
3. Budget Amendments
4. Recommend approval to declare these units as surplus equipment, and authorize sale of this equipment using GOVdeals.com

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

1. Review Board of Elections schedule and locations for early voting in upcoming General Election; and discuss recent federal subpoena for public records for prior elections since 2010
2. Relocation of signage – Historic Hope Plantation from NC HWY 308 to HWY 13
3. Review employee shared leave and possibly consider authorization for a waiver of the one-year minimum service requirement
4. Capital Project Updates – remaining items from earlier Work Session
5. Water Department projects
  - NCDEQ Division of Water Infrastructure Applications for Funding (Districts I-IV)
  - Resubmittals of AIA grants for remaining funds (Districts II and IV) and revised CIP
6. Discuss updates from NCACC Annual Conference – Hickory, NC

**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**

### **ITEM ABSTRACT**

**MEETING DATE:** September 10, 2018

**SECTION:** Work Session

**DEPARTMENT:** Governing Body

**TOPICS:**

Work Session: MHAWorks Architect, Albi Albrecht will present the updated site plan and schematic conceptual design for the public library and cooperative extension offices on the Lancaster property in follow up to July 31<sup>st</sup> workshop

- Consider an approve authorization for preparation of construction documents, including an addendum/alternate for a community meeting space
- Authorize submittal to Golden Leaf Foundation for supplemental funding
- Approve purchase of Lancaster Road site and execution of all appropriate document

Other Projects – if time allows:

- Additional courthouse parking on Dundee Street
- TGOW – access road (may require Closed Session)
- Firefighting Training facility with MCC and Town of Windsor
- Commissioners Meeting Room renovations

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**OPTION**

PREPARED BY: Lloyd C. Smith, Jr., PRITCHETT & BURCH, PLLC, POST OFFICE DRAWER  
100, WINDSOR, NORTH CAROLINA 27983

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

THIS OPTION, made this the 12<sup>th</sup> day of June, 2018, by and between M&M Land Development, Inc., a Corporation organized and existing under the laws of the State of North Carolina with its registered office in Jacksonville, North Carolina, having as its mailing address 166 Center Street, Jacksonville, North Carolina, 28546, party of the first part, and Bertie County, a body politic organized and existing under the laws of the State of North Carolina, having as its mailing address P.O. Box 530, Windsor, North Carolina, party of the second part:

WITNESSETH: That for and in consideration of the sum of Four Thousand and no/100 Dollars (\$4,000.00) in hand paid by the party of the second part to the party of the first part, receipt of which is hereby acknowledged, the said party of the first part does hereby give, grant and convey unto the party of the second part, its successors

and assigns, an exclusive option to purchase upon the terms hereinafter set forth the following described land:

Any four contiguous acres of land contained in that certain tract or parcel of land situate in Windsor Township, Bertie County, North Carolina, well known as the C.G. Lancaster residence, which is more particularly described as follows:

Beginning at a concrete marker in the Northerly edge of the right of way claimed by the North Carolina Department of Transportation for U.S. Highway No. 17, a corner for Milton A. Ward; thence South 5 degrees 30 minutes East 29.68 feet to a point in the right of way for U.S. Highway No. 17; thence continuing in the right of way for U.S. Highway No. 17 South 63 degrees 11 minutes West 200.89 feet, South 66 degrees 40 minutes West 172.25 feet, and South 70 degrees 23 minutes West 177.10 feet to a corner which is distant North 70 degrees 23 minutes East 75.00 feet from a culvert in U.S. Highway No. 17, which is, in turn, distant 0.25 mile from the Intersection of U.S. Highway No. 17 and N.C. Highway No. 308; thence along a cemetery lot North 25 degrees 42 minutes West 180.45 feet and South 69 degrees 52 minutes West 200.20 feet to a point in the run of a branch; thence along the branch and the line of Vernon Dozier North 41 degrees 33 minutes West 31.21 feet and North 4 degrees 51 minutes West 61.68 feet; thence leaving the branch and continuing long the line of Vernon Dozier North 23 degrees 05 minutes West 126.47 feet and North 22 degrees 26 minutes East 194.72 feet to a point in the line of Dalton Rose; thence along the line of Dalton Rose North 72 degrees 01 minute East 427.48 feet to an existing center line chopped pine, North 69 degrees 20 minutes East 189.50 feet to an iron pipe, and South 85 degrees 30 minutes East 147.35 feet to a point in the line of Milton A. Ward; and thence along the line of Milton A. Ward, the Easterly edge of a 30-foot right of way, South 4 degrees 52 minutes East 128.63 feet to a concrete marker, and South 5 degrees 30 minutes East 287.92 feet to the point of beginning, subject, however, to the right of way of the North Carolina Department of Transportation for U.S. Highway No. 17; containing 8.66 acres, more or less, as shown on the map entitled, "Lancaster Property Now Being Deeded to Frederick C. Johnson and Ernest D. Lemonds," dated November 17, 1983, and prepared under the supervision of L.T. Livermon, Jr., which map is of record in Plat Cabinet A, page 204, in the office of the Register of Deeds of Bertie County, and is incorporated herein by reference for further description.

This is the identical tract or parcel of land which was conveyed to M&M Land Development, Inc. by deed dated October 24, 2005 from Frederick C. Johnson and others which is recorded in Book 848, Page 156 in the office of the Bertie County Register of Deeds.

The terms of this Option are as follows:



1. This Option shall end at 5:00 o'clock p.m. on September 4, 2018. If this Option has not been executed by that date, then this Option shall be null and void. This Option may be exercised by written notice, by certified mail to the party of the first part at the address shown above, by personal notice or other means of acceptance as allowed by law.

2. The purchase price for said tract or parcel of land, in the event the Option is exercised, will be \$80,000.00 and the payment of \$4,000.00 for this Option shall be considered a part of and applied to the purchase price. If the County elects for any reason whatsoever not to exercise this Option under this agreement then said \$4,000.00 will be returned to the County and this Option shall be null and void.

3. The terms for payment of the said land, if the option is exercised, shall be cash. Cash shall include a certified check or cashier's check of a bank or credit union licensed to do business in the State of North Carolina or a trust check drawn upon the account of Pritchett & Burch, PLLC attorneys for the party of the second part.

4. Upon notice of acceptance of said Option timely given, the party of the first part shall, within ten days, tender to the party of the second part a deed in fee simple, with general warranties, for the property above described, free of all liens, taxes (which taxes shall be prorated to the date of closing) and encumbrances, at the place of closing, which shall be at the office of Pritchett & Burch, 101 Lawyer's Lane, Windsor, North Carolina. Said deed will be prepared from a metes and bounds survey of the four acres of land selected by the County. The County will be responsible for selecting a surveyor of its choice to prepare said survey and will be responsible for paying for said

survey. A copy of said survey will be provided to the party of the first part at the time of acceptance of said Option and the original of said survey will be recorded at the same time as the deed for the said property.

5. During the period of this Option the parties of the second part shall have the right for itself, its employees and agents to go upon the land for purposes of survey, appraisal, inspection, environmental investigation or such other purposes as may be consistent with the right to purchase land under an Option.

6. This Option shall be an exclusive right to Bertie County and may not be assigned without the permission of the party of the first part. This Option will be recorded in the office of the Register of Deeds of Bertie County to give notice of the existence of this Option and the party of the first part will not sell or agree to sell said tract or parcel of land to any other entity during the existence of this Option.

In testimony whereof the parties hereto have executed this instrument in two original counter parts one of which is retained by each of them, said Option being signed by the appropriate corporate officials of the party of the first part and by the Chairman of the Board of Commissioners of Bertie County and attested by the Secretary to the Board of Commissioners of Bertie County, this the day and year first above written.

M&M Land Development, Inc.

BY: 

James E. Maides, President

ATTEST:

BERTIE COUNTY

*Sarah S. Tink*

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

BY: *E. B. Bazemore*  
Ernestine B. Bazemore, Chairperson of the Board of Commissioners of Bertie County

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

I, Heather Landry, a Notary Public, for Onslow County and State of North Carolina, certify that James E. Maides personally appeared before me this day and acknowledged that he is the President of M&M Land Development, Inc., a North Carolina Corporation, and that he as President, being duly authorized to do so, executed the foregoing instrument on behalf of the Corporation.

Witness my hand and notarial seal/stamp, this 12<sup>th</sup> day of June, 2018.



*Heather L. Landry*  
Notary Public's Signature

Heather L. Landry  
Notary Public's Printed Name

My commission expires: July 16, 2022  
(NOTARIAL SEAL/STAMP)



STATE OF NORTH CAROLINA

COUNTY OF BERTIE

I, Veronica H. Clark, a Notary Public, for the County and State aforesaid, certify that Sarah S. 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 S. Tinkham as Clerk to the Board of Commissioners of Bertie County.

Witness my hand and notarial seal or stamp, this 6<sup>th</sup> day of June, 2018.

Veronica H. Clark  
Notary Public's Signature

Veronica H. Clark  
Notary Public's Printed Name

My commission expires: August 11, 2018  
(NOTARIAL SEAL/STAMP)

## James Maides

---

**From:** 9103891825@vzwpix.com  
**Sent:** Tuesday, June 12, 2018 9:49 AM  
**To:** James Maides  
**Subject:** Fwd:

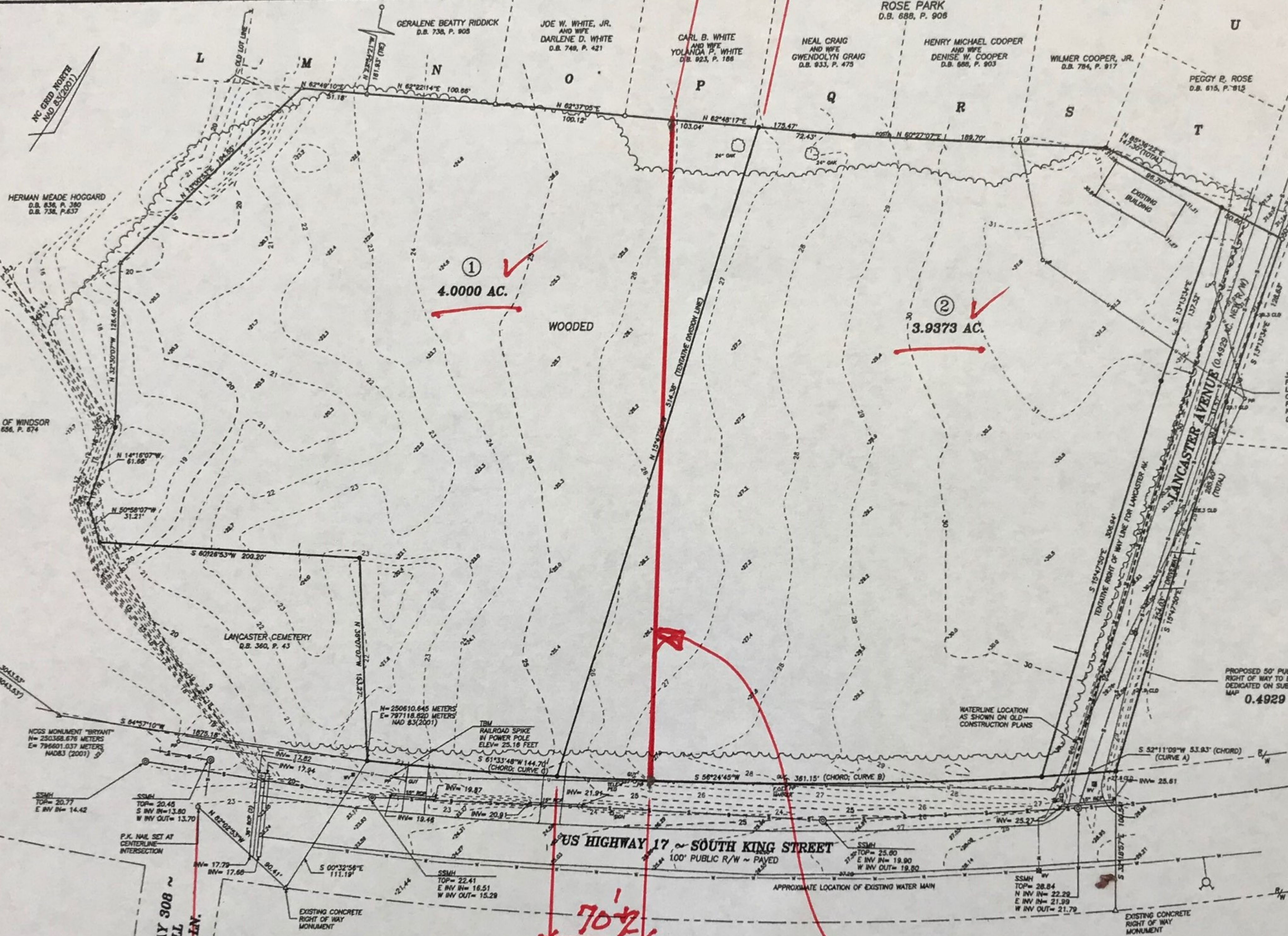
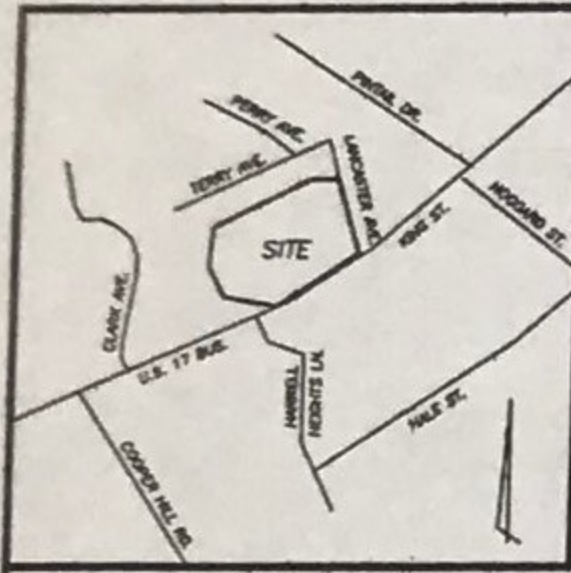
Per our conversation you agreed to remove line.item 6 of the letter of intent. You advised that you would email Scott in discussions of item 6. As our conversation yesterday you will contact Allen town Manager of Windsor reference zoning for the 48 unit parcel. I have discussed with Scott about getting Bill Hobs on the phone in reference to this project. Scott is doing this. I would like to have a sit down conversation with Windsor Mayor ,Town Manager ,County Manager and myself reference your project. You advised Mark is out of town and these item will be taken care of tomorrow 6-13-2018

James thank you for the conversation we look forward to the executed document.

