

Bertie County Board of Commissioners



July 13, 2020
6:00 PM

Chair	Ronald “Ron” Wesson	District I
	Greg Atkins	District II
Vice Chair	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V



Bertie County is now utilizing Zoom during the COVID-19 pandemic.

Zoom is available to the public to participate during this meeting.

To call in to our meeting on the phone, use the following information:

Phone #: 1-301-715-8592

Meeting ID: 723 391 6141

To listen to our meeting online, click or copy and paste this link into your browser:

<https://us02web.zoom.us/j/7233916141>

Questions? Call Clerk to the Board, Sarah Tinkham, at 794-6110.

BERTIE COUNTY BOARD OF COMMISSIONERS

July 13, 2020

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.

6:00 PM Welcome and Call to Order by Board Chairman, Ronald Wesson (Commissioner’s Room)

Invocation and Pledge of Allegiance by Commissioner Bazemore

(A)

***** APPOINTMENTS & REPORTS *****

- (1) USDA Grant Award announcement and requirements by Stephanie Hardison, Area Specialist, USDA
- (2) 2020 Early Voting Plans for 2020 Election by Sheila Holloman, Director, Board of Elections

Board Appointments (B)

- 1. Bertie County Public Library Board
- 2. Voluntary Agricultural District Board

Consent Agenda (C)

- 1. Approve Minutes for Regular Meeting 6-1-20
- 2. Approve Minutes for Closed Session 6-1-20
- 3. Approve Minutes for Budget Work Session 6-4-20
- 4. Approve Minutes for Budget Public Hearing 6-15-20
- 5. Approve Minutes for Budget Work Session 6-18-20
- 6. Approve resolution in support of acceptance USDA FY2020 Rural Business Development Grant for Technical Assistance needs - TGOW project

- 7. Approve NCDEQ-WI Asset Inventory & Assessment Grant & Project Ordinance #20-02 - \$150,000
- 8. Approve Register of Deeds Fees Report – June 2020
- 9. Approve Tax Release Journal - June 2020

*****OTHER ITEMS***
Discussion Agenda (D)**

- 1. Budget amendments & Updates from Finance Director William Roberson
- 2. Invoice for Disaster Recovery Coordinator Services, Mid-East Commission
- 3. 2020 NACo/NCACC Voting Delegates – virtual business meetings & conference
- 4. First read: proposed 2021 Commissioners meeting schedule, 2021 State Holiday schedule

- 5. Census 2020 Update – response rates by municipality
- 6. Proposed increase for cost per panel for solar farms
- 7. Looking Ahead: County operations at the end of the extension of Phase 2

Commissioners’ Reports (E)
County Manager’s Reports (F)
County Attorney’s Reports (G)

Public Comments
(3 minutes per speaker)

Closed Session

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: July 13, 2020

SECTION: Board Appointments

DEPARTMENT: Governing Body

TOPICS:

1. Bertie County Public Library Board
2. Voluntary Agricultural District Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion and appointments needed.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion and appointments needed.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Voluntary Agricultural District Board

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Bertie County Library Board	3 years	Kay Brantley	8/31/16	8/31/19
Bertie County Library Board	3 years	Daphne Bond	10/26/2015	10/26/18

Special requirements: N/A

Notes: Applications for reappointment have been received by the above members. One (1) vacancy for a new member is also available at this time.

Attendance of Current Members: N/A

Applications Received:

- 1 – Kay Brantley (reappointment)
- 2 --Daphne Bond (reappointment)

Current Members (unexpired):

- 1. Lewis C. Hoggard, III.
- 2. Elizabeth Huff
- 3. Irene Walker

This document will expire on

7/1/22



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

Name: Daphne B. Bond

Home Phone Number: (252) 794-9758 Mobile: (252) 325-0620

Home Fax Number: N/A

Email Address: NONE

Home Address: 102 Hill Lane Windsor NC 27983

Mailing Address: 102 Hill Lane Windsor NC 27983

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

How long have you been a full-time resident of Bertie County? 50 yrs

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

County Commissioner District: 1
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Retired Employer: _____

Business Address: _____

Business Phone Number: _____ Business Fax: _____

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

- | | |
|--|----------|
| 1. <u>Public Library Board of Trustees</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Existing Member

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

If reapplying for a position you presently hold, how long have you served? Since Aug. 2006

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

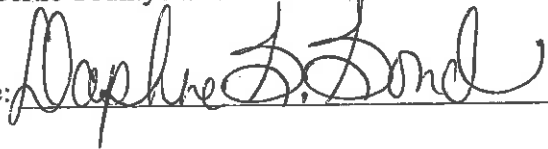
Having a LOVE for books, I desire for others to become advent readers and researchers utilizing the use of our Public Library.

Do you have any delinquent Bertie County taxes? Yes No

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

CODE OF ETHICS

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

Date: 6/24/20 Applicant's Signature: 

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

- *All information on this document is subject to the Public Records Law and will be released to the public upon request.
- **Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.
- ***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: 7/16/20

Received By: 

This document will expire on 7/1/22



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

Name: Kay Brantley

Home Phone Number: _____ Mobile: 252 332 9174

Home Fax Number: 252 794 1474

Email Address: Curveball @ copper.net

Home Address: 147 Askewville N RR St Windsor NC

Mailing Address: same 27983

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

How long have you been a full-time resident of Bertie County? 67 years

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

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

Occupation: Tax Preparer Employer: self

Business Address: 104 Askewville Evans St Windsor NC

Business Phone Number: 252 794 2322 Business Fax: 252 794 1474 27983

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

- 1. Library
- 2. _____
- 3. _____
- 4. _____

Qualification for specific category: Love to read

Name of any Bertie County Board/Commission/Committee on which you presently serve:
Askewville Commissioner

If reapplying for a position you presently hold, how long have you served? 4 years

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

Love to read and want to see children / people of county have place to go and see and pick up Books

Do you have any delinquent Bertie County taxes? Yes No

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

CODE OF ETHICS

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

Date: 7/1/20 Applicant's Signature: Kay Branley

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

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FOR OFFICE USE ONLY

Date Received: 7/16/20

Received By: Sarah

Voluntary Agricultural District Board

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Voluntary Agricultural District Board	3 years	Jimmy Mizelle	4/17/17	4/17/20
Voluntary Agricultural District Board	3 years	Harold Lawrence	4/17/17	4/17/20
Voluntary Agricultural District Board	3 years	Joseph Leggett	4/17/17	4/17/20
Voluntary Agricultural District Board	3 years	Sid Copeland	4/17/17	4/17/20

Special requirements: N/A

Notes: Applications for reappointment have been received by the above members.

Attendance of Current Members: N/A

Applications Received:

- 1 – Jimmy Mizelle (reappointment)
- 2 – Harold Lawrence (reappointment)
- 3 – Joseph Leggett
- 4 – Sid Copeland

Current Members (unexpired):

- 1. Carl Bond
- 2. Herbert “Herbie” Tayloe
- 3. Shelby Castelloe
- 4. Curtis Brown
- 5. Blount Knowles
- 6. Tyrone James
- 7. George Perry
- 8. Ron Garrett, FSA Director
- 9. Billy Barrow, Cooperative Extension Director
- 10. Michael Champion



N.C. Cooperative Extension
Bertie County Center
bertie.ces.ncsu.edu

P.O. Box 280
104 Dundee Street
Windsor, NC 27983
P: (252) 794-5317
F: (252) 794-5375

June 1, 2020

Bertie County Board of Commissioners
P.O. Box 530
Windsor, NC 27983

Re: Re-appointment to Voluntary Ag District Board

The Voluntary Ag District supports the re-appointment of the following to the Voluntary Ag District Board. The names are as follows:

1. Sid Copeland
2. Harold Lawrence
3. Joseph Leggett
4. Jimmy Mizelle

Thank you for your consideration regarding this matter.

Sincerely,



William Barrow, Jr.
Bertie County Extension Director



This document will expire on

6/30/22



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

Name: Sid Copeland

Home Phone Number: 252-794-4967 Mobile: 252-209-7515

Home Fax Number: N/A

Email Address: cope92@embarqmail.com

Home Address: _____

Mailing Address: 905 Powell Avenue, Windsor, NC 2798

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

How long have you been a full-time resident of Bertie County? 61 years

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

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

Occupation: Farmer Employer: Self

Business Address: 603 Askewville Rd, Windsor, NC 27983

Business Phone Number: 252-209-7515 Business Fax: N/A

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

- | | |
|---------------------------------|----------|
| 1. <u>Voluntary Ag District</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Experience in agriculture and previous service on this board

Name of any Bertie County Board/Commission/Committee on which you presently serve:

Voluntary Ag District Advisory

If reapplying for a position you presently hold, how long have you served? 6 years

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

I am interested in the future of agriculture in Bertie County

Do you have any delinquent Bertie County taxes? Yes No

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

Active farmer

NCSU Ag Institute Graduate

ECU Business Administration Degree/BA

CODE OF ETHICS

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Date: 6-1-2020

Applicant's Signature: _____



Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

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Date Received: 6/1/20

14

Received By: Sarah Tinkham

This document will expire on 6/30/22



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

Name: Harold S. Lawrence, Jr.

Home Phone Number: 252-356-2753 Mobile: 252-395-1631

Home Fax Number: N/A

Email Address: Lawrence_Farms@embarqmail.com

Home Address: _____

Mailing Address: 311 Point Comfort Rd, Colerain, NC 27924

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

How long have you been a full-time resident of Bertie County? 60 years

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

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

Occupation: Farmer Employer: Lawrence Farms Inc.

Business Address: 629 Browns School Rd, Colerain, NC 27924

Business Phone Number: 252-395-1631 Business Fax: N/A

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

- | | |
|---------------------------------|----------|
| 1. <u>Voluntary Ag District</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Experience in agriculture and previous service on this board

Name of any Bertie County Board/Commission/Committee on which you presently serve:
Voluntary Ag District

If reapplying for a position you presently hold, how long have you served? 6 years

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

Do you have any delinquent Bertie County taxes? Yes X NO

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

CODE OF ETHICS

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

Date: 6-2-2020 Applicant's Signature: 

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

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Date Received: 6/1/20 Received By: 

This document will expire on
6/30/22



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

Name: Joseph E. Leggett

Home Phone Number: 252-794-3288 Mobile: 252-799-7595

Home Fax Number: N/A

Email Address: LeggettVictoria@gmail.com

Home Address: 2730 Indian Woods Rd, Windsor, NC 27983

Mailing Address: Same as above

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

How long have you been a full-time resident of Bertie County? 65 years

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

County Commissioner District: Ernestine Byrd Bazemore – District V
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Farmer Employer: Self

Business Address: 2730 Indian Woods Rd, Windsor, NC 27983

Business Phone Number: 252-794-3288 Business Fax: N/A

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

- | | |
|--|----------|
| 1. <u>Voluntary Ag District Advisory Bd.</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Have served on this committee for 6 years

Name of any Bertie County Board/Commission/Committee on which you presently serve:
Voluntary Ag District Advisory Board

If reapplying for a position you presently hold, how long have you served? 6 years

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

Have been involved in agriculture for 30+ years

Do you have any delinquent Bertie County taxes? Yes No

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

CODE OF ETHICS

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

Date: 6/1/2020

Applicant's Signature: Jay E. Jeggitt

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

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Date Received: 6/1/20

18 Received By: Sarah Tink



This document will expire on 6/30/22

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

Name: Jimmy Mizelle

Home Phone Number: _____ Mobile: 252-724-0588

Home Fax Number: N/A

Email Address: jimmymizelle@gmail.com

Home Address: 753 Elm Grove Rd, Colerain, NC 27924

Mailing Address: 753 Elm Grove Rd, Colerain, NC 27924

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

How long have you been a full-time resident of Bertie County? 52 years

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

County Commissioner District: Tammy Lee – District III
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Farmer Employer: Jimmy R. Mizelle Farms Inc.

Business Address: 753 Elm Grove Rd, Colerain, NC 27924

Business Phone Number: 252-724-0588 Business Fax: N/A

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

- | | |
|--|----------|
| 1. <u>Voluntary Ag District Advisory Bd.</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Farmer

Name of any Bertie County Board/Commission/Committee on which you presently serve:
Voluntary Ag District Advisory Board

If reapplying for a position you presently hold, how long have you served? 6 years

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

I am a farmer which I could represent issues which may be for or against farmers and land owners

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

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

CODE OF ETHICS

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

Date: 6/1/2020

Applicant's Signature: Jimmy Mizelle

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

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Date Received: 6/1/20

20 Received By: Sarah Tinkham



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 13, 2020

SECTION: Consent (C-1 to C-9)

DEPARTMENT: Governing Body

TOPICS:

1. Approve Minutes for Regular Meeting 6-1-20
2. Approve Minutes for Closed Session 6-1-20
3. Approve Minutes for Budget Work Session 6-4-20
4. Approve Minutes for Budget Public Hearing 6-15-20
5. Approve Minutes for Budget Work Session 6-18-20
6. Approve resolution in support of acceptance USDA FY2020 Rural Business Development Grant for Technical Assistance needs -TGOW project
7. Approve NCDEQ-WI Asset Inventory & Assessment Grant & Project Ordinance #20-02 - \$150,000
8. Approve Register of Deeds Fees Report – June 2020
9. Approve Tax Release Journal - June 2020

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes, see each particular agenda item.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



C-1

Windsor, North Carolina
June 1, 2020
REGULAR MEETING

The Bertie County Board of Commissioners met for a REGULAR MEETING today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

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

Absent: None

Staff Present: County Manager Juan Vaughan, II.
 Assistant County Attorney Jonathan Huddleston
 Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board Sarah Tinkham
 Emergency Services Director Mitch Cooper
 Tax Administrator Jodie Rhea

Cal Bryant of the Roanoke-Chowan News Herald and Thadd White of the Bertie-Ledger Advance were present from the media via Zoom.