[CB]2522096766

[CB]2522096766





- LEGEND**
- EXISTING IRON PIPE
  - EXISTING IRON BAR
  - ⊙ EXISTING CONCRETE MONUMENT
  - ⊙ IRON PIPE SET
  - ⊙ 2" CHISELED BY CONCRETE
  - ⊙ CALCULATED CORNER, NO POINT SET
  - ⊙ P.I.C. NAIL AS INDICATED
  - ⊙ FIRE HYDRANT
  - ⊙ SIGN
  - ⊙ MANHOLE
  - ⊙ WATER METER
  - ⊙ WATER VALVE
  - ⊙ GAS VALVE
  - ⊙ EXISTING SPOT ELEVATION
  - ⊙ EXISTING CONTOUR
  - ⊙ EXISTING FENCE LINE
  - ⊙ EXISTING WATER LINE
  - ⊙ EXISTING SEWER LINE
  - ⊙ GAS LINE
  - ⊙ OVERHEAD UTILITY LINE
  - ⊙ FIBER OPTIC LINE
  - ⊙ POWER POLE
  - ⊙ DROP INLET
  - ⊙ CATCH BASIN
  - ⊙ SANITARY SEWER MANHOLE
  - ⊙ FIBER OPTIC

**CURVE DATA**

CURVE	RADIUS	LENGTH	DELTA	CHORD
A	2815.00'	53.93'	1°05'52"	53.93'
B	2815.00'	381.40'	7°21'21"	381.15'
C	2815.00'	144.72'	2°56'44"	144.70'

**AREA SUMMARY**

LOT 1	4.0000 AC.
LOT 2	3.9373 AC.
LANCASTER AV.	0.4929 AC.
PROPOSED R/W	0.4929 AC.
<b>TOTAL AREA</b>	<b>8.4302 AC.</b>

**REFERENCES**  
 D.B. 648, P. 156  
 D.B. 685, P. 906  
 P.C. A, P. 204  
 P.C. B, P. 396  
 BERTIE COUNTY REGISTRY

**NOTES**

- LOTS 1 & 2, THEIR COMMON DIVISION LINE AND THE PROPOSED WESTERN RIGHT OF WAY LINE OF LANCASTER AV. ARE SUBJECT TO THE REVIEW AND APPROVAL OF THE TOWN OF WINDSOR.
- THIS IS A TOPOGRAPHIC SURVEY OF BERTIE COUNTY TAX PARCEL 6812-52-3506.
- THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP 3720881200L, DATED 2/4/2009.
- THE LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON IS BASED IN PART ON UTILITY MARKINGS BY SOME UTILITY PROVIDERS, IN PART ON ABOVE GROUND APPURTENANCES AND IN PART ON INFORMATION OBTAINED FROM SOME UTILITY PROVIDERS; NO GUARANTEE IS MADE AS TO THEIR EXACT LOCATION; OTHER UTILITIES MAY EXIST THAT ARE NOT SHOWN HEREON.
- THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE EXAMINATION REPORT AND IS SUBJECT TO ANY AND ALL TITLE MATTERS OF RECORD WHICH MAY AFFECT THIS PROPERTY.
- THE WINDSOR ZONING DESIGNATION FOR THIS PROPERTY IS R10MH.
- ELEVATIONS SHOWN ARE IN FEET (NAVD 83) AND WERE TRANSFERRED TO THE SITE FROM NCGS MONUMENT BER 69, ELEVATION = 27.99 FEET (NAVD 83) PID = EY1434.
- ALL DISTANCES ARE HORIZONTAL FIELD DISTANCES; NO GRID FACTOR APPLIED.
- THE COMBINED NC GRID FACTOR USED FOR GRID COORDINATE CALCULATIONS IS 0.99996014.
- SEE TICKET PLANS FOR PROJECTS 6.7014101 & 6.0110049 CONCERNING US HWY 17 RIGHT OF WAY.

I, STEPHEN N. SPRUILL, CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION REFERENCED IN TITLE BLOCK); THAT ANY BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS: 22.587; THAT THIS TOPOGRAPHIC SURVEY WAS PERFORMED AT THE 95% CONFIDENCE LEVEL (2 SIGMA) TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS AS APPLICABLE; THAT THE TOPOGRAPHIC DATA WAS OBTAINED ON JULY 10, 2018; THAT THE SURVEY WAS COMPLETED ON JULY 31, 2018; THAT THE VERTICAL CONTROL WAS ESTABLISHED AT THE SITE TO THE "CLASS A" STANDARD; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE "STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA" (21 NCAC 56.1600).

WITNESS MY SIGNATURE AND SEAL THIS THE 14 DAY OF AUGUST, 2018.

Signed: *Stephen N. Spruill*  
 PROFESSIONAL LAND SURVEYOR No. L-2723



**POSSIBLE DIVISION LINE RADIAL/PERP. TO U.S. 17**

BOUNDARY & TOPOGRAPHIC SURVEY FOR  
**BERTIE COUNTY**  
 DEED BOOK 848, PAGE 156  
 TOWN OF WINDSOR  
 WINDSOR TOWNSHIP ~ BERTIE COUNTY  
 NORTH CAROLINA

DATE: JULY 11, 2018 SCALE: 1" = 40'

40 0 40 80 120  
 GRAPHIC SCALE - FEET

**Spruill & Associates Inc.**  
 8747 East Tenth Street  
 Greenville, North Carolina 27858  
 (252) 757-1800  
 spruill@coastalnet.com

Firm No. C-978



# Bertie County Board of Commissioners



September 10, 2018  
**6:00 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**  
**September 10, 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.*

- 3:00 Work Session:** MHAWorks Architect, Albi Albrecht will present the updated site plan and schematic conceptual design for the public library and cooperative extension offices on the Lancaster property in follow up to July 31<sup>st</sup> workshop
- Consider an approve authorization for preparation of construction documents, including an addendum/alternate for a community meeting space
  - Authorize submittal to Golden Leaf Foundation for supplemental funding
  - Approve purchase of Lancaster Road site and execution of all appropriate documents

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

Invocation and Pledge of Allegiance by Chair Bazemore

Public Comments (*3 minute time limit per speaker*)

(A)

**\*\*\* APPOINTMENTS \*\*\***

- (1) Public Hearing – proposed franchise amendment and extension of landfill host agreement, Republic Services
- (2) Introduction of John White, Legislative Director for NC Department of Commerce
- (3) Space Camp review by Guy Holley & 4-H youth members

**Board Appointments (B)**

- 1. There are no Board Appointments.

**Consent Agenda (C)**

- 1. Approve Minutes for Regular Meeting 8-6-18
- 2. Register of Deeds Fees Report – August 2018
- 3. Budget Amendments
- 4. Recommend approval to declare these units as surplus equipment, and authorize sale of this equipment using GOVdeals.com

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

- 1. Review Board of Elections schedule and locations for early voting in upcoming General Election; and discuss recent federal subpoena for public records for prior elections since 2010
- 2. Relocation of signage – Historic Hope Plantation from NC HWY 308 to HWY 13
- 3. Review employee shared leave and possibly consider authorization for a waiver of the one-year minimum service requirement
- 4. Capital Project Updates – remaining items from earlier Work Session
- 5. Water Department projects
  - NCDEQ Division of Water Infrastructure Applications for Funding (Districts I-IV)
  - Resubmittals of AIA grants for remaining funds (Districts II and IV) and revised CIP
- 6. Discuss updates from NCACC Annual Conference – Hickory, NC

**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**

## **ITEM ABSTRACT**

**MEETING DATE:** September 10, 2018

**SECTION:** Appointments

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Public Hearing – proposed franchise amendment and extension of landfill host agreement, Republic Services
- (2) Introduction of John White, Legislative Director for NC Department of Commerce
- (3) Space Camp review by Guy Holley & 4-H youth members

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



A-1



## 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.

**DRAFT DOCUMENT – CONTRACT NEGOTIATIONS – NOT FOR DISTRIBUTION**

- 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





# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** September 10, 2018

**SECTION:** Consent

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Minutes for Regular Meeting 8-6-18
2. Register of Deeds Fees Report – August 2018
3. Budget Amendments
4. Recommend approval to declare these units as surplus equipment, and authorize sale of this equipment using GOVdeals.com

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



C-1

**Windsor, North Carolina**  
**August 6, 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  
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  
Assistant County Attorney Jonathan Huddleston  
Finance Officer William Roberson  
ICMA/NCACC Management Fellow Dominique Walker  
Economic Development Director Steve Biggs  
Tax Administrator Jodie Rhea  
4-H Extension Agent Guy Holley  
Veteran Services Representative Denise Clark  
Cooperative Extension Director Billy Barrow  
Water Superintendent Ricky Spivey  
Cooperative Extension Admin Assistant Sheila Powell

Gene Motley of the Roanoke-Chowan News Herald and Leslie Beachboard were present from the media.

**CALL TO ORDER**

Chair Bazemore called the meeting to order.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Lee led the Invocation and Pledge of Allegiance.

**PUBLIC COMMENTS**

Vivian Clark of the NAACP, Bertie chapter, was present to announce an event honoring veteran, first responders, and law enforcement would be held on October 13, 2018 in Windsor. Ms. Clark also submitted sponsorship forms for the Board to consider.

## APPOINTMENTS

### **(1) NC Fire Service – introduction of new Bertie County Assistant Fire Ranger, Bryan Hoggard**

Mike Hoggard, NCFS Bertie County Ranger, was present to introduce Bertie’s new Assistant Fire Ranger, Bryan Hoggard. Mr. Hoggard thanked the Board for their support as he has worked his way up the ranks in the NCFS first as a smoke chaser.

The Board wished Mr. Hoggard good luck in his new position.

### **(2) Introduction of Tirah Spivey, NCACC Conference Youth Summit Delegate, and Jackia Chamblee by Guy Holley, 4-H Extension Agent**

4-H Extension Agent, Guy Holley, briefly introduced two individuals who have played integral roles in each of their respective programs while participating in Cooperative Extension activities.

Mr. Holley first introduced Tirah Spivey, the 2018 NCACC Conference Youth Summit Delegate who has shown great leadership through her time in the 4-H program. Ms. Spivey will be representing Bertie at the upcoming NCACC Conference in Hickory, NC.

Then, Mr. Holley welcomed Ms. Jackia Chamblee who had recently competed in the State level pork chargrill in the Sr. Division at the 2018 4-H Congress.

Also, Mr. Holley took this opportunity to update the Board on grant opportunities that Cooperative Extension had recently been pursuing including grants for additional cooking classes and swimming lesson for Bertie children.

The Board congratulated each on their accomplishments and there was a brief break for media photos.

**(3) Ms. Dominique Walker, ICMA/NCACC Management Fellow will present Equal Justice Initiative proposal recently presented to Superintendent Dr. Catherine Edmonds**

ICMA/NCACC Management Fellow, Dominique Walker, presented a brief PowerPoint presentation detailing her experiences visiting the Equal Justice Initiative (EJI) headquarters in Montgomery, Alabama. This presentation was also given to Superintendent Dr. Catherine Edmonds.