CALL TO ORDER

Chair Wesson welcomed the limited staff present and thanked those on the phone via Zoom for their participation.

It was also encouraged that any questions be submitted via the Zoom chat feature. All questions will be answered periodically throughout the meeting.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner John Trent gave the Invocation and led the Pledge of Allegiance.

APPOINTMENTS & REPORTS

Coronavirus Pandemic Update by Battle Betts, Albemarle Regional Health Services Executive Director

Battle Betts acknowledged several staff members present on the phone from Albemarle Regional Health Services, as well as from partnering hospitals. He also noted Ashely Stoop was present to provide a quick update.

Ms. Stoop noted that at the time of this report, a total of 122 Bertie residents had been diagnosed with COVID-19 since March 11th. Currently, 11 of those cases are active with 4 deaths, and the remaining cases are listed as recoveries.

Serious strides have been made in preventing the spread, and thankfully the County had only sustained a small number of “outbreaks” in large employers as well as nursing homes. She commended the Bertie County COVID-19 Taskforce for their commitment to distributing valuable information, and promoting the Governor’s initiatives.

She reported that Phase 2 should last about 5 weeks taking the state into the latter part of June. She also noted that ARHS is prioritizing containment and contact tracing, as well as addressing the needs that arise during any outbreaks.

New waves of the pandemic are expected between the various containment and mitigation strategies as the State continues to move through Phase 2 and Phase 3.

Testing is being encouraged to anyone with symptoms especially through commercial lab settings to better alleviate the burden on the State lab.

Guidance does continue to change based on the availability of resources and nature of the coronavirus as it continues to evolve.

Serious illness and complications are still being seen in the population over the age of 65. Citizens experiencing symptoms are still encouraged to contact their primary care doctors first so that they are able to see where testing is available.

For those who do test positive for COVID-19, they will hear from their local health department and be informed of valuable information to protect their health, as well as the health of those in their community. Any immediate needs will be addressed before their quarantine begins, and the health department team will inquire about their latest activities, and whom they have been in contact with over the last several days. Those individuals will then be contacted to self-monitor for symptoms of COVID-19 for a period of 14-days.

Ms. Stoop also addressed whether or not repeat lab testing is needed to deem a patient recovered from COVID-19. The guidance includes: has it been at least 10 days since symptoms began? Has a fever been present within the last 3 days without fever medications? Have symptoms improved? If the answer to all three questions is yes, then normal activities may be resumed.

It is still the recommendation for those infected, or showing signs of any illness, to remain at home to help prevent the spread. It is also encouraged to continue to receive reliable information about the virus, as well as to check in with children, older relatives, and be in contact during the time of physical distancing.

ARHS is also now providing a COVID-19 hotline that can be reached at 252-338-WELL (9355).

Mr. Betts answers how deaths are attributed when a Bertie resident passes away outside of Bertie County at a hospital or other location. It was noted that in most cases, the death is attributed to the home county, so the county of residence. Some exceptions are present including in congregate living environments. In the case of congregate living facilities, however, COVID-19 related deaths are attributed to the county in which the facility is located. No explanation was given as to why this may be. Also, contact tracing was discussed further.

Currently, mass testing is not being recommended, however members of vulnerable populations are being prioritized. A testing event for Bertie County is being scheduled, and more information will be available soon.

Commissioner Bazemore inquired if gloves were recommended during day to day activities. Mr. Betts strongly encouraged face coverings and hand washing more than the use of gloves. Gloves, if not used properly, can present many opportunities for cross contamination. Washing hands as often as possible is the best way to prevent the spread of germs and to help prevent infection.

Chair Wesson commended Ms. Stoop and Mr. Betts for their report and guidance, and noted that the public will receive much more COVID-19 related information in tomorrow's Virtual Town Hall at 7:00 PM.

Bertie County Library/Cooperative Extension Facility Update by Amber Idol and Dani Hoff, MHA Works

Ms. Idol discussed the latest construction updates for the Bertie County Library/Cooperative Extension facility.

The following monthly report was discussed:



www.archesson.com
Toll Free: 800-849-4486

Williamston Office:
PO Box 1147
315 W. Main St.
Williamston, NC 27892
252-792-4486 Fax 252-792-9090

Bertie County Library Progress Meeting May 20, 2020

Passed 30 Days

- Complete Den-glass
- Install/prep for air barrier.
- Finish priming and first coat of paint on structural trusses
- Started electrical rough-in
- Started on structural wood decking
- Poured mezzanine floor
- Metal stud framing
- Blocking for cabinets and bathroom accessories
- Installed brackets for canopies

Next 30 Days

- Continue working on structural wood decking
- Complete mechanical and plumbing rough ins
- Complete in wall electrical rough in at Cooperative Ex. area.
- Start exterior rigid insulation board
- Block & Brick delivery to be on site
- Complete brick sample panel
- Start on polish block Masonry

Estimated completion date as of today's date is November 13, 2020, but could be as late as Thanksgiving 2020. Weather delays are expected in the coming months, and COVID-19 has impacted the ability for some work to be done on the desired schedule.

Reconvene as Board of Equalization & Review by Tax Administrator Jodie Rhea

Chair Wesson welcomed Jodie Rhea, Tax Administrator, on the phone for the next report.

The Board also needed a motion to convene as the Board of Equalization & Review.

Vice Chair Lee made a **MOTION** for the Board to convene as the Board of Equalization & Review. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mr. Rhea noted that Lynne Stalls was present on the phone tonight to discuss her appeal that consists of three (3) appeals.

Due to technological challenges, Ms. Stalls also submitted a letter detailing her position. At this time, the Board gave Ms. Stalls the chance to state her case. Ms. Stalls' phone number was listed as being signed in, but upon unmuting, no sound could be heard from her phone line.

In the meantime, Chair Wesson requested that Mr. Rhea briefly summarize the appeal.

Mr. Rhea reaffirmed his position that the County had appropriately valued the parcels in question.

Upon no response on the phone from Ms. Stalls, the Board agreed to temporarily postpone the ruling of her appeal. She was also contacted via phone by the Clerk to the Board. However, the Board did close the door on hearing new appeals.

There were no other matters to consider as the Board of Equalization and Review.

Vice Chair Lee made a **MOTION** for the Board to adjourn as the Board of Equalization & Review. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Presentation of proposed budget FY 2020-2021 budget plan by County Manager Juan Vaughan, II

County Manager Juan Vaughan, II welcomed those present in person and via Zoom, and also presented his budget message for the FY2020-2021 Budget.

He began by discussing the County’s revenue neutral which is required during revaluation years. The document presented is below:



FY 2020-2021 BERTIE COUNTY REVENUE-NEUTRAL TAX RATE CALCULATION

In a property revaluation year, the North Carolina General Statute 159-11(e) requires local governments to calculate the revenue-neutral property tax rate for comparative purposes.

Steps in Determining the Revenue-Neutral Rate

- Step 1:** Determine a rate that would produce revenues equal to those produced for the current fiscal year (tax levy).
- Step 2:** Increase the rate by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal.
- Step 3:** Adjust the rate to account for any annexation, de-annexation, merger, or similar event.

NCGS 159-11(e) - In each year in which a general reappraisal of real property has been conducted, the budget officer shall include in the budget, for comparison purposes, a statement of revenue-neutral property tax rate for the budget. The revenue-neutral property tax rate is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no appraisal had occurred. To calculate the revenue-neutral tax rate, the budget officer shall first determine a rate that would produce revenues equal to those produced for the current fiscal year and then increase the rate by a growth factor that would produce revenues equal to those produced for the current fiscal year and then increase the rate by a growth factor equal to the average annual percentage increase in the tax base due to the improvements since the last general appraisal. This growth factor represents the expected percentage increase in the value of the tax base due to improvements during the next fiscal year. The budget officer shall further adjust the rate to account for any annexation, de-annexation, merger, or similar event.

Step 1: Determine a rate that would produce revenues equal to those produced for the current fiscal year.

FY 2020 Projected Total Valuation before Revaluation	\$1,317,135,942
FY 2020 Tax Rate	\$0.8650
Tax Levy at FY 2019 rate without revaluation = (\$1,317,135,942/100) x 0.865	\$11,393,226
FY 2021 Projected Total Valuation	\$1,382,385,051
Tax Rate That Would Produce Revenue Equal to FY 2020 = \$11,393,226/(\$1,382,385,051/100)	\$0.8242

Step 2: Increase the rate by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general appraisal.

FY	Assessed Value	Percent Change
2013	\$1,217,288,729	
2014	\$1,271,018,233	4.41%
2015	\$1,274,110,118	0.24%
2016	\$1,311,113,199	2.90%
2017	\$1,340,162,306	2.22%
2018	\$1,321,583,373	-1.39%
2019	\$1,321,922,163	0.03%
2020	\$1,317,135,942	-0.36%
Average Growth		1.15%

FY 2021 Revenue Neutral Rate (1.15% Growth Factor Applied) = 0.8242 * 1.0115	\$0.8336
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Step 3: Not Applicable to Bertie County.

The proposed funding for the General Fund for FY 2020-2021 is \$24,755,534 which is a decrease of \$736,370 or 3% below the original budget ordinance for the current year, which was \$25,491,904. The proposed General Fund budget does not include a fund balance appropriation nor an increase in the proposed ad valorem tax rate. The County could benefit from a number of capital requests; however, due to the limited amount of available funds, many requests are not included in the proposed budget.

County Manager Vaughan noted that it was possible to balance the proposed budget with no appropriation of fund balance and no recommended tax increase for a number of reasons, including the growth of our tax base due to revaluation. The Board of Commissioners contracted for a mass appraisal project to reassess all real property as required by North Carolina General Statute 105-286 using an octennial revaluation schedule. Prior to the latest appraisal conducted this fiscal year, the real property in Bertie County was last reassessed as of January 1, 2012. After revaluation this year, the total valuation projection for FY 2020-2021 is \$1,382,385,051, which is \$65,249,109 (4.7%) higher than the FY 2019-2020 projected total valuation of \$1,317,135,912. At a collection rate of 100%, each penny produces \$138,238.51. At the collection rate of 97.06% reached in FY 2018-2019, each penny produces \$134,174.29.

As it relates to expenditures, the budgets of most county departments were reduced by at least 5%. The budgets for a number of departments were decreased significantly more than 5% while only a few had very little change. Departments such as Finance and Veteran's Services have small budgets with very few areas for reducing expenditures.

In efforts of reducing expenditures to alleviate further use of fund balance to balance the budget, several positions were not funded in departments with numerous vacancies. For example, the proposed budget includes no funding for the five deputy positions in the Sheriff's department that were frozen for the current fiscal year. Similarly, there were also five positions in Non-Emergency Transport that are not absolutely necessary based on the call volume at this time; thus, these positions have not been included in the proposed budget.

County staff and department heads are prepared to explain funding requests and to assist the Board with balancing priorities within our fiscal limits. The final adoption of the FY 2020-2021 budget is anticipated to occur between June 15 and June 30, 2020. We will continue to work diligently with Thompson, Price, Scott, Adams & Co. to finalize the audit ending June 30, 2019 as this is a necessary component of planning and making budgetary decisions in the future.

Chair Wesson commended the Finance Officer and County Manager for presenting a balanced budget without utilizing the County's fund balance. There's also additional possibility of funding from the State of NC to make up for lost county revenue which would boost the budget further for next fiscal year.

Commissioner Lee inquired about a timeframe for when the final audit could be received by the County. Mr. Vaughan noted that he would be receiving an update from the auditing firm tomorrow, and more information would be shared soon.

Finance Officer William Roberson noted that he did not expect a significant drop in sales tax revenue, but that this year's proposed budget reflects a very conservative outlook.

For more information on the proposed budget, please visit:

<http://www.co.bertie.nc.us/departments/finance/budgets/2021/2021budget.html>

BOARD APPOINTMENTS

ABC Board

Chair Wesson noted an additional individual who is seeking appointment to the ABC Board.

There was a brief discussion about Mr. Pugh's reappointment as well as consideration of the new candidate.