The presentation provided an overview of EJI's mission and goals which is to bring awareness to the various acts of civil rights infringements and terror lynching that took place between the end of Reconstruction and the 1960's.

Ms. Walker discussed her experience visiting EJI's newly installed monuments and commemorative memorial that features hanging placards of names and locations of those who perished during the respective time period of American History.

She also discussed the impact that trip had on her personally and her passion to spread awareness further through BCPS' "One Book, One District" initiative. Ms. Walker will also be working closely with the school system on other related projects.

The Board thanked Ms. Walker for her thoughtful presentation.

**(4) Revaluation Project Update and following items for approval by Tax Administrator, Jodie Rhea**

Tax Administrator, Jodie, briefly provided a quick update about the revaluation team. Mr. Rhea stated that the team is currently part time and that they were all unavailable to be introduced to the Board tonight. However, Mr. Rhea expects that by the Board's next meeting in September each team member would be available to attend. As a brief summary of the revaluation team's efforts thus far, the process has been smooth, and letters will soon be sent to homeowners discussing the new revaluation procedures.

Mr. Rhea also reported that this new revaluation team had already discovered and corrected a few errors that were made during the last revaluation, and that he had faith in this group moving forward.

To address items from last fiscal year, Mr. Rhea briefly reviewed and answered Board questions about the following: settlement reports for 2017-2018, report of delinquent personal property taxes, insolvent tax resolution, and the charge of the 2018-2019 tax levy.

Before these items were approved, Vice Chairman Wesson inquired if Mr. Rhea needed anything further from the Board in order to ensure he could perform his job duties as effectively as possible.



Mr. Rhea noted that the addition of TransUnion had been an asset to the County as it gives the Tax Office an additional tool in contacting citizens.

At this time, Chair Bazemore called for two motions to approve the Tax Administrator's needed documents and resolutions.

Vice Chairman Wesson made a **MOTION** to approve the Settlement Reports for 2017-2018. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Wesson made a **MOTION** to approve the Insolvent Tax Resolution. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board also charged the Tax Administrator with collecting the 2018-2019 tax levy.

## **BOARD APPOINTMENTS**

### **CPTA Board**

Commissioner Trent made a **MOTION** to appoint Mitch Cooper to the CPTA Board. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Poverty Commission**

Commissioner Lee and Vice Chairman Wesson asked for clarification about this recommended appointment's residence outside of Bertie County.

They just wanted to be sure her appointment did not violate any part of Bertie County's Board Appointment Policy.

Mr. Sauer clarified that this appointment comes highly recommended by CADA and that Ms. Futrell would be representing CADA as an organization. CADA's services area and the Section 8 program that Ms. Futrell administers covers Bertie County.

Commissioner Trent made a **MOTION** to appoint Wendy Futrell to the Poverty Commission. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **VIDANT Bertie Directors Council**

Commissioner Trent made a **MOTION** to appoint Dr. Catherine Edmonds to the VIDANT Bertie Director's Council. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **CONSENT AGENDA**

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 7-2-18, Work Session 7-2-18 and 7-31-18, Closed Session 7-31-18
2. **Fees Report** – July 2018
3. **Budget Amendments**
4. **Tax Release Journal** – June 2018
5. **Meeting and State holiday schedule** – regular Board meetings, scheduled work sessions, and 2019 State Holiday schedule
6. **Interlocal Agreement** – County's Solid Waste Management and Junkyard Ordinance with Town of Roxobel
7. **Funding application** – Senior Center General Purpose Funding Application
8. **Settlement** – Tyler Caswell, EEOC

Commissioner Trent made a **MOTION** to approve the Consent Agenda in its entirety with no discussed changes or clarifications. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **DISCUSSION AGENDA**

### **Discuss new timeline for Republic Services proposed franchise amendment and extension of the landfill host agreement, and establish timeline of required advertising and public hearings**

The new public hearing date for Republic Services and the proposed franchise amendment and extension of the landfill host agreement will now take place on Monday, September 10<sup>th</sup> during the Board's regular meeting. The hearing has been advertised per NC General Statutes.

### **Discuss designation of new revenue from quarter cent sales tax for school teacher supplemental pay, if approved by the voters**

At this time, several members of the Bertie County Board of Education were introduced including Chair Bobby Oceana, Vice Chair Emma Johnson, and Board member Norman Cherry.

The Board of Commissioners briefly discussed their desire for this initiative to be widely advertised and for the voters to be fully educated on this topic before the election on November 8<sup>th</sup>. The Board recommitted their support for this new revenue to be used for teacher supplements so that Bertie County can better compete for the best teachers.

Mr. Sauer noted that an insert was being drafted to be placed in with revaluation notices in the coming weeks and that this would provide a good introduction to the initiative to those that may not have been aware of it when voting during the May election.

For the record, the Board formally reiterated their support and partnership with the Board of Education that any new revenue from a voter approved, local option sales and use tax increase would be set aside for teacher supplements.

Vice Chairman Wesson noted that Bertie was one of only four counties that had not yet approved a similar measure.

Chair Bazemore stated that it would be a "travesty to not support this," and that "if we want good teachers, we need to have better pay."

Commissioner Trent made the respective **MOTION**. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chair Bazemore requested that the Board of Education consider making a similar motion at their next Board meeting to present a unified front for this initiative.

**Tri-County Airport height restriction ordinance, covered area, and properties potentially impacted**

The Board briefly reviewed this item as it was previously on a Board agenda. A map of the area as well as a list of property owners was reviewed, and steps would be taken to moved forward with notifying those property owners.

**Confirm voting delegate for NCACC Annual Conference – Hickory, NC**

Chair Bazemore was selected as Bertie County’s voting delegate for the 2018 NCACC Annual Conference in Hickory, NC later this month.

**COUNTY MANAGER’S REPORTS**

The County Manager gave no reports at this time.

**COUNTY ATTORNEY REPORTS**

The County Attorney had no report at this time.

## **PUBLIC COMMENTS**

There were no public comments during this section.

## **COMMISSIONERS REPORTS**

### **Chair Bazemore**

Chair Bazemore stated that a complaint the Board recently received would be presented to the DSS Board since the Board of Commissioners does not have jurisdiction to address or remedy any of these complaints.

Also, she announced that the road marker honoring Aaron Bazemore will be celebrated on November 12<sup>th</sup> at 12 noon at the marker itself. Mr. Bazemore died in 1992 after serving as founder and pastor of St. John, the first Church of God in Christ ministry. The church was founded in 1911.

Also, Ms. Bazemore reiterated her enthusiasm for the two recent visits by Governor Roy Cooper and Senator \_\_\_\_\_ to the Blue Jay community, and noted that Bertie was surely “doing great things.”

### **Commissioner Trent**

Commissioner Trent reported that courthouse construction on the sally port was still on going, and that bullet proof glass would soon be installed for ramp/walkway up to the courthouse entrance. This entrance will also be the only entry and exit point with the latest security advancements upon completion.

Also, Mr. Trent reiterated that the County always seeks local contractors first before considering recruiting contractors or products from outside of Bertie County. This includes the under construction EMS Station One out on County Farm Road where steel was being brought in and placed throughout the recent periods of rain.

To conclude, Mr. Trent also announced that the basketball court for the Blue Jay Recreation Park is also underway.

### **Commissioner Lee**

Commissioner Lee briefly discussed her recent travels to Micronesia for a mission trip to provide medical supplies and support.

Also, as the Chair of the Tri-County Airport Authority Board, she reported that logging was recently completed around the Tri-County Airport to allow for the installation of a longer runway.

Ms. Lee also thanked Vivian Clark for her work with the NAACP on honoring veterans, first responders, and law enforcement personnel as these are causes that mean a lot to her with personal ties to all areas.

### **Commissioner White**

Commissioner White gave no remarks at this time.

### **Vice Chairman Wesson**

Vice Chairman Wesson presented the latest Labor Market Overview update. The update shows that the unemployment rate in Bertie County has dropped significantly from 5.9% in May 2017 to 4.8% in May 2018. Currently, 381 individuals in Bertie County are looking for employment. He also reiterated that many Bertie businesses were looking for employees including the State prison, Bertie-Martin Regional Jail, Perdue Farms, and Abrams in Windsor.

He also reiterated his campaign for the District 1 NC House seat and announced that he just received former President Barak Obama's endorsement.

The Board wished Mr. Wesson luck for the rest of his campaign.



**ADJOURN**

Chair Bazemore **ADJOURNED** the meeting at 7:10 PM.

---

Ernestine Bazemore, Chair

---

Sarah S. Tinkham, Clerk to the Board



C-2



# Bertie County Register of Deeds

Annie F. Wilson  
Register of Deeds

P.O. Box 340  
Windsor, NC 27983  
252-794-5309  
[www.bertie-live.inttek.net](http://www.bertie-live.inttek.net)

NORTH CAROLINA  
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of AUGUST 2018 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

## AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$4,275.20
10-0030-4344-03	VITAL STATISTICS-----	\$1,110.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$310.60
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>4</u> @60.00	\$240.00
		<u>\$5,935.80</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$9,061.00
10-0030-4344-10	STATE TREASURER FEE----- <u>139</u> @\$6.20	\$861.80
	STATE VITAL RECORDS----- <u>11</u> @14.00	\$154.00
		<u>\$16,012.60</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$16,012.60</u>

*Annie F. Wilson*

REGISTER OF DEEDS - BERTIE COUNTY  
By: *Shakeela H. Williams, Asst.*

## FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>25</u> @\$6.20=	\$155.00
ADDITIONAL PAGES-----	<u>5</u> @\$0.40=	\$2.00
DEEDS & OTHER INSTRUMENTS-----	<u>129</u> @\$1.94=	\$250.26



C-3

# BUDGET AMENDMENT

# 19-01				
INCREASE			INCREASE	
10-0025-4586-05	\$ 3,752		10-5860-5399-10	\$ 4,752
10-0090-4991-99	\$ 1,000			
<b>SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (APPROVED AUG. 6, 2018)</b>				
INCREASE			INCREASE	
10-4110-5499-00	\$ 3,250		10-0090-4991-99	\$ 3,250
<b>TO INCREASE BUDGET TO COVER KEYNOTE SPEAKER FOR SCHOOL SAFETY MEETING</b>				
INCREASE			INCREASE	
10-0050-4835-01	\$ 9,680		10-4310-5510-03	\$ 9,680
<b>TO ALLOCATE MONEY FROM SALE OF CARS TO LEASE ADDITIONAL VEHICLES</b>				
INCREASE			INCREASE	
10-6100-5695-20	\$ 11,849	RGP	10-0090-4991-99	\$ 11,849
<b>TO CARRY OVER GRANT MONEY FROM PREVIOUS YEAR:</b>				
<b>ROAP - RURAL GENERAL PUBLIC TRANSPORT - CPT</b>				
INCREASE			INCREASE	
10-0025-4301-21	\$ 80,000	BLUE JAY	10-4190-5351-08	\$ 80,000
<b>TO SETUP BUDGET - BLUE JAY PARK (NC DNCR GRANT)</b>				
INCREASE			INCREASE	
10-0025-4490-11	\$ 29,083		10-6100-5697-10	\$ 29,083
<b>BRING OVER BUDGET FOR CASHIE RIVER DRAINAGE SYSTEM</b>				
INCREASE			INCREASE	
10-0025-4473-12	\$ 2,000	BMAP	10-4950-5399-28	\$ 2,000
<b>BRING OVER BUDGET FOR STREAM DEBRIS REMOVAL PROJECT</b>				
<b>NOTICE OF FUNDING OFFER RECEIVED ON 2/13/18.</b>				
INCREASE			INCREASE	
10-4950-5399-30	\$ 251	EFNEP	10-0090-4991-99	\$ 148,440
10-4950-5399-32	\$ 75	ESMM		
10-4950-5399-37	\$ 149	4H CAMP		
10-4960-5400-05	\$ 2,840	AQ. WEED		
10-5860-5399-05	\$ 1,584	SHIIP		
10-5860-5399-50	\$ 14	2HOT2TROT		
10-5860-5400-15	\$ 2,365	MIPPA		
10-6100-5697-15	\$ 5,000	NCLOW		
10-6120-5399-15	\$ 148	SEN/MOVE		
10-4160-5510-00	\$ 92,000	COURT		
10-4190-5351-08	\$ 9,628	BLUE JAY		
12-5380-5399-73	\$ 39,386	FC AD INC	12-0070-3981-10	\$ 39,386
			10-9800-5980-12	\$ 39,386
<b>TO ADJUST GRANT MONEY/ CARRY OVER PROJECTS FROM PREVIOUS YEAR:</b>				
COOP - EXPANDED FOOD & NUTRITION				
COOP - EAT SMART-MOVE MORE				
COOP - 4H COOKING CAMP				
SOIL - AQUATIC WEED CONTROL				
COA - SHIIP				
COA - 2HOT2TROT				
COA - MIPPA				
MISC - NC LOW				
P/R - SENIORS ON THE MOVE				
COURT - CAPITAL OUTLAY				
P BLDG - BLUE JAY PARK				
DSS - FOSTER CHILD ADOPT INCENTIVES				
APPROVED		/ /2018	Page 1	

# BUDGET AMENDMENT

		# 19-01		
		INCREASE		
10-0025-4586-05	\$	3,752	10-5860-5399-10	\$ 4,752
10-0090-4991-99	\$	1,000		
SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (APPROVED AUG. 6, 2018)				



## William Roberson

---

**From:** Venita Thompson  
**Sent:** Monday, August 20, 2018 3:06 PM  
**To:** Sarah Tinkham; William Roberson  
**Subject:** FW: [External] FW: GENERAL PURPOSE REVISED PROPOSAL PACKET  
**Attachments:** General Purpose Proposal Packet 2018-19-Admendment.doc

**From:** Annette Eubanks [mailto:aeubanks@mideastcom.org]  
**Sent:** Monday, August 20, 2018 1:09 PM  
**To:** R Zeck <rzeck@pittcoa.com>; Zoe Taylor <ztaylor@washingtongov.gov>; Venita Thompson <venita.thompson@bertie.nc.gov>; Heather Howle <heather.howle@hertfordcountync.gov>; Charmaine Hardison <charmaine.hardison@martincountyncgov.com>  
**Cc:** Carol Ward <cward@mideastcom.org>  
**Subject:** [External] FW: GENERAL PURPOSE REVISED PROPOSAL PACKET

**CAUTION:** External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

We received notice today that the General Purpose Packet has been revised (see e-mail below). In reviewing the packet, it is referring to page 7. Please re-submit page 7 only. Thanks!

*Annette Eubanks*

Aging Program Director  
Mid-East Commission Area Agency on Aging  
(252) 974-1835 office (252) 946-5489 fax



### Mid-East Commission Area Agency on Aging

This was sent to me today. Please get Commissioner Bazemore to sign this ASAP.

Thanks,

*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](mailto: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"**

**From:** Breen, Leslee <[leslee.breen@dhhs.nc.gov](mailto:leslee.breen@dhhs.nc.gov)>  
**Sent:** Monday, August 20, 2018 11:44 AM  
**To:** AAADirectors <[AAADirectors@dhhs.nc.gov](mailto:AAADirectors@dhhs.nc.gov)>  
**Cc:** Powell, Jennifer <[jennifer.a.powell@dhhs.nc.gov](mailto:jennifer.a.powell@dhhs.nc.gov)>; Woodson, Kent A <[kent.woodson@dhhs.nc.gov](mailto:kent.woodson@dhhs.nc.gov)>  
**Subject:** GENERAL PURPOSE REVISED PROPOSAL PACKET

Hello,

It was brought to our attention that the previously sent proposal packet did not contain updated language to reflect the OMB Uniform Guidance which replaced the A-133. Attached please find a revised proposal packet for your use.

Thank you and sorry about any confusion or inconvenience.

Leslee

**Leslee Breen, M.A.**  
Senior Center Development and Transportation Specialist  
Division of Aging and Adult Services  
NC Department of Health and Human Services

Office: 919-855-3414  
Fax: 919-715-0868  
[Leslee.breen@dhhs.nc.gov](mailto:Leslee.breen@dhhs.nc.gov)

693 Palmer Drive  
2101 Mail Service Center  
Raleigh, NC 27699-2101

[Twitter](#) | [Facebook](#) | [YouTube](#) | [LinkedIn](#)

---

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized State official. Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

**STATE APPROPRIATION FOR SENIOR CENTERS THROUGH  
THE 2018 SESSION OF THE  
NC GENERAL ASSEMBLY**

**SENIOR CENTER GENERAL PURPOSE FUNDING**

**FY 2018-2019 APPLICATION PACKET**

**MID-EAST COMMISSION AREA AGENCY ON AGING  
1502 N. Market Street, Suite A  
Washington, NC 27889**

**BERTIE COUNTY COUNCIL ON AGING SENIOR CENTER  
103 W. SCHOOL STREET  
WINDSOR, NC 27983**

*The Mid-East Commission Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.*

## SENIOR CENTER GENERAL PURPOSE FUNDING

### Introduction and Instructions

The Mid-East Commission Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 172 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

meets certification status. Uncertified, identified centers will receive one share.

For FY 2018-2019, total funding available to the counties in Region Q will amount to \$46,335. Effective period: July 1, 2018-June 30, 2019.

Your center is eligible to receive:

FY 18-19	Senior Center General Purpose Funding	\$ <u>3,564</u>
	Local Match (25%)	\$ <u>1,188</u>
	TOTAL	\$ <u>4,752</u>

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before **June 30, 2019**. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 07/30/2018

Project Name: Bertie County Council on Aging Senior Center

Name of Project Director: Venita C. Thompson

Telephone Number: 252-794-5315 FAX: 252-794-5351

E-Mail: venita.thompson@bertie.nc.gov

Name and Address of Applicant: Bertie County Council on Aging Senior Center, 103 W. School Street, Windsor, NC 27983

Type of Agency Applying: Private-Non-Profit \_\_\_\_\_  
Public X \_\_\_\_\_

Location of Project: Bertie County  
(county)

**ASSURANCES**

**Bertie County Council on Aging Senior Center** (hereinafter referred to as "Subgrantee")  
HEREBY AGREES THAT it will comply with all Federal statutes relating to  
nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act  
of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or  
national origin; (b) Title IX of the Education Amendments of 1972, as amended (20  
U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;  
and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which  
prohibits discrimination on the basis of handicaps.

  
\_\_\_\_\_  
Signature and Title of Authorized Official  
[e.g., Director, Board Chairman]

8/6/18  
\_\_\_\_\_  
Date

**CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL  
MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING**

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 18-19 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 18-19		<b>Example only:</b>
Budget Request	\$ <u>3,564</u>	non certified center: \$4,069
Required 25% Match	\$ <u>1,188</u>	divided by .75=\$5,425 [Total projected budget]
Total FY 18-19		\$5,425 minus \$4,069=
Projected Budget	\$ <u>4,752</u>	\$1,356 [local match]
(up to the amount of the grant)		

Authorized Signature: \_\_\_\_\_

Title: Chair

Date: 8/6/18

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Bertie County Council on Aging Senior Center

2. Amount of funding: \$4,752

3. Area served by Senior Center: Bertie County

---

4. Describe how the funding will be spent:

<b>Volunteer Appreciation</b>	<b>\$ 1,000</b>
<b>COA Incentive Items</b>	<b>\$ 500</b>
<b>Older Americans Month Activities</b>	<b>\$ 800</b>
<b>Senior Citizens' Prom</b>	<b>\$ 1,000</b>
<b>Refinishing Gym Floor</b>	<b>\$ 1,000</b>
<b>Senior Citizens' Christmas Luncheon</b>	<b>\$ 452</b>



STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION  
STATE FISCAL YEAR 2018-19

Organization Name: Bertie County Council on Aging

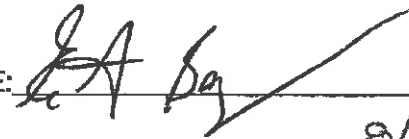
Senior Center Name: Bertie County Council on Aging Senior Center

Address: 103 W. School Street, Windsor, NC 27983

Period Covered: 07/01/2018 Date Prepared: 06/30/2019

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ _____
Supplies/Other Operating Costs	\$ <u>3,752</u>
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ <u>1,000</u>
Other _____	\$ _____
<b>TOTAL BUDGET (Including local match) (Up to grant amount, only)</b>	<b>\$ <u>4,752</u></b>

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementations Act of 1987. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143-6.2. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Circular A-133.

AUTHORIZED SIGNATURE:   
 TITLE: Chair DATE: 8/6/18

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION  
STATE FISCAL YEAR 2018-19

Organization Name: Bertie County Council on Aging

Senior Center Name: Bertie County Council on Aging Senior Center

Address: 103 W. School Street, Windsor, NC 27983

Period Covered: 07/01/2018 Date Prepared: 08/20/2018

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ _____
Supplies/Other Operating Costs	\$ <u>3,752</u>
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ <u>1,000</u>
Other _____	\$ _____
<b>TOTAL BUDGET (Including local match) (Up to grant amount, only)</b>	<b>\$ <u>4,752</u></b>

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the subrecipient is a governmental entity, such entity is subject to the provisions of the requirements of NC General Statute 159-34 and Uniform Guidance CFR 2 Part 200, where applicable. If the subrecipient is a non-governmental entity, such entity is subject to the provisions of General Statute 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of Uniform Guidance CFR 2 Part 200.

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

# BUDGET AMENDMENT

		# 19-01		
		INCREASE		INCREASE
10-4110-5499-00	\$	3,250	10-0090-4991-99	\$ 3,250
TO INCREASE BUDGET TO COVER KEYNOTE SPEAKER FOR SCHOOL SAFETY MEETING				

## William Roberson

---

**From:** Scott Sauer  
**Sent:** Wednesday, August 1, 2018 3:43 PM  
**To:** Mitch Cooper; Edmonds, Catherine  
**Cc:** William Roberson; Cooper, Kimberly  
**Subject:** school safety presentation

Mitch,

Yes, I heard this speaker in Gates County several months ago at the invitation of Dr. Edmonds.

I would like to suggest that all school administrators (private and charter) be invited too, since we are using county tax dollars and the folks at Lawrence, Bethel, etc. would benefit as well by protecting their children.

William and I will figure out how to absorb this item.

Thanks and happy Wednesday!

Scott



**Scott T. Sauer** – County Manager  
Bertie County, NC  
(252) 794-6112

**From:** Mitch Cooper  
**Sent:** Wednesday, August 1, 2018 3:22 PM  
**To:** Scott Sauer <scott.sauer@bertie.nc.gov>  
**Cc:** William Roberson <william.roberson@bertie.nc.gov>  
**Subject:** Fwd: [External] Fwd: Hello

Good afternoon, Danny Perry with the Bertie County School System has asked on behalf of the Superintendent if the County would be interested in helping fund a keynote speaker for the school safety meeting September 21st at the high school. This speaker assumed the role of Superintendent right after the shooting at Sandy Hook School. He coordinated all of the security and safety measures taken after the incident. I told Mr. Perry I would ask if this was something the County would consider. Please let me know ASAP so I can get back to him. The proposal for the speaker is below with a cost of \$3250.00. Please let me know if you have any questions.

Mitch Cooper

## William Roberson

---

**From:** Mitch Cooper  
**Sent:** Wednesday, August 1, 2018 3:22 PM  
**To:** Scott Sauer  
**Cc:** William Roberson  
**Subject:** Fwd: [External] Fwd: Hello

Good afternoon, Danny Perry with the Bertie County School System has asked on behalf of the Superintendent if the County would be interested in helping fund a keynote speaker for the school safety meeting September 21st at the high school. This speaker assumed the role of Superintendent right after the shooting at Sandy Hook School. He coordinated all of the security and safety measures taken after the incident. I told Mr. Perry I would ask if this was something the County would consider. Please let me know ASAP so I can get back to him. The proposal for the speaker is below with a cost of \$3250.00. Please let me know if you have any questions.

Mitch Cooper

Sent from my iPhone

Begin forwarded message:

**From:** "Perry, Danny" <[dperry@bertie.k12.nc.us](mailto:dperry@bertie.k12.nc.us)>  
**Date:** August 1, 2018 at 3:05:25 PM EDT  
**To:** Mitch Cooper <[mitch.cooper@bertie.nc.gov](mailto:mitch.cooper@bertie.nc.gov)>  
**Subject:** [External] Fwd: Hello

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

Please review the proposal and let me know what you think about funding?

Danny Perry, MAEd,MSA  
Director of Safety and Security,  
Health and Physical Education  
and Support Services  
Bertie County Schools  
252-794-6000



----- Forwarded message -----  
From: **Joe Erardi** <[erardij@gmail.com](mailto:erardij@gmail.com)>  
Date: Wed, Aug 1, 2018 at 2:58 PM  
Subject: Re: Hello  
To: "Perry, Danny" <[dperry@bertie.k12.nc.us](mailto:dperry@bertie.k12.nc.us)>

Danny

Thanks for the call this morning.....and thanks for taking the time to review the proposal.

Logistically, I would fly in on Friday, the 21st, rent a car to Windsor and be on-site by no later than noontime. I would be prepared to present and to be part of the conference for the 2-5 p.m. block in any capacity that most benefits the conference organizers. I would then overnight in NC, drive back to the airport and fly out Saturday.