Commissioner Trent made a **MOTION** to reappoint Mr. Pugh to the ABC Board for an additional term. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

1. Approve Minutes for Regular Meeting 5-4-20
2. Approve Minutes for Special Meeting 5-18-20
3. Approve Minutes for Recessed Special Meeting 5-20-20

Vice Chair Lee made a **MOTION** to approve Consent Items #1-3. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. Approve Resolution for Abandonment of Billup Club Road

Chair Wesson made a **MOTION** to approve this resolution as presented pending the needed NCDOT verification and finalization process. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

5. Approve Partial Release of the Development Agreement between Bertie County and FC Bal Gra, LLC.

Vice Chair Lee made a **MOTION** to approve the partial release of the development agreement between Bertie County and FC Bal Gra, LLC. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

6. Approve Register of Deeds Fees Report – May 2020

Vice Chair Lee made a **MOTION** to approve the Register of Deeds Fees Report for May 2020. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Budget Amendments & Updates from Finance Director William Roberson

Finance Director, William Roberson, noted several budget amendments.

Vice Chairman Lee made a **MOTION** to approve both budget amendments. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The budget amendments reads as follows:

Virtual Town Hall scheduled for June 2nd

Chair Wesson reminded all of those present about the Virtual Town Hall scheduled for tomorrow, Tuesday, June 2nd. The event will last just over 30 minutes, and several local representatives will present to the public. Governor Cooper will provide remarks, as well as Sheriff Holley, Dr. Smallwood from Bertie County Public Schools, and a COVID-19 survivor, among others. The virtual town hall may be viewed online via Facebook Live or on Zoom. Information was also mailed to every household in the county.

Chair Wesson commended the Bertie County COVID-19 Taskforce for their hard work on this project.

Commissioner’s budget work session – date confirmation

The Board confirmed that Thursday, June 4th at 10:00 AM was suitable for a budget work session. Zoom will also be available.

Census 2020 Update – response rates by municipality

The latest response rates are as follows:

National	60.2%
NC	56.5%
Bertie County	44.5%
Askewville	66.4%
Aulander	19.8%
Colerain	45.0%
Kelford	16.3%
LWDV	15.4%
Powellsville	11.8%
Roxobel	25.8%
Windsor	54.3%

The phone number to complete the survey in English: 1-844-330-2020

The phone number to complete the survey in Spanish: 1-844-468-2020

The website to complete the survey online (without a code): 2020Census.gov.

Blue Jay Recreation Center Updates and plans for Grand Opening

Maintenance Director, Anthony Rascoe, noted that the walking track is still very popular first thing in the morning, and last thing in the evening.

He noted that there were a few challenges still ahead for the Recreation Center before the grand opening can be officially scheduled.

County Manager Vaughan noted that once the certificate of occupancy is received, a grand opening could be scheduled for the near future. He noted that the Board was welcome to present their ideas about a grand opening event for later on into Phase 3 of the reopening.

Commissioner Bazemore noted that she would like to see the grand opening event well attended, and to ensure Governor Roy Cooper was invited.

Commissioners' Reports (E)

Commissioner Bazemore

Commissioner Bazemore noted her attendance at the electronic County Assembly Day.

She also announced that on June 20th, there would be a COVID-19 & Antibody Screening event located at 322 School Road in Windsor.

The Windsor Farmer's Market is also due on Friday, June 5th.

The suggestion was also made for the County to consider sending a flyer out to all households similar to the virtual town hall. The flyer could provide the needed information for citizens to complete their 2020 Census. County Manager Vaughan and Finance Officer Roberson noted that funds could be available to do this including through grants or other forms of funding.

Vice Chair Lee

Vice Chair Lee also noted her attendance at the electronic County Assembly Day.

She also noted that an in-person meeting was held at the Tri-County Airport, and that the new terminal building is coming along with an expected completion timeframe of mid-November.

The mobile food pantry will be in the Town of Powellsville at 11:00 AM tomorrow, Tuesday, June 5th.

Commissioner Trent

Commissioner Trent gave no remarks at this time.

Commissioner Atkins

Commissioner Atkins gave no remarks at this time.

Chairman Wesson

Chair Wesson noted a rather large magnolia tree a mile outside of Windsor. The tree may be the largest magnolia tree in the State of NC. A determination should be received from the State soon. Chair Wesson also noted that County had invested in video equipment to provide access to citizens to view County meetings on Facebook Live.

County Manager's Reports (F)

Mr. Vaughan inquired if the Board would like to extend their policy in concurrence with Governor Cooper's Executive Order about the suspension of cut offs due to non-payment of utilities.

Chairman Wesson made a **MOTION** for the County to stay in line with Governor Cooper's Executive Order regarding utility payments, late fees, suspension in any utility cut offs, and the absorption of convenience fees for those who choose to pay online. The extension would be in place until June 31, 2020 which coincides with Governor Cooper's order. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Attorney's Reports (G)

The County Attorney had no remarks at this time.

PUBLIC COMMENTS

There were no public comments submitted online via Zoom chat, Facebook post, or via email to the Clerk to the Board.

Terry Pratt noted his displeasure with how the Governor and local governments have been handling the COVID-19 pandemic. He spoke about how facing this virus would have to happen sooner or later, and that if he becomes sickened, it would be due to his own choices and not others. He also mentioned that he had no further plans to live based on the latest recommendations from the CDC.

Chair Wesson thanked Mr. Pratt for his thoughts and stated that he was entitled to his opinion even though it did not correspond with the national and state health authorities.

CLOSED SESSION

Vice Chair Lee made a **MOTION** to go into Closed Session pursuant **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. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifted into Closed Session.

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

Before recessing, Vice Chair Lee noted that she had received another complaint about the Rosemead convenience site. Complaints about overflowing trash containers are consistently being received from citizens. Some sites are also having issues with staff members attending work as scheduled which impacts the hours of operation of some convenience sites.

RECESS

Chair Wesson recessed this meeting until Thursday, June 4th at 10:00 AM for a Budget Work Session.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-3

Windsor, North Carolina
June 4, 2020
BUDGET WORK SESSION

The Bertie County Board of Commissioners RECESSED their meeting on Monday, June 1 in order to meet in the same location today for a budget work session. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

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

Absent: None

Staff Present: County Manager Juan Vaughan, II.
Finance Director William Roberson

Staff Present Intermittently: Information Technology Director Scott Pearce (afternoon)
Maintenance Director Anthony Rascoe (afternoon)
Parks & Recreation Director Donna Mizelle

Staff Present (Zoom): Clerk to the Board Sarah Tinkham

No media members were present.

RECONVENE

Chair Wesson welcomed the limited staff present and thanked those on the phone via Zoom for their participation.

BOARD OF EQUALIZATION & REVIEW

Chair Wesson called for a motion for the Board to convene as the Board of Equalization and Review.

Vice Chair Lee made a **MOTION** for the Board to convene as the Board of Equalization and Review. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lynne Stalls was welcomed and introduced as a participant on the phone via Zoom. At this time, Ms. Stalls had the opportunity to state her case in regards to her formally filed appeal.

After an approximately 20-minute presentation and Board discussion, Vice Chair Lee made a **MOTION** to deny the appeal and move forward with the evaluation completed by the Tax Administrator. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously, and this decision was confirmed on the phone with Ms. Stalls.

Chair Wesson thanked Ms. Stalls for her time and participation in the appeal process.

Vice Chair Lee made a **MOTION** to adjourn as the Board of Equalization and Review. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

BUDGET DELIBERATIONS

At this time, Chair Wesson turned the floor over to County Manager Juan Vaughan, II to lead the discussions on the FY 2020-2021 proposed budget.

County Manager Vaughan briefly discussed the format of today's work session, and introduced the Board to several documents at their desk today for review.

The Board reviewed page 3 entitled Taxes of their detailed line item budget. Finance Officer, William Roberson, discussed how all of his estimates are conservative estimates, and that many variables were still unknown on exact amounts. This was especially relevant to the public-school system, and the Board agreed to continue to evaluate increases in funding to certain areas if funds in excess of these estimates were received in the future.

Regarding beer and wine, the Board briefly discussed the latest update about the addition of another ABC Store location. Due to the pandemic, certain aspects of the project have stalled, but the ABC Board hoped to resume that project in July or August.

Medicaid was briefly discussed, and that it is still difficult to predict when this money would be received, and in what amount. The CARES Act was also briefly mentioned.

The Board then began to review each departmental budget.

LUNCH

The Board broke for a period of 45-minutes at noon for lunch.

BUDGET DELIBERATIONS CONTINUED

Maintenance Director Anthony Rascoe, Information Technology Director Scott Pearce, and Parks & Recreation Director Donna Mizelle were briefly present in person or on the phone after lunch to discuss their budgets in more detail with the Board and answered questions as necessary.

County Manager Vaughan noted that no salary requests had been accounted for in the proposed budget, and each document described which pieces of capital outlay and non-capital outlay that were included in his recommended budget.

During the afternoon session, County Manager Vaughan and Finance Officer Roberson were asked to make changes to the budget in the area of special appropriations. The requested adjustments were as follows:

Amount	Line Items Reduced	Initially Recommended	Final
\$5,000	Historic Hope Plantation	\$25,000	\$20,000
\$7,800	Governing Body – Group Insurance	\$35,294	\$27,494
\$10,000	Governing Body – Travel	\$50,000	\$40,000
\$22,800	Total		

Amount	Line Items Increased	Initially Recommended	Final
\$2,000	Airport	\$20,000	\$22,000
\$20,800	Martin Community College Capital Outlay	\$31,500	\$52,300
\$22,800	Total		

County Manager Vaughan was also asked to compose a list of priorities for projects/expenses that the Board could embark upon if funds permitted. The list of priorities is below:

	Project/Expense	Amount
1	Cost of Living Adjustment for All Employees - 1% or 2%	\$70,000 or \$140,000
2	Adjustments for DSS Salary Compression	\$60,000 - \$90,000
3	Cooperative Extension Furniture for New Facility	\$160,000
4	TGOW PARTF Grant Match	\$500,000
5	New Custodian Position for New Coop Ext/Library Facility	\$24,648
6	Lawn Maintenance Contract for TGOW & Blue Jay	\$26,000
7	Election Equipment	\$188,145

Mr. Vaughan noted there is more than one option for alleviating salary compression in DSS, which explains the reason for the range provided above (Priority 2). It was also noted that the County's match for the PARTF grant could be significantly less if awarded all of the grants we've recently submitted. If awarded all of the grants recently submitted, the County would have to pay less than \$30,000 toward the \$500,000 match; caution was still shared that receiving these grants was not guaranteed.

Another area of emphasis was the Blue Jay Recreation Center and meeting the grant requirements. Thus, with funds remaining in the department of Parks & Recreation, the County is now planning to purchase exercise equipment and picnic tables by June 30th per Board direction.

ADJOURN

Chair Wesson adjourned the meeting at approximately 3:30PM.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-4

Windsor, North Carolina
June 15, 2020
BUDGET PUBLIC HEARING

The Bertie County Board of Commissioners met today for their advertised Budget Public Hearing in the Commissioners Room, 106 Dundee Street, Windsor, NC. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

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

Absent: None

Staff Present: County Manager Juan Vaughan, II.
 Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board Sarah Tinkham
 Maintenance Superintendent Anthony Rascoe
 Water Superintendent Ricky Spivey

Thadd White of the Bertie Ledger-Advance was present from the media via Zoom.

CALL TO ORDER

Chair Wesson called the meeting to order, and thanked those present for attending in person and via Zoom. He then requested that the Clerk to the Board call the roll.

ROLL CALL

All Commissioners were present either in person or via Zoom.

The two Commissioners present in person were Chair Wesson and Commissioner Atkins.

Vice Chair Lee, Commissioner Bazemore, and Commissioner Trent were remotely present on the Zoom call.

INVOCATION/PLEDGE OF ALLEGIANCE

Chair Wesson gave the invocation and led the Pledge of Allegiance.

BUDGET HIGHLIGHT SUMMARY

County Manager Vaughan provided a brief summary of the work that had taken place already on the proposed budget. He noted that this upcoming year's budget is "lean," and accounts for a tax collection rate of 96% with a tax rate of 86.5% per \$100 of assessed value. There's also no appropriation of the County's fund balance in this proposed budget. The overall budget is listed as \$38,062,545.

In addition, the County completed its required revaluation this year, and also secured \$558,000 through the Coronavirus Relief Fund which both contribute to County revenue.

In regards to expenditures, several factors addressed those concerns including a 5% reduction to most county departments. Also, in the recommended budget, no additional funds were allocated under the Special Appropriations category. However, several changes were made to the budget upon the completion of the Board's budget work session. The changes made are as follows:

Amount	Line Items Reduced	Initially Recommended	Final
\$5,000	Historic Hope Plantation	\$25,000	\$20,000
\$7,800	Governing Body – Group Insurance	\$35,294	\$27,494
\$10,000	Governing Body – Travel	\$50,000	\$40,000
\$22,800	Total		

Amount	Line Items Increased	Initially Recommended	Final
\$2,000	Airport	\$20,000	\$22,000
\$20,800	Martin Community College Capital Outlay	\$31,500	\$52,300
\$22,800	Total		

At this time, County Manager Vaughan opened the floor to the Board for any comments or questions.