I work hard to retrofit every presentation to the listening audience; thus, the design is everyone in attendance has something to bring back to their district.

With preparation, travel, and presentation the cost to the conference organizers would be:

Keynote Address and any other contributions to the conference:	\$2,500.00
Travel Expense	\$750.00

Conference Cost in Full = \$3,250

I will hold the dates until I hear back from you -

Finally, I assure you that I look at every opportunity as one more chance to make this country safer in a school setting and that you would have a message to your attendees that would deliver that opportunity.

Once again, thanks so much for thinking of me

Joe Erardi

On Wed, Aug 1, 2018 at 2:37 PM, Perry, Danny <[dperry@bertie.k12.nc.us](mailto:dperry@bertie.k12.nc.us)> wrote:

Danny Perry, MAEd,MSA  
Director of Safety and Security,  
Health and Physical Education  
and Support Services  
Bertie County Schools  
252-794-6000



\*\*\*\*

This email was sent by a staff member of the Bertie County School District in Windsor, North Carolina.

All email correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

\*\*\*\*

\*\*\*\*

This email was sent by a staff member of the Bertie County School District in Windsor, North Carolina.

All email correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

\*\*\*\*

# BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 19-01		
		INCREASE		INCREASE
10-0050-4835-01	\$	9,680	10-4310-5510-03	\$ 9,680
TO ALLOCATE MONEY FROM SALE OF CARS TO LEASE ADDITIONAL VEHICLES				





Commerce Bank of St. Louis  
8000 Forsyth  
St Louis MO 63105

80-49/815

Enterprise Fleet Management, Inc.  
9315 Olive Blvd  
St. Louis MO 63132-3211

Check No: **0001793593**  
Date: **08-08-2018**

**\$2,370.00**

**PAY** TWO THOUSAND THREE HUNDRED SEVENTY AND XX/100 DOLLARS

Enterprise Fleet Management, Inc.  
VOID IF NOT PRESENTED FOR PAYMENT WITHIN 180 DAYS

**TO THE  
ORDER  
OF**

**BERTIE COUNTY NORTH CAROLINA**  
P.O. Box 530  
Windsor NC 27983

*Thomas A. Dineen*

*Maria Gurt*

⑈0001793593⑈ ⑆081500493⑆ 350700509⑈

Check Date: 08-08-2018

Supplier Number: 0001531451

Check No: 0001793593

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
9X123627_0012385	08-07-2018	FSA0BP1F	1,200.00	0.00	0.00	1,200.00
Gain on VIN 2FAHP71V29X123627						
BX105973_0012405	08-07-2018	FSA0BP88	1,170.00	0.00	0.00	1,170.00
Gain on VIN 2FABP7BV5BX105973						

2,125  
5,185  
2,370  

---

9,680

Check Number	Date	Total Gross Amount	Total Discounts	Total Late Charge	Total Paid Amount
0001793593	08-08-2018	\$2,370.00	<del>\$55</del>	\$0.00	\$2,370.00



Commerce Bank of St. Louis  
8000 Forsyth  
St Louis MO 63105

80-49/815

Enterprise Fleet Management, Inc.  
9315 Olive Blvd  
St. Louis MO 63132-3211

Check No: **0001786151**  
Date: 07-31-2018

**\$5,185.00**

PAY FIVE THOUSAND ONE HUNDRED EIGHTY-FIVE AND XX/100 DOLLARS

TO THE  
ORDER  
OF

BERTIE COUNTY NORTH CAROLINA  
P.O. Box 530  
Windsor NC 27983

Enterprise Fleet Management, Inc.  
VOID IF NOT PRESENTED FOR PAYMENT WITHIN 180 DAYS

*Thomas A. Dineen*

*Maria Gunt*

⑈0001786151⑈ ⑆081500493⑆ 350700509⑈

Check Date: 07-31-2018

Supplier Number: 0001531451

Check No: 0001786151

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
5NB94700_0011711	07-30-2018	FSA0BLLV	1,595.00	0.00	0.00	1,595.00
Gain on VIN 1FTPX14585NB94700						
6NA24584_0011710	07-30-2018	FSA0BLLT	1,170.00	0.00	0.00	1,170.00
Gain on VIN 1FTVX12506NA24584						
8X161550_0011706	07-30-2018	FSA0BLLU	720.00	0.00	0.00	720.00
Gain on VIN 2FAFP71VX8X161550						
8X161551_0011708	07-30-2018	FSA0BLLX	1,000.00	0.00	0.00	1,000.00
Gain on VIN 2FAFP71V18X161551						
9X123628_0011709	07-30-2018	FSA0BLLS	700.00	0.00	0.00	700.00
Gain on VIN 2FAHP71V49X123628						

10-00504835-01

Check Number	Date	Total Gross Amount	Total Discounts	Total Late Charge	Total Paid Amount
0001786151	07-31-2018	\$5,185.00	<del>560</del>	\$0.00	\$5,185.00



Commerce Bank of St. Louis  
8000 Forsyth  
St Louis MO 63105

80-49/815

Enterprise Fleet Management, Inc.  
9315 Olive Blvd  
St. Louis MO 63132-3211

Check No: 0001784449  
Date: 07-27-2018

\$2,125.00

PAY TWO THOUSAND ONE HUNDRED TWENTY-FIVE AND XX/100 DOLLARS

TO THE  
ORDER  
OF

BERTIE COUNTY NORTH CAROLINA  
P.O. Box 530  
Windsor NC 27983

Enterprise Fleet Management, Inc.  
VOID IF NOT PRESENTED FOR PAYMENT WITHIN 180 DAYS

*Thomas A. Dineen*

*Maria Gurt*

⑈0001784449⑈ ⑆081500493⑆ 350700509⑈

Check Date: 07-27-2018

Supplier Number: 0001531451

Check No: 0001784449

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
8X161552_0011516	07-26-2018	FSA0BK8W	925.00	0.00	0.00	925.00
Gain on VIN 2FAFP71V38X161552						
8X161554_0011517	07-26-2018	FSA0BK8Y	1,200.00	0.00	0.00	1,200.00
Gain on VIN 2FAFP71V78X161554						

10-00504835-01

Check Number	Date	Total Gross Amount	Total Discounts	Total Late Charge	Total Paid Amount
0001784449	07-27-2018	\$2,125.00	\$0.00	\$0.00	\$2,125.00



C-4



Bertie County Emergency Services request from the Bertie County Board of Commissioners to Auction the list of vehicles (Ambulances) to the highest bidder using <https://www.govdeals.com/>. This equipment is outdated and serves no purpose for any department of the County without major costly repairs.

Ambulance	Vin#	Condition
2002 F-450	1FDXF46F72EA28900	Main belt broken on motor, electrical and structural issues in the medical box / 7.3
2006 E-350	1FDSS34P86DA32476	EGR COOLER CRACKED, TOP END WORK NEEDED FOR THE MOTOR / 6.0
2005 E-350	1FDWE35P34HA84093	EGR COOLER CRACKED, TOP END WORK NEEDED FOR THE MOTOR / 6.0
1999 F-450	1FDXF46F3XED09017	Electrical and structural issues in the medical box / 7.3
2006 E-350	1FDSS34P15HA06812	EGR COOLER CRACKED, TOP END WORK NEEDED FOR THE MOTOR / 6.0
2002 F-450	1FDXF46F42EA28899	Electrical and structural issues in the medical box / 7.3



# **Bertie County**

## **Board of Commissioners**

### **DISCUSSION ITEMS**

**MEETING DATE:** September 10, 2018

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Review Board of Elections schedule and locations for early voting in upcoming General Election; and discuss recent federal subpoena for public records for prior elections since 2010
2. Relocation of signage – Historic Hope Plantation from NC HWY 308 to HWY 13
3. Review employee shared leave and possibly consider authorization for a waiver of the one-year minimum service requirement
4. Capital Project Updates – remaining items from earlier Work Session
5. Water Department projects
  - NCDEQ Division of Water Infrastructure Applications for Funding (Districts I-IV)
  - Resubmittals of AIA grants for remaining funds (Districts II and IV) and revised CIP
6. Discuss updates from NCACC Annual Conference – Hickory, NC

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Discussion requested.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** Approval as recommended.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



D-1

Homeland Security Investigations  
Resident Agent in Charge  
140 Centrewest Court, Suite 100  
Cary, NC 27513



**U.S. Immigration  
and Customs  
Enforcement**

**Facsimile Transmission**

Date 08/31/2018

To: Bertic County Board of Elections  
Attn: Sheila Holloman

Fax: 252-794-5368

From S/A Jahaira Torrens

Phone: 919-677-6365

Fax: 919-678-8814

Urgent    Action    Concurrence    FYI

Number of pages including cover: 7

Comments: Any questions please call 919-677-6365 / 919-332-4166.

Thank you,  
S/A Jahaira Torrens  
Jahaira.torrens@ice.dhs.gov

Please confirm upon receipt.

UNITED STATES DISTRICT COURT

for the Eastern District of North Carolina

SUBPOENA TO TESTIFY BEFORE A GRAND JURY

To: Custodian of Records Bertie County Board of Elections

YOU ARE COMMANDED to appear in this United States district court at the time, date, and place shown below to testify before the court's grand jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

REQUEST FOR DOCUMENTS ONLY

Table with 2 columns: Place (U.S. District Court, EDNC, Lenoxx Federal Building, 2 Princess Street, Wilmington, NC 28401) and Date and Time (September 25, 2018 at 8:00am)

You must also bring with you the following documents, electronically stored information, or objects (blank if not applicable):

\*\*\*\* PLEASE SEE ATTACHMENT \*\*\*\*

August 31, 2018

Date: \_\_\_\_\_

CLERK OF COURT

Handwritten signature: Nier Bullock

Signature of Clerk or Deputy Clerk

The name, address, e-mail, and telephone number of the United States attorney, or assistant United States attorney, who requests this subpoena, are:

Sebastian Kielmanovich, AUSA U.S. Attorney's Office, EDNC 310 New Bern Ave., Suite 800 Raleigh, North Carolina 27801 (819) 856-4530

USAO # 2017R00240(6)

**PROOF OF SERVICE**

This subpoena for *(name of individual or organization)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_

I served the subpoena by delivering a copy to the named person as follows: \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_ ; or

I returned the subpoena unexecuted because: \_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Server's signature*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Server's address*

Additional information regarding attempted service, etc:



**ATTACHMENT TO SUBPOENA ISSUED TO:**

**CUSTODIAN OF RECORDS**

**BERTIE COUNTY BOARD OF ELECTIONS**

**DOCUMENTS REQUESTED:**

**Any and all poll books, e-poll books, voting records, and/or voter authorization documents, and executed official ballots (including absentee official ballots), that were submitted to, filed by, received by, and/or maintained by the Bertie County Board of Elections from August 30, 2013 through August 30, 2018.**

INSTRUCTIONS FOR SUBMITTING GRAND JURY DOCUMENTS

**UNLESS OTHERWISE REQUESTED, ALL FINANCIAL RECORD REQUESTS SHOULD BE  
DELIVERED IN ELECTRONIC FORMAT**

IN LIEU OF PERSONAL APPEARANCE BEFORE THE GRAND JURY TO DELIVER THE DOCUMENTS, YOU MAY COMPLY WITH THE TERMS OF THE GRAND JURY SUBPOENA THE FOLLOWING SHIPPING PROCEDURES:

1. Mail Electronic Media: Electronic media (DVDs, CDs, flash drives, etc.) may be physically mailed to the address identified on the subpoena. The mailed media must be packaged securely by sending either 1) by a dedicated courier such as FedEx, UPS, etc., or 2) standard U.S. Postal mail. All media mailed using these this method must be shipped using a dual-container configuration. This means media must be packaged in two nested, or double wrapped, containers; e.g., an inner envelope packed within an outer shipping envelope. The recipient's name and "To be Opened by Addressee Only" should be clearly annotated on the inner envelope. When using these mailing methods, the electronic media itself does not need to be encrypted.

Special Agent Jahaira Torrens  
HSI-ICE  
140 Centrewest Court  
Cary, NC 27513  
  
(919) 332-4166

A COPY OF THE SUBPOENA MUST BE INSERTED INSIDE THE SEALED ENVELOPE OR PACKAGE.

When the size, weight or nature of the grand jury material precludes the use of envelopes or standard packaging, the material used for packaging shall be of sufficient strength and durability to protect the information from unauthorized or accidental disclosure. Grand Jury material may be transmitted through reliable mail and courier services only if specifically requested in paper form and properly protected by following the dual-container configuration.

OR

2. In-Person Delivery: If the documents are too voluminous to securely ship following one of the procedures above, you may release the documents requested in-person to the agent serving this subpoena upon you.