Commissioner Bazemore noted her concern with the cut to the Maintenance Department budget. It was her fear that cutting maintenance needs could present a significant challenge for the remainder of the COVID-19 pandemic, as well as the intensification of this year's hurricane season.

County Manager Vaughan thanked her for her comments, and requested guidance from the Board on how to properly address this concern.

Commissioner Bazemore inquired which county department(s) received in excess of \$5,000. Mr. Vaughan responded that the only significant increase was made for Martin Community College capital outlay under special appropriations.

Mr. Vaughan reinforced that each County department with the exception of Finance and Elections, were decreased by approximately 5%.

Commissioner Atkins shared Commissioner Bazemore's concerns.

Commissioner Bazemore noted that she would like to make sure the Maintenance Department had what they needed in the upcoming year, and recognized that the Roanoke-Chowan Community College did not receive an additional allocation while Martin Community College saw a significant increase that what was originally proposed.

County Manager Vaughan stated that these comments would be taken under advisement.

PUBLIC HEARING FOR FY2020-2021 County budget

At this time, Chair Wesson opened the public hearing.

He noted that two public comments had been received in advance of tonight's meeting. Chair Wesson requested that the Clerk to the Board read the first comment into the record. The first public comment was received from Mike Hoggard with the NC Forestry Service:

Sarah, & Bertie County Commissioners

I have recently seen the proposal to keep the NCFS budget same as it was last year. The increase is to pay for a type 6 engine and some other equipment to support the 2nd assistant county ranger position that the county approved 2018. We got a 2006 truck to make out with for a couple of years for transportation for the position. At that time, I told the commissioners and county manager we would hold off on support equipment for a couple of years. As far as the pay raises the legislator approve a 5% increase last year 2.5% 19/20 and 2.5% 20/21. The state may not give us the money either but any amount we don't get from the state 60% the county will also save their 40% share.

Thanks for your consideration on this matter

Chair Wesson thanked Mr. Hoggard for his comments, and noted that the Board would take them under advisement, and that the Board also discussed this matter at their budget work session. The Chairman also noted that the Board was hopeful that more funds would be available in the near future to address projects not originally budgeted for in the current proposal.

The second public comment was received from Tuesday Sauer and it read:

Dear Chairman Wesson and Bertie County Board of Commissioners:

Please accept my thanks for your hard work on completing this budget for the upcoming fiscal year while attempting to balance the priorities the board has for this county. I recognize that the fiscal challenges are many, and am grateful that you have chosen to be prudent with our tax dollars. Please also thank County Manager Vaughan and Finance Director Robertson for what I am sure was many hours of hard work.

*My one concern to voice with this budget is the assertion by both the Chairman and the County Manager that there will be no tax increase for this upcoming fiscal year. I watched incredulously while the manager spoke during the recent COVID town hall meeting and said "We are aware of how this pandemic has affected our local economy and that has contributed to the reason I did not recommend increasing the tax rate here in Bertie County for the upcoming fiscal year beginning July 1st, and I'm sure our commissioners will do their best to ensure that doesn't happen as well". While this statement is technically correct regarding the tax ****rate****, the underlying insinuation is that management is really looking out for the taxpayers and holding their taxes down during this tough fiscal time for most households. The local newspaper had the headline "No tax hike slated" with regards to the budget, which was blatantly untrue. The Chairman said in a recent budget workshop "I don't know of a single other county that's not having a tax increase". As you all well know, the county recently underwent revaluation and the tax values in the county did have a jump in value. You all also are aware that the general public has to be informed what the "revenue neutral" rate is with regards to the new valuation amounts. I did note the worksheet on the county's website and did both read a brief mention of it in the manager's budget message and heard a blurb about it while he completed his budget presentation on June 1st. If we all were truly not having a tax increase our tax rates would actually decrease in most cases. I know from doing a bit of research that each and every one of you personally are going to sustain a tax increase, ranging from 4.22% up to 9% among the group. My husband and I will see a 31.2% increase in our property taxes. When we all receive our tax bills they are the product of 2 numbers: tax rate and property value. If property value increases and the tax rate holds the same we will have a tax increase. The taxpayers have a right to a truthful explanation of this budget and the amount of taxes which will be collected, and in a way that is understandable to the general taxpaying public. When the tax bills are sent out in August, long after the ink is dry on this budget, imagine the shock when folks think they are NOT having a tax increase. By that time, it will be too late for the taxpayers to register any commentary on this budget. Lastly, a quick cursory review of the surrounding counties has found that no other county around is proposing a tax increase and Northampton county, in fact, is having a 1/2 cent tax decrease. Bertie*

county will have the unfortunate distinction of being the only county in our area with a tax increase. Let's not sugarcoat this or play semantics.

Thank you for your consideration and time.

Chair Wesson thanked Mrs. Sauer for her comments, and noted that the County was not required to use the revenue neutral rate, but that the County was required to complete revaluation every eight (8) years. The County is not involved in the revaluation process, and it is completely by an independent firm that is well known in county government. He appreciated her thoughts, and also highlighted that the tax rate remains the same for the new fiscal year beginning July 1st.

No other comments were made by the Board in response to Mrs. Sauer's comment.

Chair Wesson inquired if any additional public comments had been submitted. The Clerk noted that no additional comments had been received.

In response, Chair Wesson noted that public comments could be submitted to the Clerk to the Board's office via email. He reiterated that citizens have 24-hours to submit any comments or concerns about the proposed budget.

The Chairman allowed an additional five (5) minutes before closing the public hearing.

With no further comments received, Chair Wesson closed the public hearing.

The public comment period will end at 7:00 PM tomorrow, June 16th.

RECESS

Chair Wesson called for a motion to recess tonight's public hearing until Thursday, June 18 at 10:00 AM in the same location. Commissioner Atkins made a **MOTION** to recess until that day, time, and location. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-5

Windsor, North Carolina
June 18, 2020
RECESSED MEETING

The Bertie County Board of Commissioners RECESSED their budget work session on June 15th inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

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

Absent: None

Staff Present: County Manager Juan Vaughan, II.
 Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board Sarah Tinkham
 Maintenance Superintendent Anthony Rascoe
 Water Superintendent Ricky Spivey
 EFNEP Agent Kathy Copeland
 Clerk of Court Vasti F. James

Thadd White of the Bertie Ledger-Advance and Cal Bryant of the Roanoke-Chowan News Herald were present from the media via Zoom.

RECONVENE

Chair Wesson **RECONVENED** the meeting.

BUDGET HIGHLIGHT SUMMARY

Commissioner Trent made a **MOTION** to allocate \$1,000 to the Aulander Peanut Festival instead of the originally proposed \$500. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent made a **MOTION** to allocate an additional \$2,220 to the NC Forestry Service. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chair Wesson made a **MOTION** to include funding in the MCC allocation for distance learning. There was no second and the motion failed to progress to a vote. Commissioner Atkins noted concerns with the cutting of Emergency Management's budget, but the Board has agreed to increase funds to some special appropriations.

Vice Chair Lee reminded the Board that the additional \$2,000 in funding being requested by the Tri-County Airport Authority was a one-time request for furnishing the new airport terminal building.

Commissioner Bazemore reiterated her concerns about the Maintenance Department's budget being cut during a pandemic and hurricane season.

County Manager Vaughan discussed the projects that were cut from the Maintenance Department during the proposed budget. There was a lengthy discussion before Commissioner Bazemore made a **MOTION** to increase the Public Building's budget by \$59,798. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Atkins made a **MOTION** to revert the Historic Hope Foundation's allocation back to \$15,000. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

There was also a request for County Administration to research fees for solar panels for solar farms in surrounding counties.

County Manager Vaughan inquired if the Board would like to see the proposed changes discussed in today's work session before adopting the budget.

Chair Wesson made a **MOTION** to conditionally approve the proposed FY2020-2021 Budget pending the discussed changes. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Thus, the following adjustments were made to the budget:

Amount	Line Items Reduced	Board Recommended	Board Approved
\$20,800	MCC-Capital Outlay	\$52,300	\$31,500
\$5,000	Historic Hope	\$20,000	\$15,000
\$36,698	Sheriff – Group Insurance Expenses	\$250,765	\$214,067
\$62,498	Total		

Amount	Line Items Increased	Board Recommended	Board Approved
\$500	Aulander Peanut Festival	\$500	\$1,000
\$2,200	Forest Service	\$125,062	\$127,262
\$26,000	Contracted Service – Grass Cutting	\$2,000	\$28,000
\$22,113	Public Buildings – Salaries & Wages	\$284,124	\$306,237
\$1,691	Public Buildings – FICA Matching	\$24,161	\$25,852
\$7,113	Public Buildings – Group Insurance	\$60,684	\$67,797
\$2,881	Public Buildings – Retirement	\$40,926	\$43,807
\$62,498	Total		

ADJOURN

Commissioner Atkins made a **MOTION** to **ADJOURN**. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-6



July 13, 2020

Chairman Ronald Wesson
Bertie County
PO Box 530
Windsor, NC 27893

SUBJECT: Letter of Conditions
FY2020 Rural Business Development Grant
Grant Amount: **\$150,000**

Dear Chairman Wesson,

The Rural Business-Cooperative Service (hereafter, Agency) hereby establishes conditions which must be understood and agreed to by you, the applicant and prospective Recipient of grant funds, before further consideration may be given to your application. Any changes in project cost, sources of funds, scope of services, and/or any other significant changes in the project or applicant must be reported to, and approved by the Agency, by written amendment to this letter. Any changes not approved by the Agency shall be cause to discontinue processing your application.

This letter is not to be considered as grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of a grant not to exceed **\$150,000**.

The funding period for this project will begin on the Award Date, which is the same date the Agency completes execution of the Grant Agreement. The projected timeframe for completion of this project is 12 months from Award Date. Project activities may not begin, and project costs may not be incurred, prior to the Award Date.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," if you desire that further consideration be given your application. By signing Form RD 1942-46, "Letter of Intent to Meet Conditions," you are hereby agreeing and acknowledging that this Rural Business Development Grant is a non-continuous, non-renewable grant and that any ultimate approval of this grant *does not constitute* any assurance that future grants will be available.

If the conditions set forth in this letter are not met within 60 days from the date hereof, the Agency reserves the right to discontinue the processing of the application. This is not appealable.

Applicants expecting funds from other sources for use in completing projects partially financed with Agency funds will present evidence of commitment and availability of funds from those other sources. This evidence will be made available to the Agency before grant closing. Matching funds provided by the applicant or other sources must be disbursed for eligible project purposes, pro rata, with the use of Agency grant funds.

Rural Development • North Carolina Kinston Area Office
2044-C Hwy. 11/ 55 South/ PO Box 6189 Kinston, NC 28501
Voice (252) 526-9799 Ext. 4 • Fax (844) 325-6827 • TTY 711

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FEDERAL INTEGRITY ACT

To assure the high standards of honesty, integrity, and impartiality maintained by Agency employees, we need to identify any Agency assistance to be provided to Agency employees, their relatives, or their business or close personal associates. This includes grants to organizations. If you know of any relationship or association you may have with an Agency employee, please provide this information.

1. REQUIREMENT FOR SYSTEM FOR AWARD MANAGEMENT (SAM)

This grant is further conditioned upon your providing the Agency with evidence of your Dun and Bradstreet Data Universal Numbering System (DUNS) number and evidence that you are registered and active in the System for Award Management (SAM). Your organization is actively registered with an expiration date of 8/4/20. Please ensure that this account is kept current and active.

You must maintain the currency of your information in the SAM until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. USE OF FUNDS

The proposed grant funds will be used to **pay for architectural, engineering, and branding development fees associated with “Tall Glass of Water” project**. The project will support the development of small and emerging private business enterprises in rural areas in accordance with the application package as submitted for an enterprise or opportunity type project, or as amended and approved by the Agency.

Any changes in the proposed use of funds must be submitted in writing to the Agency and receive prior written approval.

3. APPLICANT CONTRIBUTION

You have agreed to provide **\$52,500** in matching funds to be applied to the project for eligible purposes. The matching funds will be applied to the project at the same time grant funds are applied, on a prorated basis as follows: **26%** matching funds and **74%** grant funds. Prior to any release of grant funds, you must provide documentation acceptable to the Agency that matching funds have been expended on the approved project.

4. PROGRAM INCOME

If program income is earned during the grant period, you must comply with the requirements in 2 CFR Part 200.307. Costs incidental to the generation of program income may be

deducted from gross income to determine net program income, provided these costs have not been charged to the project costs as grant or matching funds.

5. SCOPE OF WORK

You must administer the grant in accordance with the approved Scope of Work. Agency comments and required changes, if any, must be implemented in the project.

If the Scope of Work indicates you will sub-contract any portion of the project activities, then you agree not to turn the responsibility of the project over to the contracted party and you will continue to oversee and control the project through completion.

Any proposed changes in the Scope of Work must be approved in writing by the Agency.

Should your project fall behind the schedule indicated in the Scope of Work, you may request an extension of time to complete the project. You must notify the Agency in writing at least 10 days prior to the original expiration date and provide explanation for your request to extend the expiration date, including a revised budget and timeline for project completion.

The Agency may, at its discretion (not appealable) and under certain conditions, consider a one-time extension of the expiration date of the award for up to 12 months. This one-time extension may not be exercised merely for the purpose of using unobligated balances, but must be related to circumstances beyond your control that prevented completion of the project on schedule. Please refer to 2 CFR 200.308 for additional requirements.

6. GRANTEE INSURANCE AND BONDING

You must provide evidence satisfactory to the Agency that you will maintain sufficient hazard insurance, workman's compensation insurance and liability insurance, as recommended by your attorney and referenced in the Grant Agreement, to protect your interests and the Agency's interests in project matters.

You must provide evidence satisfactory to the Agency that all officers and personnel in your organization authorized to receive and/or disburse Federal funds are adequately covered by bonding and/or employee dishonesty insurance to protect the Federal Government's interest, or for the total amount of the grant, whichever is less, and as authorized by the Agency. See 2 CFR 200 sections 304 and 310 and the Grant Agreement requirements.

7. FINANCIAL MANAGEMENT

The Recipient must provide for Financial Management Systems that adhere to 2 CFR 200.302:

- a. Accurate, current and complete disclosure of the financial results of each grant;

- b. Records that identify adequately the source and application of funds for grant-supported activities, together with documentation to support the records. Those records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- c. Effective control over and accountability for all funds to ensure compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Recipient must adequately safeguard all such assets and must ensure that funds are used solely for authorized purposes; and
- d. Recipient must retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least 3 years after Agency receipt of the FINAL Federal Financial Status Reports; except when audit findings and litigation issues have not been resolved, then the records must be retained beyond the 3-year period or until such findings and/or issues have been resolved. The Recipient must provide the Agency and Comptroller General of the United States, or any of their duly authorized representatives, access to any books, documents, papers, and records of the grantee that are pertinent to the specific grant program for the purpose of making audit, examination, excerpts, and transcripts.

8. DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed by the Agency on a reimbursement basis not to exceed one disbursement every 30 days. One original Standard Form (SF) 270, "Request for Advance or Reimbursement," or one original Standard Form (SF) 271, "Outlay Report and Request for Reimbursement for Construction Programs, will be submitted to the Agency with supporting documentation to validate eligible costs incurred. The financial management system of the Recipient organization shall provide for effective control over and accountability for all funds, property, and other assets. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied.

Grant funds will not be disbursed until all provisions of any phased environmental review process are complete in accordance with Agency regulations.

The last quarterly payment, or the last three months of reimbursements, may be withheld by the Agency until all reports are received and approved by the Agency.

Grant funds will be transferred to you via Electronic Funds Transfer (EFT). You must complete Form SF-3881, Electronic Funds Transfer Payment Enrollment Form.

It is the program intent that all grant funds be fully disbursed within one year from the date of this letter or in accordance with the Scope of Work approved by the Agency. In accordance with RD Instruction 4280-E, 4280.451 (b), "any funds not disbursed within 42 months from the date of obligation will be de-obligated." This is not appealable. Copies of

paid invoices, receipts, cancelled checks, etc., will be required as supporting documentation for each reimbursement.

9. ENVIRONMENTAL REVIEW

All the provisions of any phased environmental review process must be completed in accordance with Agency regulations, including Public Notification requirements to be conducted by the proposed Recipient in accordance with prescribed language provided by the Agency, as applicable.

Technical assistance projects are generally excluded from the environmental review process, provided the assistance is not related to the development of a specific site. However, potential environmental impacts resulting from the recommendations provided to the beneficiary of the technical assistance must be considered.

10. RURAL AREA

The project must be located in, or the project activities must only directly serve and benefit, a rural area, as defined by RD Instruction 4280-E and 7.U.S.C. 1991 (a) (13) (a) and (d) et seq.

11. CONFLICT OF INTEREST

In accordance with RD Instruction 4280-E, 4280.406, no conflict of interest or appearance of conflict of interest will be allowed. Grant and matching funds may not be used to support costs for services or goods going to, or coming from, a person or entity with a real or apparent conflict of interest. All transactions must be third-party, arm's-length transactions.

12. DEBARMENT

You must execute Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions," to certify that your organization is not debarred or suspended from Government assistance. You also must obtain a certification on Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," from any person or entity you do business with as a result of this Government assistance, indicating that they are not debarred or suspended from Government assistance.

13. DRUG-FREE WORKPLACE

You must execute Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals," to certify that you will provide a drug-free awareness program for employees.

14. EQUAL OPPORTUNITY AND NONDISCRIMINATION REQUIREMENTS

You must comply with Title VI of the Civil Rights Act of 1964, "Nondiscrimination in Federally Assisted Programs," 42 U.S.C. 2000d, Section 504 of the Rehabilitation Act for Federally Conducted Programs and Activities, the Age Discrimination Act of 1975 and the Americans with Disabilities Act. You must execute RD Forms 400-1, "Equal Opportunity Agreement (construction)" and 400-4, "Assurance Agreement." You will be subject to Agency compliance reviews.

16. NONDISCRIMINATION STATEMENT

Recipients must post the following Nondiscrimination Statement in its entirety in their office in public view and in full on all print and non-print materials (including, but not limited to, audio, video, website, brochures, newsletters, by-laws, etc.):

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in the same size as the text:

"This institution is an equal opportunity provider."

The attached USDA poster, "And Justice for All," Form AD 475-A, must be utilized to inform customers of their rights and must be displayed where it can be viewed by customers.

17. REPORTING

Per RD Instruction 4280-E, 4280.449 and 2 CFR 200.328, Forms SF-425, "Federal Financial Status Report" and a narrative Project Performance Report will be required from you on a quarterly basis (due 30 working days after end of each quarter), until all grant funds have been disbursed, and annually thereafter, for equipment and real property, unless otherwise directed by the Agency.

Project reporting will begin on the Award Date, which is the date the *Agency* completes execution of the Grant Agreement. You must constantly monitor performance to ensure that time schedules are met, projected work by time periods is being accomplished, and other performance objectives are being achieved. **AGENCY FUNDS WILL NOT BE RELEASED UNLESS ALL REPORTING REQUIREMENTS ARE FULFILLED AND CURRENT.**

Project Performance Report

The narrative report shall include, but not be limited to, the following:

- a. A comparison of actual accomplishments to the objectives established for that period and reasons why established objectives were not met, if any.
- b. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation.
- c. Objectives and timetable established for the next reporting period.
- d. Any special reporting requirements such as jobs supported and created, businesses assisted, or economic development which results in improvements in median household incomes, and as stated herein: **We will require a copy of the audit for the Fiscal Year in which funds will be disbursed in. Also, we will want a report of the jobs that were created/ saved as a result of the grant.**

Final Report

A final SF-425 and a final Project Performance Report will be required within 90 days after all grant funds have been expended or the Performance End Date, whichever date is sooner. The final report may also serve as the last quarterly report. The final reports must provide complete information regarding the jobs created and supported as a result of the project, the Recipient's assessment and evaluation of the outcomes of the project, and commentary on other performance objectives.

Other Report

Following completion of projects where grant funds were used to acquire or improve an asset, such as a business incubator, real estate, or equipment, the Recipient will verify and report to the Agency annually on the status of any real or personal property acquired with Federal funds, including whether or not the property continues to be used for originally authorized purposes, is not encumbered in title or interests, and is owned by the Recipient.

The Agency may require that you prepare a report suitable for public distribution that describes the accomplishments made through use of the grant funds, including when the grant funded the development or application of a "best practice."

18. BASIS FOR SUCCESS OR FAILURE

The main elements for the basis of success or failure will be the number of jobs created and or saved as a result of the grant as well as the development of the project to its end.

19. AUDITS BASED UPON FEDERAL FINANCIAL ASSISTANCE RECEIVED

A Recipient that expends \$750,000 or more during its fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with requirements in 2 CFR Part 200, subpart F. Audit requirements apply to the year(s) in which grant funds are received and the years in which work is accomplished that will be paid for with grant funds. If grant expenditures are less than \$750,000, then a Recipient is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503 in relation to other audit requirements; but records must be available for review or audit by appropriate officials of the Agency, pass-through entity, and the Government Accountability Office.

A Recipient will be responsible for any additional requirements set forth by the Agency as they pertain to the certification of the expenditure of grant funds when the Recipient expends less than \$750,000 in Federal funds during its fiscal year.

20. GRANT AGREEMENT, PROCUREMENT, AND PROPERTY MANAGEMENT

Grant Agreement: Form RD 4280-2 Grant Agreement will be attached to Form RD 1940-1, "Request for Obligation of Funds." Recipient must comply with the requirements set forth in RD Instruction 4280-E, and Form RD 4280-2.

Recipient must comply with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those contained in 2 CFR 200 and 2 CFR 400 in effect on the date of grant approval, and all requirements in the Agency Letter of Conditions.

Recipient must comply with the procurement requirements of 2 CFR Part 200, Subpart D, as required in 2 CFR 200.324C(2), and maintain compliance with all applicable State, Local, and Tribal laws and regulations relating to contracting and procurement as identified in 2 CFR Part 200.318.

Procurement, Property Management, and Disposition: Recipient must comply with procurement, property management, and disposition standards established by 2 CFR Part 200 for real and personal property. The Recipient must not dispose of or encumber the property and must file a Notice of Federal Interest on real property and a UCC on equipment with a unit acquisition cost of \$5,000 or more and a useful life of one year or more. When real or personal property is no longer needed for originally authorized purposes, including unused supplies with an aggregate value exceeding \$5,000 upon completion of the project, the Recipient must obtain disposition instructions from the Agency.

Equipment must be used by the Recipient in the project for which it was acquired as long as needed, whether or not the project continues to be supported by the Federal award. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property, Recipient name on title, the acquisition date, cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property with Agency approval. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. Adequate safeguards to prevent loss, damage or theft; and adequate maintenance procedures must be developed to keep the property in good condition.

At a minimum, Recipient must provide insurance coverage for real property and equipment acquired or improved with Federal funds equivalent to insurance provided for other property owned by the Recipient, and acceptable to the Agency.

Recipient must notify and obtain approval from the Agency before disposing of any real property or equipment, and must maintain property standards for real and personal property, including equipment and supplies, in accordance with 2 CFR Part 200, Subpart D.

Additional requirements related to methods of procurement, standards of conduct, open and free competition, price analysis, avoiding real or apparent conflicts of interest in project transactions, access to contractor records, unnecessary or duplicative items, and equal employment opportunity are applicable. See 2 CFR Part 200, Subpart D.

21. CONSTRUCTION MANAGEMENT

Recipient shall ensure that the forms and format for the construction documents shall conform to the requirements in 7 CFR Part 1942, subpart A. The Agency will approve plans and specifications and make monthly inspections. Change Orders will not become effective until approved by the Agency. A final inspection will be conducted by the Agency.

The applicable provisions of § 1942.18 of Subpart A related to planning and performing development are to be adhered to for construction. This includes requirements for actions pertaining to: (a.) professional services, design policies, preliminary engineering and architectural reports and construction bids, contract awards, and construction inspections; (b) concurrence in agreements between grantees and third parties; and (c) pre-construction conferences. See 7 CFR 4280.427(i) and 2 CFR 200, Appendix II.

22. TITLE TO PROPERTY

Recipient must provide documentation acceptable to the Agency that evidences legal ownership and control of the subject property to be developed with grant funds; and file a Notice of Federal Interest in the public records for real property.

23. START OF PROJECT

Project activities may not begin, and expenditures may not be incurred, until the date that the Agency has executed the Grant Agreement. An executed copy of the Grant Agreement will be mailed to you as written notification of the Award Date and commencement of the project funding period.

24. PROGRAMMATIC CHANGES

You must obtain prior written approval from the Agency for any change to the scope or objectives of the approved project. Failure to obtain prior written approval for changes to the scope can result in suspension or termination of grant funds.

25. OTHER REQUIREMENTS

You will be responsible for any additional requirements of Federal, State or local Governments that may apply in accordance with applicable Notices published in the Federal Register and all other applicable laws, regulations, Executive Orders and other generally applicable requirements including those contained in Departmental Regulations and other Program-Related Instructions, including but not limited to, 7 CFR 4280, Subpart E; the integrated applicable general provisions of 7 CFR 4284, Subpart A; 7 CFR Part 1942,

Subpart A; 2 CFR Part 417; and 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

26. GRANT MONITORING AND SERVICING

The grant project will be monitored and serviced in accordance with RD Instruction 4280-E, the grant agreement, and 2 CFR Chapter IV (see RD Instruction 4280.443).

Recipient will allow the Agency, or its representatives, to conduct site visits as needed to monitor progress and to audit the Recipient's real and personal property development and narrative and financial records related to the performance of activities under the Grant Agreement. Failure to allow the Agency to conduct site visits shall be grounds for terminating the grant.