If you choose to follow either of the procedures above, it will not be necessary for anyone associated with your office to physically appear before the grand jury.



U. S. Department of Justice

*Robert J. Higdon, Jr.*  
*United States Attorney*  
*Eastern District of North Carolina*

*Terry Sanford Federal Building*  
*310 New Bern Avenue*  
*Suite 800*  
*Raleigh, North Carolina 27601-1461*

*Telephone (919) 856-4530*  
*Criminal FAX (919) 856-4487*  
*Civil FAX (919) 856-4821*  
*www.usdoj.gov/usao/nce*

August 31, 2018

Custodian of Records  
Bertie County Board of Elections

Re: Grand Jury Subpoena No. 2017R00240(6)

Dear Sir/Madam:

You may comply with the subpoena by personally appearing before the Grand Jury or furnishing copies (originals, if specified) of the requested materials to Special Agent Jahaira Torrens prior to the grand jury date. If you choose to mail the documents, an instruction for mailing grand jury documents is attached.

We are also requesting that you complete the Business Record Affidavit pursuant to Rule 902(11) of the Federal Rules of Evidence, as amended December 1, 2000. By submitting this affidavit with the requested documents, you may avoid the need to appear at trial to testify to the authenticity of these records.

We appreciate your cooperation in this matter.

Sincerely,

ROBERT J. HIGDON, JR.  
United States Attorney

SEBASTIAN KIELMANOVICH  
Assistant United States Attorney  
Criminal Division

Enclosures

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA

IN RE:

Grand Jury Subpoena  
2017R00240(6)

)  
)  
)  
)  
)

**BUSINESS RECORD AFFIDAVIT**  
**FED. R. EVID 902(11)**

I am personally acquainted with the facts stated herein and make this statement under penalty of perjury.

I am the custodian of records for \_\_\_\_\_ (herein after referred to as "Agency"). The documents made by the Agency and produced in compliance with the subpoena duces tecum (consisting of \_\_\_\_\_ pages attached hereto) are memoranda, reports, records or data compilations of acts, events, conditions, opinions or diagnoses that were made at or near the time, by or from information transmitted by a person with knowledge and that have been kept in the course of the Agency's regularly conducted business activity. It has been the Agency's regular practice in that business activity to make those memoranda, reports, records or data compilations. Neither the source of information, nor the method or circumstances of preparation, indicate a lack of trustworthiness for those memoranda, reports, records or data compilations.

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me  
this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_



D-2

Historic  
Hope Plantation

132 Hope House Road  
Windsor, North Carolina 27983

Hope you had a nice trip to Montana. We would need the vans for the 250<sup>th</sup> anniversary homes tour on Saturday, November 10<sup>th</sup> from about 9:30-1:30. I think we will need both, but it will depend somewhat on how many people register for the tour. We're hoping for at least 100.

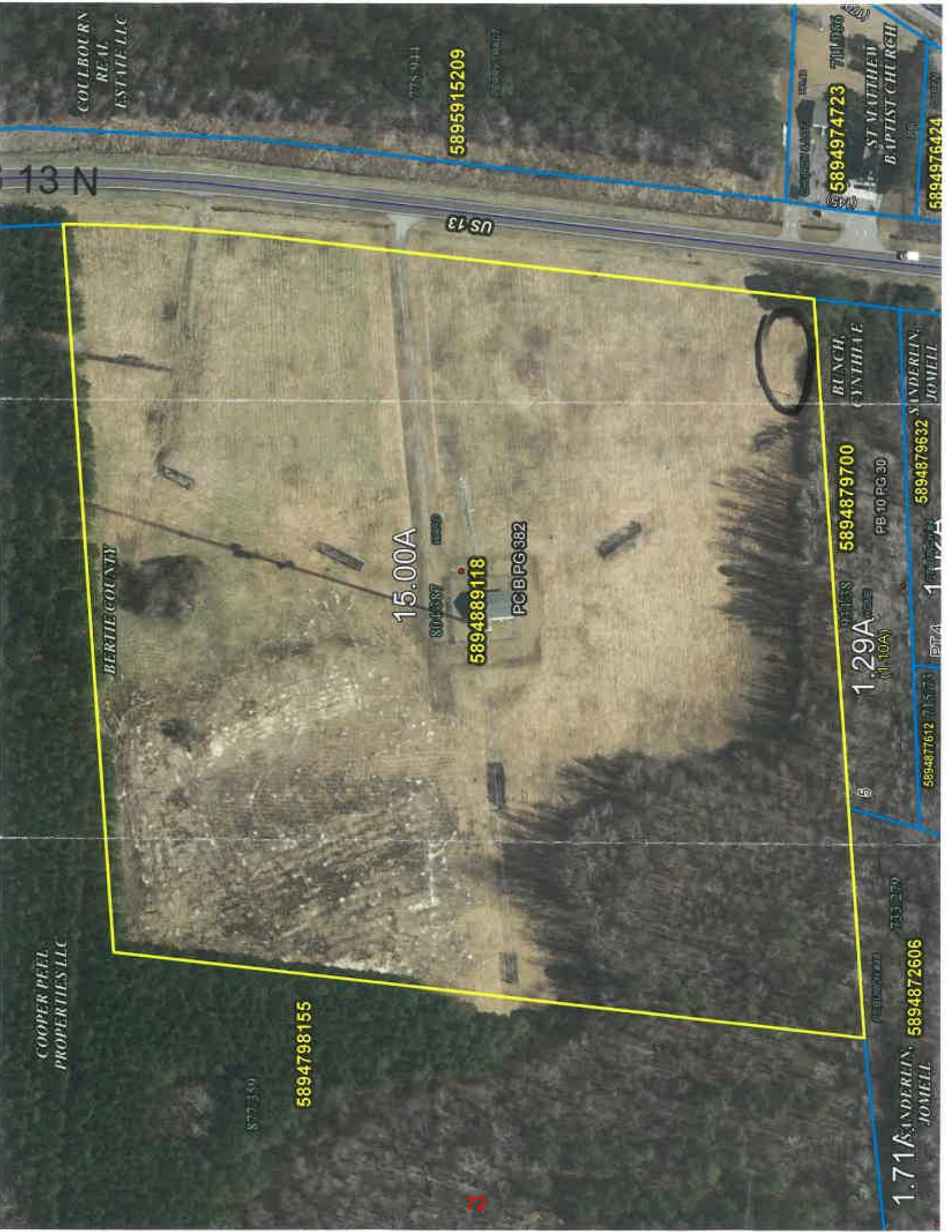
Enclosed is the map of the county's property on US 13N - it's not too far from the intersection with White Oak Road. We'd put the sign against the woods, on the ↘



South side of the property. It would be off the road right-a-way. It would be the same size as the old sign on 13, near Powell & Stokes road. It was placed there before school house road was opened - and isn't very effective when it is currently located. The new location would direct tourists directly to Hope.

Thanks for the help.

Turner



COULBOURN  
RE.M.  
ESTATE LLC

7788944

5895915209

5894974723 711056  
ST MATTHEW  
BAPTIST CHURCH

5894976424

13 N

US 13

BERNIE COUNTY

15.00A

804337

5894889118

PCB PG 382

BUNCH,  
CYNTHIA E

5894879700

PB 10 PG 30

SUNDERLIN,  
JOMIELL

5894879632

1.29A  
(1.10A)

5894877612

DTA 1

COOPER PEEL  
PROPERTIES LLC

(877) 330

5894798155

733 270

1.71A  
SUNDERLIN,  
JOMIELL

5894872606



D-3



# Bertie County

## Board of Commissioners

### SHARED LEAVE

#### **Leave Sharing Eligibility Requirements**

Use of shared leave must be for sickness of “immediate family” as defined on page 32 of the personnel policy. Use of shared leave also includes vacation. To qualify for consideration of receipt of shared leave, the employee (a) must be in a leave earning position; (b) must have exhausted all individually accrued sick, annual leave, and compensatory time, without evidence of abuse.

#### **Non-qualifying Reason**

An employee who is receiving benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the program. Shared leave may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

#### **Guidelines for Donating Shared Leave**

- a) Participation is totally voluntary.
- b) All donations will be kept in the strictest of confidence.
- c) Employees may donate sick or annual leave.
- d) Due to Fair Labor Standards Act restrictions, an employee may not donate compensatory time to another employee.
- e) The maximum amount of vacation/sick that may be donated may not be more than the amount of the donor’s annual accrual rate. The minimum amount of leave to be donated is eight (8) hours.
- f) Employees donating leave time must have a minimum balance of forty (40) hours of annual leave and forty (40) hours of sick leave after their donated time is subtracted.
- g) Employees wishing to donate time must complete a *Shared Leave Authorization Form* designating the number of hours being donated and to whom it is being donated. The employees must sign the form authorizing the transfer and giving up their claim to these hours.
- h) Does not apply to employees on workers’ compensation.

## **SHARED LEAVE**

### **Intimidation or Coercion Prohibited**

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.

### **Confidentiality**

The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.



## VACATION LEAVE – MAXIMUM ACCUMULATION

Vacation leave may be accumulated without any applicable maximum until the pay period containing December 31 of each calendar year. However, if the employee separates from service, payment for accumulated vacation leave shall not exceed 30 days. During the pay period containing January 25, any employee with more than 30 days shall have the excess accumulation converted to sick leave, provided that three consecutive days of annual leave have been taken in the calendar year, so that only an accumulation of no more than 30 days of vacation leave is carried forward to January 1 of the next calendar year. Based on the workload and nature of the job description, the County Manager is exempt from the maximum accumulation of vacation and comp time as limited by the Personnel Policy.

<b>Thirty (30) Days Converted to Hours per Employee Job Class</b>	Regular	Telecommunications	Law Enforcement/EMS/NET
	225 hours	240 hours	270 hours

Employees are cautioned not to retain excess accumulation of vacation leave until late in the calendar year. Due to the necessity to keep all County functions in operation, large numbers of employees cannot be granted vacation leave at any one time.

If an employee has excess vacation leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation rule. Employees may sell up to 40 hours of vacation or comp time while Department Heads may sell up to 80 vacation hours between November 15 and December 15 each year. Upon selling time if an employee still has more than the maximum allowed annual leave hours they will be required to follow the policy and take three consecutive days of annual leave in the calendar year in order to have all excess hours converted to sick leave.

This policy adopted this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
John Trent, Chairman





D-5

# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding



(Last updated: June 2018)

#### 1. General Information

<b>Applicant Name</b>	<b>County</b>	<b>DUNS Number</b>
Bertie County Water District I	Bertie	079990476

<b>Project Name</b>	<b>Total Project Cost</b>	<b>Total Funding Requested</b>
Asset Inventory and Assessment	157,500	150,000

**Applicant Type**

<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation
<input type="checkbox"/> Water and Sewer District	<input type="checkbox"/> Other (Specify: _____)
<input type="checkbox"/> Water and Sewer Authority	

**Funding Type(s) Requested**

<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant	<input type="checkbox"/> Community Development Block Grant for Infrastructure <sup>†</sup>
<input type="checkbox"/> Merger/Regionalization Feasibility Grant	<small><sup>†</sup>All CDBG-I grants are 100% grants.</small>
<input type="checkbox"/> Construction Project	LMI determination method:
<input type="checkbox"/> Drinking Water (all funding except CDBG-I)	<input type="checkbox"/> Survey <input type="checkbox"/> ACS
<input type="checkbox"/> Wastewater (all funding except CDBG-I)	LMI Percentage: _____
<input type="checkbox"/> Stormwater, stream restoration	

#### 2. Affordability (applies to all but CDBG-I only applicants)

<b>Residential Sewer Connections</b>	<b>Residential Water Connections</b>
	1370
<b>Non-Residential Sewer Connections</b>	<b>Non-Residential Water Connections</b>
	4
<b>Water Bill per 5,000 gallons</b>	
38.00	

1. I am willing to accept funding that includes federal conditions.  Yes  No
2. Estimated grant percentage as calculated by  hand  calculator:  
 0%  25%  50%  75%  100%
3. If grant funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:  
 0% (100% Loan)  25%  50%  75%  100%

\*If available grant amount is below the percentage listed above, project will not be funded.

#### Percentage of Utility Bills and Rate Increase Percentages

-Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2017	99.7	0
2016	97.9	0
2015	100.92	0
2014	99.92	7.9
2013	99.65	0

(OVER)

**3. Applicant Contact Information**

**Authorized Representative Name:** Scott T. Sauer

**Authorized Representative Title:** County Manager

**Mailing Address Line 1:** P.O. Box 530

**Mailing Address Line 2:**

**City:** Windsor

**State:** NC

**Zip Code:** 27983

**Phone Number:** 252-794-5300

**E-Mail Address:** Scott.sauer@bertie.nc.gov

**4. Application Preparer Contact Information-**

**Firm Name:** Green Engineering PLLC

**Contact Name:** Leo Green III

**Mailing Address Line 1:** P.O. Box 609

**Mailing Address Line 2:**

**City:** Wilson

**State:** NC

**Zip Code:** 27893

**Phone Number:** 252-237-5365

**E-Mail Address:** Elg3@greeneng.com

**5. Engineer Contact Information**

Is the engineering firm different from the application preparer?  Yes  No

**Engineering Firm Name:**

**Contact Name:**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-Mail Address:**

**6. Project Description**

**Number of New Connections Served by Project (if applicable):**

The project will include a complete inventory and assessment of the Bertie County Water District I water system assets.