27. ADDITIONAL PROJECT-SPECIFIC REQUIREMENTS

We will require an audit to be submitted with funds detailed and a report from each business on jobs created and/ or saved as a result of the grant.

The above conditions are based on the proposed use of funds as indicated. The conditions stated may be modified if the scope or cost of the project is changed or the financial arrangements are adjusted. Any change or modification of the conditions of the project must have prior written approval from the Agency.

If you have any questions concerning this letter, please contact our office.

Sincerely,

Stephanie Hardison

STEPHANIE HARDISON

Area Specialist
Bertie County LOC 71320

BE IT RESOLVED

In conjunction with the Rural Business Development Grant (RBDG) application that has been filed with USDA, Rural Development, the **Bertie County** Board will accept the Letter of Conditions when issued by USDA. The amount of the RBDG will be \$150,000.

That the **Chairman** and **Secretary** be authorized to execute all forms necessary to obtain a **Rural Business Development Grant (RBDG)** from Rural Development, including, but not limited to the following forms:

RD Form 1942-46	Letter of Intent to Meet Conditions
RD Form 1940-1	Request for Obligation of Funds
Form RD 4280-2	Rural Business-Cooperative Service
	Financial Assistance Agreement
Form RD 400-1	Equal Opportunity Agreement
RD Form 400-4	Assurance Agreement
AD Form 1047	Certification Regarding Debarment
AD Form 1048	Cert Regarding Debarment-Lower
	Tier
AD Form 1049	Cert Regarding Drug Free Workplace
SF-LLL	Disclosure of Lobbying Activities
RD Form 1940-Q, Exh. A-1	Certification for Contracts
Certificate of Compliance	Federal State, Local Requirements
Unnumbered Letter	Rural Area Certification

This resolution is to become a part of the official minutes of the **Bertie County** meeting held on **July 13, 2020**.

MOTION MADE BY: _____ SECONDED
BY _____

TO ADOPT THE RESOLUTION;

MOTION PASSED _____ to _____

By: _____
Ronald Wesson, Chairman

Attest: _____
Sarah Tinkham, Clerk to the Board

7/13/20
(Date)

LETTER OF INTENT TO MEET CONDITIONS

Date 07-13-2020

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

2044-C Hwy. 11/ 55 South
PO Box 6189
Kinston, NC 28501

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 07-13-2020. It is our intent to meet all of them not later than 07-31-2021.

BERTIE COUNTY

(Name of Association)

BY

RONALD WESSON, CHAIRMAN

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()			
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 38-008-*****0276		LOAN NUMBER	FISCAL YEAR 2020
2. BORROWER NAME Bertie County		3. NUMBER NAME FIELDS 1 (1, 2, or 3 from Item 2)	
106 DUNDEE STREET		4. STATE NAME North Carolina	
WINDSOR, NC 27983		5. COUNTY NAME Bertie	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AIIAN 4 - HISPANIC 5 - API	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER	8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
10. SEX CODE 6 1 - MALE 2 - FEMALE	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 2 1 - YES 2 - NO
14. DIRECT PAYMENT (See FMI)	15. TYPE OF PAYMENT 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 1 - YES 2 - NO	
17. COMMUNITY SIZE 1 - 10 000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000	18. USE OF FUNDS CODE (See FMI)		
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 081 (See FMI)	20. PURPOSE CODE	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN	25. AMOUNT OF GRANT \$150,000.00	
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE %	29. REPAYMENT TERMS
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)	32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

RURAL BUSINESS-COOPERATIVE SERVICE FINANCIAL ASSISTANCE AGREEMENT

This Agreement, which includes Attachments A and B, for the Project and Amount described below (the "Project Description") and for the Program identified below, is between the Recipient (you) and the United States of America acting through the Rural Business-Cooperative Service (RBS or we).

- | | |
|---|--|
| Type of Award (mark one): | Program and CFDA Number (mark one): |
| Cooperative Agreement | Rural Energy for America Program (REAP) – 10.868 |
| <input checked="" type="checkbox"/> Grant | Rural Economic Development Grant (REDG)–10.854 |
| | <input checked="" type="checkbox"/> Rural Business Development Grant (RBDG) – 10.351 |
| | Rural Microenterprise Assistance Program (RMAP) – 10.870 |
| | Agricultural Marketing Resource Center (AgMRC) – 10.352 |
| | Appropriate Technology Transfer for Rural Areas (ATTRA) – 10.782 |
| | Delta Health Care Services (DHCS) – 10.874 |
| | Federal-State Research on Cooperatives (RSRC) – 10.350 |
| | Rural Cooperative Development Grant (RCDG) – 10.771 |
| | Rural Development Cooperative Agreement (RDCA) - 0.890 |
| | Socially-Disadvantaged Groups Grant (SDGG) – 10.871 |
| | Value Added Producer Grant (VAPG) – 10.352 |
| | Other |

I. GENERAL AWARD INFORMATION

1. Recipient Name & Address BERTIE COUNTY 106 DUNDEE STREET/ PO BOX 530 WINDSOR	2. DUNS No. 032848574	3. SAM No. 3Y2C5
5. Federal Award Identification Number (FAIN)	4. Case No. 38-008-774141588	
7. Performance Start Date	6. Award Date	
8. Performance End Date 07-31-2021	9. Amount of Federal Funds Obligated for this Action, and Total Amount of Federal Funds Obligated \$150,000.00	
10. Amount of Matching/Other Funds (if applicable) \$52,500.00	11. Total Project Cost (Budget Approved Amount) \$202,500.00	
12. Award as Percentage of Total Project Cost 74%	13. Indirect Cost Rate (if applicable)	
14. Does this award involve Research & Development? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	15. Recipient Contact (Name, Title, Contact Info) Robin Payne <robin.payne@bertie.nc.gov> (252) 588-2318 Mobile	
16. Agency Contact (Name, Title, Contact Info) STEPHANIE HARDISON, AREA SPECIALIST stephanie.hardison@usda.gov		

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is [0570-0050]. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

II. RESPONSIBILITIES

A. Recipient. The Recipient shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement including 2 CFR parts 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly-referenced provisions are identified below.

1. Financial and Program Management. You must follow the financial and performance management requirements in 2 CFR §§ 200.300-.309.

- a. **Financial Management.** You must maintain a financial management system in compliance with 2 CFR § 200.302.
- b. **Internal Controls.** You must maintain internal controls in compliance with 2 CFR § 200.303.
- c. **Payments.** You must comply with the payment requirements described in 2 CFR § 200.305. Payment must be requested by using the SF-270, “Request for Advance or Reimbursement” or SF-271, “Request for Reimbursement for Construction Programs” (as applicable). Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided upon request from RBS if the request is for an advance; otherwise, the documentation must be provided at the time of the request. Requests for payment must be sent to the Agency contact listed in Section I.16.
- d. **Revisions of the Work Plan and Budget.** You must complete all elements of the Work Plan in Attachment B in accordance with that Attachment and must use project funds only for the purposes and activities specified in Attachment B - Approved Work Plan and Budget. You must further complete the outcomes shown for each Work Plan items within the time and scope constraints shown in Attachment B. You must report any changes and request prior approvals in accordance with 2 CFR § 200.308.
- e. **Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 CFR § 200.309.
- f. **Bonding.** You must maintain your fidelity bond coverage in the amount of \$ 150,000.00 for the Period of Performance of the award. (See 2 CFR § 200.304.)
- g. **Program Income.** You must comply with the requirements of 2 CFR § 200.307. Additionally, if program income is earned during the period of performance, you may use it in accordance with 2 CFR § 200.307(e)(2), provided that you inform us in writing of your intent prior to the award date. However, if you earn program income in excess of what can be used under 2

CFR § 200.307(e)(2) or if you earn unanticipated program income, you must comply with 2 CFR § 200.307(e)(1). Costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

2. Procurement and Property Standards. You must follow the procurement standards requirements in 2 CFR §§ 200.310-326.

3. Performance and Financial Monitoring and Reporting. You must follow the requirements in 2 CFR Part 170, including Appendix A, and 2 CFR §§ 200.327-.329, and submit reports as outlined below. Unless otherwise directed in the addendum to this Agreement, the reports are due as indicated below.

a. Form SF-425, “Financial Status Report.” Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

b. Performance Reports. Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

4. Subrecipient Monitoring and Management. You must monitor and manage any subrecipients in accordance with 2 CFR §§ 200.330-.332.

5. **Record Retention and Access.** You must retain records related to this work performed under this Agreement and allow access to them in accordance with 2 CFR §§ 200.333-.337.
 6. **Closeout.** You must comply with the closeout requirements in 2 CFR § 200.343.
 7. **Post-Closeout Adjustments and Continuing Responsibilities.** You must continue to comply with the requirements in 2 CFR § 200.344 even after the Period of Performance for this Agreement has ended.
 8. **Cost Principles.** You must comply with the provisions in 2 CFR Part 200, most of which are contained in Subpart E.
 9. **Audits.** You must comply with the provisions in 2 CFR Part 200, Subpart F.
 10. **Civil Rights Compliance.** Unless otherwise provided in the addendum, you must comply with Executive Order 12898, Executive Order 13166- Limited English Proficient, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 as applicable. Your compliance, shall include collection and maintenance of data on race, sex, and national origin of your membership, ownership, and employees. These data must be available to us for Civil Rights Compliance Reviews. Unless otherwise provided in Attachment A, you must submit to a post-award compliance review conducted after the final disbursement of grant funds have occurred.
 11. **Universal Identifier and Central Contractor Registration.** You must comply with 2 CFR Part 25, including Appendix A. Note that the Central Contractor Registration is now available through the System for Award Management at www.sam.gov.
 12. **Special Conditions.** You must comply with any special conditions identified in Attachment A – Program Addendum.
- B. Rural Business-Cooperative Service (RBS).** RBS shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement. The most commonly-referenced provisions are identified below.
1. **Payments.** We will advance or reimburse funds up to the Award Amount identified in Section I.9 upon the Recipient’s proper request according to Section II.A.1.c.

2. **Monitoring and Enforcement.** We will monitor the project to ensure that you are in compliance with the terms of the award. If we find that you are not in compliance, we will enforce the terms of this Agreement using the provisions of 2 CFR §§ 200.338-.342.

C. Both Parties. The Recipient and RBS agree to the following:

1. **Invalid Clauses.** The invalidity of any one or more phrases, clauses, sentences, paragraphs, or provisions of this Agreement shall not affect the remaining portions of the Agreement.
2. **Conflict between this Agreement and Other Applicable Regulations or Laws.** If there is a conflict between this Agreement and the applicable Program Regulation, the applicable Program Regulation shall prevail. If there is a conflict between this Agreement and another law or regulation, RBS shall seek a legal opinion to determine which provision applies.
3. **Dates.** When the date fixed for the performance of an act under this Agreement is on a weekend or Federal holiday, then the performance by the close of business on the next Federal work day shall have the same force and effect as if made performed or exercised on the specified date.

The signatories below certify that they have authority to enter into this Agreement.

Approved by an Authorized Representative of the Recipient:

Ronald Wesson,

Name (Please Print)

Chairman

Title (Please Print)

Signature

07-13-2020

Date

Approved by the United States of America, Rural Business-Cooperative Service by:

Stephanie Hardison

Name (Please Print)

Area Specialist

Title (Please Print)

Signature

07-31-2020

Date

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated 07-13-2020 between Bertie County

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as, but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Bertie County

Name of Corporate Recipient

Attest:

SARAH TINKHAM, CLERK TO THE BOARD

By _____
RONALD WESSON, CHAIRMAN

Position 3

USDA
Form RD 400-4
(Rev. 11-17)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The **Bertie County**

(name of recipient)

PO Box 530 Windsor, NC 27983-

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, Bertie County on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

Recipient
7/13/2020

Date

Attest: _____
Sarah Tinkham, Clerk to the Board
Title

Ronald Wesson, Chairman

Title



**Certification Regarding Debarment, Suspension, and Other Responsibility Matters AD-1047
Primary Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Bertie County	PR/AWARD NUMBER OR PROJECT NAME Phase 1 TGOW -Technical Assist
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) RONALD WESSON, CHAIRMAN	
SIGNATURE(S)	DATE 7/13/2020

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BERTIE COUNTY

Organization Name

TGOW - TECHNICAL ASSIST RBDG

PR/Award Number or Project Name

RONALD WESSON, CHAIRMAN

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

07-13-2020

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

AD-1049

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
 4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE (Street Address, City, County, State, Zip Code)

106 Dundee Street Windsor, NC 27983-

Check if there are workplaces on file that are not identified here.