These assets include approximately 126 miles of water mains, with 649 gate valves and 79 hydrants, 42 blow offs, two (2) 500,000 gallon elevated water tanks; five (5) water supply wells and 1,374 water services.

All assets, with the exception of buried water mains, will be field located with GPS grade field equipment for development of Geographic Information System (GIS) shapefiles, maps and databases. Key attributes pertaining to the size, material of construction, make and model, age and condition assessment of each asset component will be recorded during the field survey for inclusion in the GIS system. Each asset in the database/shapefile will be given its own record; each with a unique identifier, so that as service is performed, the asset is replaced, or the condition of the asset changes, the database/shapefile can be updated.

Once the asset inventory and assessment is complete and the database/shapefiles have been prepared, system maps will be generated to aid in visualizing the condition of this infrastructure. These maps, in conjunction with the GIS database, will provide the County with valuable information that can be used to prioritize utility fund resources and to plan capital improvement projects.

Bertie County's Water District I water rates have risen to over 1.46% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. The County has started developing an Asset Management Plan which will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43%. Exhibit attached.

**7. Additional Information for Consideration**

(OVER)

<b>8. Project Budget (for Construction Projects Only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p>A PE Seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</p>			

**Certification by Authorized Representative**

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. in accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

(OVER)



**Completeness Checklist\***

In addition to this application, ***the following items must be included for a complete application package***; please initial that each item is included in this submittal.

	Resolution by Governing Body of Applicant with Certification by Recording Officer
	Division Financial Information and Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

**Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

**Mailing Address† (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)‡**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

†Please allow a week for delivery if mailing via the US Postal Service.

‡For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding



(Last updated: June 2018)

#### 1. General Information

<b>Applicant Name</b> Bertie County Water District II	<b>County</b> Bertie	<b>DUNS Number</b> 079990476
<b>Project Name</b> Water System Asset Inventory and Assessment	<b>Total Project Cost</b> 61,200.00	<b>Total Funding Requested</b> 64,260.00
<b>Applicant Type</b>		
<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District	
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation	
<input type="checkbox"/> Water and Sewer District	<input type="checkbox"/> Other (Specify: _____)	
<input type="checkbox"/> Water and Sewer Authority		

<b>Funding Type(s) Requested</b>	
<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant	<input type="checkbox"/> Community Development Block Grant for Infrastructure <sup>†</sup>
<input type="checkbox"/> Merger/Regionalization Feasibility Grant	<small>†All CDBG-I grants are 100% grants.</small>
<input type="checkbox"/> Construction Project	LMI determination method:
<input type="checkbox"/> Drinking Water (all funding except CDBG-I)	<input type="checkbox"/> Survey <input type="checkbox"/> ACS
<input type="checkbox"/> Wastewater (all funding except CDBG-I)	LMI Percentage: _____
<input type="checkbox"/> Stormwater, stream restoration	

#### 2. Affordability (applies to all but CDBG-I only applicants)

<b>Residential Sewer Connections</b>	<b>Residential Water Connections</b>
	904
<b>Non-Residential Sewer Connections</b>	<b>Non-Residential Water Connections</b>
	6
<b>Water Bill per 5,000 gallons</b>	
38.00	

1. I am willing to accept funding that includes federal conditions.  Yes  No

2. Estimated grant percentage as calculated by  hand  calculator:  
 0%  25%  50%  75%  100%

3. If grant funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:  
 0% (100% Loan)  25%  50%  75%  100%

\*If available grant amount is below the percentage listed above, project will not be funded.

#### Percentage of Utility Bills and Rate Increase Percentages

-Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2017	99.2	0
2016	97.7	0
2015	100.92	0
2014	99.92	7.9
2013	99.65	0

(OVER)

**3. Applicant Contact Information**

**Authorized Representative Name:** Scott T. Sauer

**Authorized Representative Title:** County Manager

**Mailing Address Line 1:** P.O. Box 530

**Mailing Address Line 2:**

**City:** Windsor

**State:** NC

**Zip Code:** 27983

**Phone Number:** 252-794-5300

**E-Mail Address:** Scott.sauer@bertie.nc.gov

**4. Application Preparer Contact Information-**

**Firm Name:** Green Engineering PLLC

**Contact Name:** Leo Green III

**Mailing Address Line 1:** P.O. Box 609

**Mailing Address Line 2:**

**City:** Wilson

**State:** NC

**Zip Code:** 27893

**Phone Number:** 252-237-5365

**E-Mail Address:** Elg3@greeneng.com

**5. Engineer Contact Information**

Is the engineering firm different from the application preparer?  Yes  No

**Engineering Firm Name:**

**Contact Name:**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-Mail Address:**

**6. Project Description**

**Number of New Connections Served by Project (if applicable):**

The project will include a complete inventory and assessment of the Bertie County Water District II water system assets.

These assets include approximately 136 miles of water mains, 751 gate valves and 84 hydrants; two (3) 500,000 gallon elevated water tanks; one (3) booster pump station; and 1150 water services.

All assets, with the exception of buried water mains, were field located with GPS grade field equipment with the funding provided from the AIA grant H-AIA-D-17-0062. Presently, 72% of this original grant has been expended to obtain the detailed survey of these system assets. The additional grant funding requested in this application will be used to complete the work scope planned with the original grant and include Capital Improvement Project planning and CIP development, funding permitting. The work scope items that remain from the original grant include:

- GIS Database complete of inventoried assets along with condition assessments
- System mapping to determine if any assets have been missed from the original survey
- Linking historic service records to system assets
- Performing risk analyses to determine critical infrastructure
- Identifying optimal locations for alternative water supplies

And as indicated above, if grant funds remain, the project will identify the scope of possible Capital Improvement Projects based on the condition assessments showing the highest need along with development of a Capital Improvement Plan.

Once this work is complete, the County will have the best information on hand from which to prioritize utility fund resources and to plan capital improvement projects.

**7. Additional Information for Consideration**

(OVER)



<b>8. Project Budget (for Construction Projects Only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p>A PE Seal for the estimate <u>must be provided</u> in the space to the right for the application to be considered complete.</p>			

**Certification by Authorized Representative**

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. in accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

(OVER)

**Completeness Checklist\***

*In addition to this application, **the following items must be included for a complete application package**; please initial that each item is included in this submittal.*

	Resolution by Governing Body of Applicant with Certification by Recording Officer
	Division Financial Information and Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

**Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

**Mailing Address† (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)‡**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

†Please allow a week for delivery if mailing via the US Postal Service.

‡For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding



(Last updated: June 2018)

#### 1. General Information

<b>Applicant Name</b>	<b>County</b>	<b>DUNS Number</b>
Bertie County Water District III	Bertie	079990476

<b>Project Name</b>	<b>Total Project Cost</b>	<b>Total Funding Requested</b>
Asset Inventory and Assessment	157,500	150,000

**Applicant Type**

<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation
<input type="checkbox"/> Water and Sewer District	<input type="checkbox"/> Other (Specify: _____)
<input type="checkbox"/> Water and Sewer Authority	

**Funding Type(s) Requested**

<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant	<input type="checkbox"/> Community Development Block Grant for Infrastructure <sup>†</sup>
<input type="checkbox"/> Merger/Regionalization Feasibility Grant	<small>†All CDBG-I grants are 100% grants.</small>
<input type="checkbox"/> Construction Project	LMI determination method:
<input type="checkbox"/> Drinking Water (all funding except CDBG-I)	<input type="checkbox"/> Survey <input type="checkbox"/> ACS
<input type="checkbox"/> Wastewater (all funding except CDBG-I)	LMI Percentage: _____
<input type="checkbox"/> Stormwater, stream restoration	

#### 2. Affordability (applies to all but CDBG-I only applicants)

<b>Residential Sewer Connections</b>	<b>Residential Water Connections</b>
	1830
<b>Non-Residential Sewer Connections</b>	<b>Non-Residential Water Connections</b>
	20
<b>Water Bill per 5,000 gallons</b>	
38.00	

1. I am willing to accept funding that includes federal conditions.  Yes  No
2. Estimated grant percentage as calculated by  hand  calculator:  
 0%  25%  50%  75%  100%
3. If grant funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:  
 0% (100% Loan)  25%  50%  75%  100%

\*If available grant amount is below the percentage listed above, project will not be funded.

#### Percentage of Utility Bills and Rate Increase Percentages

-Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2017	99.7	0
2016	97.9	0
2015	100.92	0
2014	99.92	7.9
2013	99.65	0

(OVER)

**3. Applicant Contact Information**

**Authorized Representative Name:** Scott T. Sauer

**Authorized Representative Title:** County Manager

**Mailing Address Line 1:** P.O. Box 530

**Mailing Address Line 2:**

**City:** Windsor

**State:** NC

**Zip Code:** 27983

**Phone Number:** 252-794-5300

**E-Mail Address:** Scott.sauer@bertie.nc.gov

**4. Application Preparer Contact Information-**

**Firm Name:** Green Engineering PLLC

**Contact Name:** Leo Green III

**Mailing Address Line 1:** P.O. Box 609

**Mailing Address Line 2:**

**City:** Wilson

**State:** NC

**Zip Code:** 27893

**Phone Number:** 252-237-5365

**E-Mail Address:** Elg3@greeneng.com

**5. Engineer Contact Information**

Is the engineering firm different from the application preparer?  Yes  No

**Engineering Firm Name:**

**Contact Name:**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-Mail Address:**



**6. Project Description**

**Number of New Connections Served by Project (if applicable):**

The project will include a complete inventory and assessment of the Bertie County Water District III water system assets.

These assets include approximately 136 miles of water mains, with 695 gate valves and 67 hydrants, 61 blow offs, one (1) 500,000 gallon elevated water tank; two (2) water supply wells and 1,830 water meter services.

This District has just taken over a 50 year old water system of 200 connections with undersized piping and little to no as built records. Replacement is imminent.

All assets, with the exception of buried water mains, will be field located with GPS grade field equipment for development of Geographic Information System (GIS) shapefiles, maps and databases. Key attributes pertaining to the size, material of construction, make and model, age and condition assessment of each asset component will be recorded during the field survey for inclusion in the GIS system. Each asset in the database/shapefile will be given its own record; each with a unique identifier, so that as service is performed, the asset is replaced, or the condition of the asset changes, the database/shapefile can be updated.

Once the asset inventory and assessment is complete and the database/shapefiles have been prepared, system maps will be generated to aid in visualizing the condition of this infrastructure. These maps, in conjunction with the GIS database, will provide the County with valuable information that can be used to prioritize utility fund resources and to plan capital improvement projects.

Bertie County's Water District III water rates have risen to over 1.46% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. The County has raised all four district rates the same and are equal. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. The County has started developing an Asset Management Plan which will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43%. Exhibit attached.

**7. Additional Information for Consideration**

(OVER)

<b>8. Project Budget (for Construction Projects Only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p>A PE Seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</p>			

### **Certification by Authorized Representative**

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. in accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

(OVER)

**Completeness Checklist\***

*In addition to this application, **the following items must be included for a complete application package**; please initial that each item is included in this submittal.*

	Resolution by Governing Body of Applicant with Certification by Recording Officer
	Division Financial Information and Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

**Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

**Mailing Address† (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)‡**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

†Please allow a week for delivery if mailing via the US Postal Service.