ORGANIZATION NAME

Bertie County

PR/AWARD NUMBER OR PROJECT NAME

TGOW - TECHNICAL ASSIS RBDG

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

RONALD WESSON, CHAIRMAN

SIGNATURE(S)

DATE

7/13/2020

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: BERTIE COUNTY P.O. BOX 530 106 DUNDEE STREET WINDSOR, NC 27983 Congressional District, if known: 1</p>		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:</p>
<p>6. Federal Department/Agency: USDA, Rural Development 2044-C HWY. 11/ 55 SOUTH PO BOX 6189 KINSTON, NC 28501</p>	<p>7. Federal Program Name/Description: RURAL BUSINESS ENTERPRISE GRANTS CFDA Number, if applicable: 10.769</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ 150,000.00</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: RURAL BUSINESS ENTERPRISE GRANT TO BE RECEIVED FOR TECHNICAL ASSISTANCE PROVIDED. (attach Continuation Sheet(s) SF-LLLA, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLLA attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: RONALD WESSON, Title: CHAIRMAN Telephone No.: (252) 794-5300 Date: 07-13-2020</p>	

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

BERTIE COUNTY - RBDG TECHNICAL ASSISTANCE

(name) 07-13-2020

(date)

RONALD WESSON, CHAIRMAN
(title)

000

106 DUNDEE STREET
WINDSOR, NC 27983

STATE DIRECTOR
RURAL DEVELOPMENT, USDA
P.O. BOX 6189
Kinston, NC 28501-0189

Dear Sir:

This is to certify that **BERTIE COUNTY** is in compliance with Federal, State, and Local requirements including the following:

- a. Compliance with special laws and regulations.
- b. Compliance with State Pollution Control or Environmental Protection Agency standards.
- c. Consistency with other development plans of the area and State Strategic Plan.
- d. Compliance with Civil Rights Act of 1964.
- e. Compliance with Title IX of the Education Amendments of 1972.
- f. Compliance with Section 504 of the Rehabilitation Act of 1973.
- g. Compliance with Age Discrimination Act of 1975.
- h. Compliance with A-133 Audit requirements.

BY: _____
RONALD WESSON, CHAIRMAN

7/13/20

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

GRANT APPROVAL SUBJECT TO MEETING ALL REQUIREMENTS OF THE PROCESSING CHECKLIST, LETTER OF CONDITIONS, AND THE GRANT AGREEMENT FOR THE RURAL BUSINESS DEVELOPMENT GRANT.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

ATTEST: SARAH TINKHAM, CLERK TO THE BOARD BERTIE COUNTY (Signature of Applicant)

Date JULY 13, 20 20 RONALD WESSON, CHAIRMAN (Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

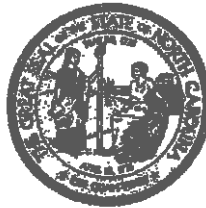
Typed or Printed Name:

Date Approved: Title:

38. TO THE APPLICANT: As of this date, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.



C-7



NORTH CAROLINA
Environmental Quality

ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

Kim H. Colson
Director

April 30, 2020

Mr. Juan Vaughan, II, Interim County Manager
Bertie County Water District I
PO Box 530
Windsor, NC 27983

**SUBJECT: Offer and Acceptance for a State Grant
Project No. H-AIA-D-20-0210
Water Asset Inventory and Assessment**

Dear Mr. Vaughan:

Bertie County Water District I has been approved for a Water Asset Inventory and Assessment Grant from the Water Infrastructure Fund in the amount of \$150,000.00.

Enclosed are two (2) copies of an Offer and Acceptance Document extending a State Grant in the amount of \$150,000.00. This offer is made subject to the conditions set forth in the Offer and Acceptance Document. Please submit the following items to the Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633.

1. A resolution adopted by the governing body accepting the grant offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer and Acceptance Document executed by the authorized representative for the project. Retain the other copy for your files.

All work associated with the Asset Inventory and Assessment project must be completed within 24 months of the date of this letter. The documentation described in the standard conditions of the grant offer should be submitted to this office within 24 months, as well. Any work performed prior to the date of the Letter of Intent to Fund may not be eligible for reimbursement.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Mr. Juan Vaughan, II, Interim County Manager
April 30, 2020
Page 2

In addition, the enclosed pay request form must be used for all reimbursement requests. You may make additional copies as needed. Also, enclosed is a memorandum requesting your Federal Identification Number. Please note that your project will be audited in accordance with the General Statutes.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Grant funds made available by North Carolina Water Infrastructure Fund.

Sincerely,



Kim H. Colson, P.E., Director
Division of Water Infrastructure, NCDEQ

Enclosures:

Grant Offer and Acceptance Document (2 copies)
Reimbursement Request form
Fed ID Request Form
Resolution to accept Grant Offer (suggested format)
Grant Fee Invoice

cc: Mr. Leo Green III, Green Engineering, PLLC, Wilson
Pam Whitley
AIA



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Project Number:

H-AIA-D-20-0210

Bertie County WD I
PO Box 530
Windsor, NC 27983

Drinking Water	<input checked="" type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Wastewater	<input type="checkbox"/>			
State Revolving Fund (SRF)	<input type="checkbox"/>			
State Reserve Loan (SRP)	<input type="checkbox"/>			
State Reserve Grant (SRP)	<input type="checkbox"/>			
State Emergency Loan (SEL)	<input type="checkbox"/>			
Asset Inventory & Assessment Grant (AIA)	<input checked="" type="checkbox"/>			150,000.00
Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>			

Project Description:

Asset Inventory Assessment Project

Total Financial Assistance Offer: \$ 150,000
Match Percentage 5%: \$ 7,500
Grant Fee* (1.5 %): \$2250

**Grant fee calculated based on grant amount.*


Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Kim H. Colson, P.E., Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

 Signature	April 30, 2020 Date
--	------------------------

On Behalf of:

Name of Representative in Resolution: _____

Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

_____ Signature	_____ Date
--------------------	---------------

RESOLUTION BY GOVERNING BODY OF BERTIE COUNTY WATER DISTRICT I

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and

WHEREAS, the Bertie County Water District I intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Bertie County Water District I does hereby accept the State Reserve Grant offer of \$150,000.

That the Bertie County Water District I does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Juan Vaughan, II, County Manager 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 project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 13th of July at Bertie County, North Carolina.

Ronald Wesson, Chair,
Bertie County Board of Commissioners

Date _____

ATEST: _____
Sarah S. Tinkham, Clerk to the Board

Date

PROJECT ORDINANCE

# PROJ 20-02				
	INCREASE			INCREASE
41-0025-4301-03	\$ 150,000		41-8401-5396-12	\$ 155,250
41-0070-3981-65	\$ 7,500		41-8401-5396-19	\$ 2,250
	\$ 157,500			\$ 157,500
60-7110-5980-71	\$ 7,500		60-0090-4991-99	\$ 7,500
TO SETUP BUDGET FOR ASSET INVENTORY AND ASSESSMENT - WD I				
(RESOLUTION ADOPTED ON 07/13/20.)				
APPROVED ___ / ___ /2020				



C-8



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

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 JUNE 2020 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-----	\$4,402.80
10-0030-4344-03	VITAL STATISTICS-----	\$1,200.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$89.15
10-0030-4344-04	NO. MARRIAGE LICENSE----- 6 @60.00	\$360.00
		<u>\$6,051.95</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$4,706.00
10-0030-4344-10	STATE TREASURER FEE----- 116 @\$6.20	\$719.20
	STATE VITAL RECORDS----- 5 @14.00	\$70.00
		<u>\$11,547.15</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$11,547.15</u>

Annie F. Wilson

REGISTER OF DEEDS - BERTIE COUNTY
By: *Shatredia L. Williams Asst.*

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	29 @\$6.20=	\$179.80
ADDITIONAL PAGES-----	130 @\$0.40=	\$52.00
DEEDS & OTHER INSTRUMENTS-----	97 @\$1.94=	\$188.18



C-9



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

July 06, 2020

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

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

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

Respectfully Submitted,


Tax Administrator

Approved on _____ 20____

RLS*20*182	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	6/19/2020	Cale, Daniel 19A21635.40	GAR	\$60.00	\$0.00			\$60.00
		GR. Fee added to wrong account						
	6/23/2020	Hardy, Latoya 19A33215.40	GAR	\$60.00	\$0.00			\$60.00
		No longer with employer						
								\$120.00

=====

Balance a Group

Group: RLS*20*182
Type: A Abatement/Relea
Status: O Open

Group Total:	\$120.00-	Group Transaction Count:	2
Transactions Total:	\$120.00-	Transaction File Count:	2
Difference:	\$0.00	Difference:	0

=====

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

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trn Check Cde	Trn Check Number	Trans Rev Descriptn
1	06/19/20	21635	19A21635.40	GAR	60.00-	0.00	0.00	60.00-	0.00	0.00			
***			CALE, DANIEL CARLTON										
2	06/23/20	33215	19A33215.40	GAR	60.00-	0.00	0.00	60.00-	0.00	0.00	R	PG288	
***			HARDY, LATOYA NICOLE								R	PG288	
				Tax Code Totals	120.00-	0.00	0.00	120.00-	0.00	0.00			
				GAR*19- GAR									
				Total for Group	120.00-	0.00	0.00	120.00-	0.00	0.00			
				RLS*20*182									

***** Totals By Tax Cycle *****
 Cycle Current Delinquent
 A 0.00 120.00-



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: July 13, 2020

SECTION: Discussion (D-1 to D-7)

DEPARTMENT: Governing Body

TOPIC(S):

1. Budget amendments & Updates from Finance Director William Roberson
2. Invoice for Disaster Recovery Coordinator Services, Mid-East Commission
3. 2020 NACo/NCACC Voting Delegates – virtual business meetings & conference
4. First read: proposed 2021 Commissioners meeting schedule, 2021 State Holiday schedule
5. Census 2020 Update – response rates by municipality
6. Proposed increase for cost per panel for solar farms
7. Looking Ahead: County operations at the end of the extension of Phase 2

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



D-1

BUDGET AMENDMENT

# 20-11				
	INCREASE			INCREASE
10-0025-4323-02	\$ 14,416		10-6100-5695-09	\$ 14,416
TO INCREASE FINES AND FORFEITURES (REV/EXP) - PASS THROUGH ACCOUNT				
	INCREASE			INCREASE
10-5860-5220-00	\$ 7,818	CONGREGATE	10-0025-4586-02	\$ 23,455
10-5860-5399-22	\$ 15,637	HDM		
INCREASE FUNDING FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT				
	INCREASE			INCREASE
17-4327-5399-01	\$ 54,614	911 FUNDS	17-0090-4991-99	\$ 54,614
IMPLEMENTATION OF EMD (EMERGENCY MEDICAL DISPATCH - 911 FUND BALANCE)				
	INCREASE			INCREASE
10-6360-5121-00	\$ 25,000		10-0025-4431-30	\$ 72,572
10-6360-5181-00	\$ 3,000			
10-6360-5182-00	\$ 4,000			
10-6360-5183-00	\$ 5,000			
10-6360-5290-02	\$ 10,000			
10-6360-5399-00	\$ 10,572			
10-6360-5499-06	\$ 10,000			
10-6360-5499-90	\$ 5,000			
SETUP BUDGET FOR HHS-CARES ACT COVID-19 MONEY				
APPROVED / /2020				



Account

Detail

Fund 10 GENERAL FU
 Org 106100 SP APPROP
 Object 569509 FINES/FORF
 Project

Acct 10-6100-569509
 Acct name SCHOOLS-FINES AND FORFEITURES
 Type Expense
 Rollup
 Sub-Rollup

Status Active



User Defined Fields

MultYr Fund

4-Year Comparison Yr/Per 2020/01	Current Year History		Fiscal Year 2018		Fiscal Year 2021	
	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2021	Fiscal Year 2021	Fiscal Year 2021
Original Budget	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Transfers In	.00	25,000.00	15,283.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00	.00	.00
Revised Budget	70,000.00	95,000.00	85,283.00	70,000.00	70,000.00	70,000.00
Actual (Memo)	64,218.00	92,525.59	85,282.38	.00	.00	.00
Encumbrances	30,197.07	.00	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00	.00	.00
Available	-14,151.07	2,474.41	.72	.00	.00	.00
Percent used	120.59	97.40	100.00	.00	.00	.00

Display detail information for current account.

From: Venita Thompson
Sent: Wednesday, June 3, 2020 1:22 PM
To: William Roberson
Subject: Fw: [External] FW: Families First Coronavirus Response Act funding for nutrition
Attachments: FF 732 Budget.xlsx; Families First Funding Plan.xlsx; Families First Nutrition Funding Region Q.xlsx

From: Annette Eubanks <aeubanks@mideastcom.org>
Sent: Monday, June 1, 2020 3:10 PM
To: Rich Zeck <rzeck@PCCOA.onmicrosoft.com>; Diedra Evans <diedra.evans@hertfordcountync.gov>; Charmaine Hardison <charmaine.hardison@martincountyncgov.com>; lisa.edmonds@martincountyncgov.com <lisa.edmonds@martincountyncgov.com>; Venita Thompson <venita.thompson@bertie.nc.gov>; Alicia Browning <alicia.browning@bertie.nc.gov>; Lori Leggett <lori.leggett@beauforddss.com>; Angela Spencer <angela.spencer@beauforddss.com>
Subject: [External] FW: Families First Coronavirus Response Act funding for nutrition

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report_spam@nc.gov.