‡For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding



(Last updated: June 2018)

#### 1. General Information

<b>Applicant Name</b>	<b>County</b>	<b>DUNS Number</b>
Bertie County Water District IV	Bertie	079990476
<b>Project Name</b>	<b>Total Project Cost</b>	<b>Total Funding Requested</b>
Water System Asset Inventory and Assessment	65,800.00	69,090.00
<b>Applicant Type</b>		
<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District	
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation	
<input type="checkbox"/> Water and Sewer District	<input type="checkbox"/> Other (Specify: _____)	
<input type="checkbox"/> Water and Sewer Authority		

<b>Funding Type(s) Requested</b>	
<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant	<input type="checkbox"/> Community Development Block Grant for Infrastructure <sup>†</sup>
<input type="checkbox"/> Merger/Regionalization Feasibility Grant	<small>†All CDBG-I grants are 100% grants.</small>
<input type="checkbox"/> Construction Project	LMI determination method:
<input type="checkbox"/> Drinking Water (all funding except CDBG-I)	<input type="checkbox"/> Survey <input type="checkbox"/> ACS
<input type="checkbox"/> Wastewater (all funding except CDBG-I)	LMI Percentage: _____
<input type="checkbox"/> Stormwater, stream restoration	

#### 2. Affordability (applies to all but CDBG-I only applicants)

<b>Residential Sewer Connections</b>	<b>Residential Water Connections</b>
	1364
<b>Non-Residential Sewer Connections</b>	<b>Non-Residential Water Connections</b>
	20
<b>Water Bill per 5,000 gallons</b>	
38.00	

1. I am willing to accept funding that includes federal conditions.  Yes  No

2. Estimated grant percentage as calculated by  hand  calculator:  
 0%  25%  50%  75%  100%

3. If grant funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:  
 0% (100% Loan)  25%  50%  75%  100%

\*If available grant amount is below the percentage listed above, project will not be funded.

#### Percentage of Utility Bills and Rate Increase Percentages

-Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2017	99.2	0
2016	97.7	0
2015	100.92	0
2014	99.92	7.9
2013	99.65	0

(OVER)



**3. Applicant Contact Information**

**Authorized Representative Name:** Scott T. Sauer

**Authorized Representative Title:** County Manager

**Mailing Address Line 1:** P.O. Box 530

**Mailing Address Line 2:**

**City:** Windsor

**State:** NC

**Zip Code:** 27983

**Phone Number:** 252-794-5300

**E-Mail Address:** Scott.sauer@bertie.nc.gov

**4. Application Preparer Contact Information-**

**Firm Name:** Green Engineering PLLC

**Contact Name:** Leo Green III

**Mailing Address Line 1:** P.O. Box 609

**Mailing Address Line 2:**

**City:** Wilson

**State:** NC

**Zip Code:** 27893

**Phone Number:** 252-237-5365

**E-Mail Address:** Elg3@greeneng.com

**5. Engineer Contact Information**

Is the engineering firm different from the application preparer?  Yes  No

**Engineering Firm Name:**

**Contact Name:**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-Mail Address:**

**6. Project Description**

**Number of New Connections Served by Project (if applicable):**

The project will include a complete inventory and assessment of the Bertie County Water District water system assets.

These assets include approximately 141 miles of water mains, 733 gate valves and 85 hydrants; two (2) 500,000 gallon elevated water tanks; one (1) booster pump station; and 1,553 water services.

All assets, with the exception of buried water mains, were field located with GPS grade field equipment with the funding provided from the AIA grant H-AIA-D-16-0036. Presently, 72% of this original grant has been expended to obtain the detailed survey of these system assets. The additional grant funding requested in this application will be used to complete the work scope planned with the original grant and include Capital Improvement Project planning and CIP development, funding permitting. The work scope items that remain from the original grant include:

- GIS Database complete of inventoried assets along with condition assessments
- System mapping to determine if any assets have been missed from the original survey
- Linking historic service records to system assets
- Performing risk analyses to determine critical infrastructure
- Identifying optimal locations for alternative water supplies

And as indicated above, if grant funds remain, the project will identify the scope of possible Capital Improvement Projects based on the condition assessments showing the highest need along with development of a Capital Improvement Plan.

Once this work is complete, the County will have the best information on hand from which to prioritize utility fund resources and to plan capital improvement projects.

**7. Additional Information for Consideration**

(OVER)

**8. Project Budget (for Construction Projects Only)**

	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p>A PE Seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</p>			

**Certification by Authorized Representative**

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. in accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

(OVER)

**Completeness Checklist\***

In addition to this application, ***the following items must be included for a complete application package***; please initial that each item is included in this submittal.

	Resolution by Governing Body of Applicant with Certification by Recording Officer
	Division Financial Information and Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

**Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

**Mailing Address† (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)‡**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

†Please allow a week for delivery if mailing via the US Postal Service.

‡For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**



**RESOLUTION BY BERTIE COUNTY BOARD OF COMMISSIONERS  
WINDSOR, NORTH CAROLINA**

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of performing Asset Inventory and Assessments of water and sanitary sewer system components, and
- WHEREAS, The **Bertie County Water District I** has need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District’s operations and control, and
- WHEREAS The **Bertie County Water District I** has authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality – Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County’s water system, and
- WHEREAS The maximum grant available for each application shall not exceed \$150,000.00, of which the **Bertie County Water District I** will be required to match in the amount of 5.00% the awarded grant amount per application,
- WHEREAS, The Bertie County Water District IV intends to request state grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BERTIE COUNTY BOARD OF COMMISSIONERS**

That the **Bertie County Water District I**, the **Applicant**, will arrange financing for all remaining costs required for the assessment and inventory, up to 5% of the grant not to exceed \$7,500, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the asset management assessment and inventory a schedule of fees and charges and other available funds which will provide adequate funds for proper completion of the asset management assessment and inventory.

That the **Applicant** will continue to provide for efficient operation and maintenance of the water systems currently under County operations and control.

That **Scott T. Sauer**, County Manager, shall be designated as the Bertie County Authorized Representative, is hereby authorized to execute and file an application and associated documents on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the performance and preparation of the Asset Inventory and Assessment of the County’s water systems.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the Asset Inventory and Assessment: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this day \_\_\_\_\_ by the Bertie County Board of Commissioners, Bertie County Board meeting room, Windsor, North Carolina.

---

Ernestine Bazemore, Chair of the Board of Commissioners

ATTEST

---

Sarah Tinkham, Clerk to the Board

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (CLERK) of the BERTIE COUNTY BOARD OF COMMISSIONERS does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the BERTIE COUNTY BOARD OF COMMISSIONERS duly held on the\_\_\_\_\_ day of \_\_\_\_\_, 2018; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

**RESOLUTION BY BERTIE COUNTY BOARD OF COMMISSIONERS  
WINDSOR, NORTH CAROLINA**

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of performing Asset Inventory and Assessments of water and sanitary sewer system components, and
- WHEREAS, The **Bertie County Water District III** has need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District’s operations and control, and
- WHEREAS The **Bertie County Water District III** has authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality – Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County’s water system, and
- WHEREAS The maximum grant available for each application shall not exceed \$150,000.00, of which the **Bertie County Water District III** will be required to match in the amount of 5.00% the awarded grant amount per application,
- WHEREAS, The **Bertie County Water District III** intends to request state grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BERTIE COUNTY BOARD OF COMMISSIONERS**

That the **Bertie County Water District III**, the **Applicant**, will arrange financing for all remaining costs required for the assessment and inventory, up to 5% of the grant not to exceed \$7,500, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the asset management assessment and inventory a schedule of fees and charges and other available funds which will provide adequate funds for proper completion of the asset management assessment and inventory.

That the **Applicant** will continue to provide for efficient operation and maintenance of the water systems currently under County operations and control.

That **Scott T. Sauer**, County Manager, shall be designated as the Bertie County Authorized Representative, is hereby authorized to execute and file an application and associated documents on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the performance and preparation of the Asset Inventory and Assessment of the County’s water systems.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the Asset Inventory and Assessment: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this day \_\_\_\_\_ by the Bertie County Board of Commissioners, Bertie County Board meeting room, Windsor, North Carolina.

---

Ernestine Bazemore, Chair of the Board of Commissioners

ATTEST

---

Sarah Tinkham, Clerk to the Board

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (CLERK) of the BERTIE COUNTY BOARD OF COMMISSIONERS does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the BERTIE COUNTY BOARD OF COMMISSIONERS duly held on the\_\_\_\_\_ day of \_\_\_\_\_, 2018; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)



**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

Bertie County Regional Water System  
Capital Improvement Plan Budget

EXPENDITURES											
Project Name	Total Cost FY 2017-18	Total Cost FY 2018-19	Total Cost FY 2019-20	Total Cost FY 2020-21	Total Cost FY 2021-22	Total Cost FY 2022-23	Total Cost FY 2023-24	Total Cost FY 2024-25	Total Cost FY 2025-26	Total Cost FY 2026-27	Totals
Billing office remodeling											
Operations Warehouse expansion	\$28,000						\$45,000.00				\$73,000.00
Billing Software upgrade			\$15,000.00								\$15,000.00
Billing computers and printer replacements				\$10,500.00					\$15,000.00		\$25,500.00
well & Screen Rehab	\$32,000.00		35,000.00			40,000.00			\$50,000.00		\$157,000.00
AIA studies and GIS mapping											
District I		\$150,000.00									\$150,000.00
Complete District II	\$65,800.00										\$65,800.00
District III		\$150,000.00									\$150,000.00
Complete District IV	\$61,200.00										\$61,200.00
Update Asset Management Plan			\$30,000.00					\$19,000.00			\$49,000.00
Rehab Booster Station One			\$35,000.00								\$35,000.00
Rehab Booster Station Two					\$45,000.00						\$45,000.00
Rehab Booster Station Three							\$50,000.00				\$50,000.00
Rehab Booster Station Four								\$20,000.00			\$20,000.00
Rehab Booster Station Five											
Replace / upgrade Meter Reading Hand Held Equipment			\$18,000.00							\$20,000.00	\$38,000.00
Water Tank 1,2,3,4,5,6,7,8,9 Reconditioning	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$125,000.00	\$1,430,000.00
Generators and transfer switches well 1 & 2		\$50,000.00									\$50,000.00
Update the 2017 Hydraulic Model					\$38,000						\$38,000.00
Windsor Master Meter Vaults			\$55,000.00								\$55,000.00
AMR Meter Additions											
District I		\$75,000.00					\$75,000.00				\$150,000.00
District II				\$75,000.00							\$75,000.00
District IV					\$75,000.00			\$80,000.00			\$155,000.00
Risk Management Project											
Install Chlorine Leak sensors at all treatment sites		\$5,000.00	\$5,000.00	\$5,100.00	\$5,200.00	\$5,300.00	\$5,400.00	\$5,500.00	\$5,600.00	\$5,700.00	\$47,800.00
Preliminary Engineering Study				\$50,000.00						\$90,000.00	\$140,000.00
Small Water Line Extensions							\$1,750,000.00				\$1,750,000.00
Standby Power Wells 8 & 13			\$55,000.00				\$60,000.00				\$115,000.00
Backhoe Replacemnet					\$55,000.00						\$55,000.00
meter reading truck replacement	\$23,000.00					\$28,000.00					\$51,000.00
<b>Totals</b>	<b>\$355,000.00</b>	<b>\$575,000.00</b>	<b>\$393,000.00</b>	<b>\$285,600.00</b>	<b>\$363,200.00</b>	<b>\$218,300.00</b>	<b>\$2,130,400.00</b>	<b>\$249,500.00</b>	<b>\$235,600.00</b>	<b>\$240,700.00</b>	<b>5,046,300.00</b>

Revised September 2018

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

Bertie County Regional Water System  
Capital Improvement Plan Budget

REVENUES	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Totals
CDBG											\$0.00
GO Bonds (USDA Rural Dev)											
Revenue Bonds(USDA)	\$3,090,000.00										\$3,090,000.00
USDA Construction Grant											\$0.00
USDA Planning Grant											\$0.00
State Revolving Loans									\$175,000.00		\$175,000.00
State Revolving Grants											
State SRF Principal Forgiveness											
Private Loans											
Developer Participation											
Reserves	\$25,000.00	\$70,000.00	\$228,000.00	\$150,000.00	\$125,500.00	\$10,500.00	\$73,000.00	\$48,500.00		\$19,000.00	\$749,500.00
<b>Totals</b>	<b>\$3,115,000.00</b>	<b>\$70,000.00</b>	<b>\$228,000.00</b>	<b>\$150,000.00</b>	<b>\$125,500.00</b>	<b>\$10,500.00</b>	<b>\$73,000.00</b>	<b>\$48,500.00</b>	<b>\$175,000.00</b>	<b>\$19,000.00</b>	<b>\$4,014,500.00</b>
<b>Debt Summary</b>											
	<b>FY 2015-16</b>										<b>Totals</b>
Actual New Debt	\$927,487.00										
<b>Planned Rate Increases</b>											
Current Rates/Water	FY 2015-16		FY 2016-17	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Totals
Min charge for availability	cpi		cpi	cpi	cpi	cpi	cpi	cpi	cpi	cpi	cpi
\$5/1,000 gal for all water	cpi		cpi	cpi	cpi	cpi	cpi	cpi	cpi	cpi	cpi
Commercial											
Municipal Bulk Rate	fy 14-15 plus cpi		fy15-16 plus cpi	fy16-17 plus cpi	fy17-19 plus cpi						
Industrial											
Institutional											
% increase	2.5% estimated		2.7% estimated	2.7% estimated	2.7% estimated	2.7% estimated	2.7% estimated	2.7% estimated	2.7% estimated	2.7% estimated	