As a reminder if you plan to use the code 900 for non-unit emergency response cost, you will need to let me know how you plan to utilize the funds. You can simply send me an email detailing items needed. I do not need a detail of cost just total required for the code. I did not include the code on the 732, but it can be added. I am not aware of anyone requiring code 251 for transporting meal delivery. Let me know if you need reimbursement under 251.

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

COMPLETE THE 2020 CENSUS TO SHAPE YOUR FUTURE

The 2020 Census is more than a population count, its an opportunity to shape the future of your community.

From: Annette Eubanks
Sent: Thursday, May 28, 2020 11:07 AM
To: Martin Co Senior Center (charmaine.hardison@martincountyncgov.com)

<charmaine.hardison@martincountyncgov.com>; lisa.edmonds@martincountyncgov.com;
lori.leggett@beaufordss.com; Angela Spencer <angela.spencer@beaufordss.com>; Rich Zeck
<rzeck@PCCOA.onmicrosoft.com>; Venita Thompson (venita.thompson@bertie.nc.gov)
<venita.thompson@bertie.nc.gov>; alicia.browning@bertie.nc.gov; Diedra Evans <diedra.evans@hertfordcountync.gov>
Cc: dbone@martincountyncgov.com; Beaufort County Manager (brian.alligood@co.beaufort.nc.us)
<brian.alligood@co.beaufort.nc.us>; Elliott, Scott (scott.elliott@pittcountync.gov) <scott.elliott@pittcountync.gov>;
juan.vaughan@bertie.nc.gov; david.cotton@hertfordcountync.gov; Bryant Buck <bbuck@midwestcom.org>; Janet
Dodge <jdodge@midwestcom.org>
Subject: Families First Coronavirus Response Act funding for nutrition

Hi All,

We have received the green light on ARMS for Families First.
Attached is your FF funding allotments by county, the FF 732 Budget, and Families First Funding Plan.

You will need to complete the 732 budget. You will also need to complete the funding plan if you would like to change the established unit rate.

1 - **IF you want to utilize your current unit rate**, or want to add the \$0.75 to the current unit rate, use the FF 732 Budget form. Remember you will not receive the USDA reimbursement of \$0.75 for meals.

2 - **IF you want to build a NEW unit rate** for the FF funds you will need to use the Families First Funding Plan as well.

Please get the documents to me ASAP, no later than JUNE 9, 2020 so we can enter budgets into ARMS.

ARMS CODES FOR FAMILIES FIRST

There are three (3) codes available for use.

187 - Congregate Meals

This code represents meals to congregate nutrition program clients that may or may not meet one third of the recommended daily allow/dietary reference intake (RDA-DRI) requirements using FFCRA funding. One meal is the equivalent of one unit in ARMS.

026 - Home Delivered Meals

This code represents meals to home-delivered meal clients that may or may not meet one-third of the recommended daily allowance / dietary reference intake (RDA-DRI) requirements using FFCRA funding. One meal is the equivalent of one unit in ARMS.

900 - Non-Unit Expenses for Supplies

This code represents emergency response costs in response to the COVID-19 pandemic. It is intended to capture service provider's necessities such as personal protective equipment (PPE), food service equipment and other unique items that allow providers to continue service. One item is the equivalent of one expense.

If you intend to use the Non-Unit Code for FF, discuss with me prior to completing your 732. We must ensure you have a plan for tracking, documentation and determining feasibility of these purchases.

Once the budgets are entered into ARMS you will be able to enter units for these funds into ARMS.

An amendment to the County Contract 735 will need to be completed for the acceptance and issuance of these funds, this will be forthcoming once we have received the 732 and if funding plan if required. **For those of you that are lead agencies, we will be asking you to help us get these signed and returned to the AAA as soon as possible.**

Please let me know if you have any questions.

Thanks,

Annette Eubanks
Aging Program Director



Mid-East Commission Area Agency on Aging

COMPLETE THE 2020 CENSUS TO SHAPE YOUR FUTURE

The 2020 Census is more than a population count, its an opportunity to shape the future of
your community.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

NUTRITION FUNDING

COUNTY	FF FUNDING
Beaufort	
IIIC1 - Congregate	\$19,027.00
IIIC2 - Home Delivered	\$38,055.00
County Total	\$57,082.00
Bertie	
IIIC1 - Congregate	\$7,818.00
IIIC2 - Home Delivered	\$15,637.00
County Total	\$23,455.00
Hertford	
IIIC1 - Congregate	\$9,563.00
IIIC2 - Home Delivered	\$19,126.00
County Total	\$28,689.00
Martin	
IIIC1 - Congregate	\$9,694.00
IIIC2 - Home Delivered	\$19,387.00
County Total	\$29,081.00
Pitt	
IIIC1 - Congregate	\$37,973.00
IIIC2 - Home Delivered	\$75,946.00
County Total	\$113,919.00
County Total	

% Per Category		
IIIC1 - Cong	33.33%	\$84,075.00
IIIC2- HDM	66.67%	\$168,175.00
	100.00%	\$252,250.00

522000

539922

REGIONAL TOTAL	FF FUNDS
IIIC1 - Congregate	\$84,075.00
IIIC2 - Home Delivered	\$168,151.00
TOTAL	\$252,226.00

From: JW Stalls
Sent: Friday, June 5, 2020 2:51 PM
To: Travis Jackson; Audrey Jernigan; Alicia Simper; William Roberson
Subject: Fwd: [External] RE: EMD Quote Bertie

Approval from 911 board below

JW Stalls
Communications Supervisor
Bertie County Sheriff's Office
252-794-5330 office
252-794-5346 fax
252-209-9299 cell

Begin forwarded message:

From: JW Stalls <jw.stalls@bertie.nc.gov>
Date: June 5, 2020 at 2:47:37 PM EDT
To: "Tapler, Marsha" <marsha.tapler@nc.gov>
Subject: Re: [External] RE: EMD Quote Bertie

Thank you! We will proceed with our purchase order

JW Stalls
Communications Supervisor
Bertie County Sheriff's Office
252-794-5330 office
252-794-5346 fax
252-209-9299 cell

On Jun 5, 2020, at 2:22 PM, Tapler, Marsha <marsha.tapler@nc.gov> wrote:

Hi JW,,

I was out of the office last week and just now catching up with emails. Yes, the implementation cost are eligible for 911 funds.

Thanks.

Marsha

Marsha Tapler
Financial Analyst
919.754.6344 office
marsha.tapler@nc.gov

<image001.png>

<image004.png>

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: JW Stalls <jw.stalls@bertie.nc.gov>
Sent: Tuesday, June 2, 2020 10:33 AM
To: Tapler, Marsha <marsha.tapler@nc.gov>
Subject: Re: [External] RE: EMD Quote Bertie

Hey just touching base, to see where we are at for approval on this so we can get our PO done and move forward

From: JW Stalls
Sent: Wednesday, May 27, 2020 5:26 PM
To: Tapler, Marsha <marsha.tapler@nc.gov>
Subject: FW: [External] RE: EMD Quote Bertie

Marsha, here is the response from Priority Dispatch

JW Stalls
Communications Supervisor
Bertie County Sheriff's Office
252-794-5330 office
252-794-5346 fax
252-209-9299 cell

Begin forwarded message:

From: Alicia Simper <Alicia.Simper@prioritydispatch.net>
Date: May 22, 2020 at 9:35:58 PM CDT
To: JW Stalls <jw.stalls@bertie.nc.gov>
Cc: Travis Jackson <travis.jackson@bertie.nc.gov>
Subject: [External] RE: EMD Quote Bertie

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report_spam@nc.gov.

Hi JW,

The implementation support includes everything we go through in the planning phase. (Scheduling, policy and procedure updates, resource allocation, response planning, etc.) We will send out both IT and operations people for the go-live; followed up by post go-live meetings

for a few months after to answer questions that come up and ensure everything is going smoothly. We want to make sure that your agency is set up for success.

Let me know if that helps.

Have a safe weekend!

::

Priority Dispatch

ALICIA SIMPER | Sales Operations Manager

e. alicia.simper@prioritydispatch.net | w. prioritydispatch.net

[prioritydispatch.net] | o. 1-385-429-6411 (U.S./Canada)

110 S. Regent Street, Suite 500 | Salt Lake City, Utah 84111

From: JW Stalls <jw.stalls@bertie.nc.gov>
Sent: Friday, May 22, 2020 2:43 PM
To: Alicia Simper <Alicia.Simper@prioritydispatch.net>
Cc: Travis Jackson <travis.jackson@bertie.nc.gov>
Subject: Fwd: EMD Quote Bertie

Hey Alicia,

Can you take a look at this quote question from Marsha?

JW Stalls
Communications Supervisor
Bertie County Sheriff's Office
252-794-5330 office
252-794-5346 fax
252-209-9299 cell

Begin forwarded message:

From: "Tapler, Marsha" <marsha.tapler@nc.gov>
Date: May 22, 2020 at 3:24:18 PM CDT
To: JW Stalls <jw.stalls@bertie.nc.gov>
Subject: RE: EMD Quote Bertie

Sorry about that...here you go.

Thanks.

Marsha

Marsha Tapler
Financial Analyst
919.754.6344 office
marsha.tapler@nc.gov



QUOTE

110 Regent Street, Suite 500
 Salt Lake City, UT 84111
 USA
www.prioritydispatch.net
 Prepared By: Adam Hinckley
 Phone: (800) 363-9127
 Direct: (801) 746-5660
 Email: adam.hinckley@prioritydispatch.net

Agency:
 Agency ID#:
 Quote #:
 Date:
 Offer Valid Through:
 Payment Terms

Bertie County Sheriff's Office
 24740
 Q-50920
 5/21/2020
 9/11/2020
 Net 30

Currency: USD

Bill To:
 Bertie County Sheriff's Office
 222 Country Farm Road
 Windsor, North Carolina 27983
 United States

Ship To:
 Bertie County Sheriff's Office
 222 Country Farm Road
 Windsor, North Carolina 27983
 United States

Product	Qty	Amount
ProQA Medical Software Licenses Automated calltaking software	3	USD 11,250.00
ProQA Medical Training Software Licenses Training, non-live calltaking software	1	USD 1,875.00
ProQA Medical Backup Software Licenses Offsite, backup location software	1	USD 695.00
AQUA Case Review Software for EMD Quality Assurance (case review) software base engine and discipline module	1	USD 1,750.00
XLerator Client Server Suite Client server software application suite	1	USD 2,500.00
Implementation Support Package for EMD Implementation support and quality management program development	1	USD 30,000.00
MPDS Backup Cardset License Licensed manual protocol set for backup	4	USD 1,980.00
Protocol Training and Certification for EMD Materials, tuition and certification	11	USD 4,015.00
ED-Q Training and Certification for EMD Materials, tuition and certification (2 days, 16 hours)	1	USD 550.00
Remote ProQA Software Training - M Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	11	USD 1,639.00
Remote AQUA Software Training - M Per person cost for six hours of AQUA software training completed in a virtual, instructor-led environment	2	USD 398.00
Priority Dispatch System ESP EMD License Renewal, Service & Support for ProQA, AQUA, Cardsets, Tech Support, and Upgrades	3	USD 3,600.00
NC State Contract Discount- 10%	1	USD -5,668.20

"To lead the creation of meaningful change in public safety and health."

Product	Qty	Amount
Shipping & Handling	1	USD 30.00

Subtotal	USD 54,613.80
Estimated Tax	
Total	USD 54,613.80

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

McGUIREWOODS

HHS Begins Funding \$30 Billion to Medicare Providers – Attestations to Be Required

April 10, 2020

Update: This article was originally published on April 9, 2020. It has been updated to reflect new guidance released on April 10, 2020, by the Department of Health and Human Services (HHS) regarding the delivery of the initial \$30 billion in relief funding that began being deposited to providers the same day.

Further, HHS has since released clarifications about certain key conditions of the program, including those related to eligibility discussed in an [April 14, 2020 alert](#).

* * *

On April 10, 2020, HHS announced the immediate release of \$30 billion of the \$100 billion Public Health and Social Services Emergency Fund provided for in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The fund reimburses eligible healthcare providers for expenses and lost revenue attributable to the 2019 novel coronavirus (COVID-19). As discussed below, the fund will be released in tranches to prioritize disbursing dollars as quickly as possible, with the initial \$30 billion in immediate relief funds being delivered first beginning April 10, 2020, by direct deposit to all facilities and providers that received Medicare fee-for-service (FFS) reimbursements in 2019. Many providers already have begun to receive these funds, including various categories and specialties of providers.

This updated alert summarizes eight key takeaways for providers from the HHS release and additional guidance from HHS Secretary Alex Azar and Centers for Medicare & Medicaid Services (CMS) Administrator Seema Verma.

1. Eligible Providers. All facilities and providers that received Medicare FFS reimbursements in 2019 are eligible to receive funds, subject to the terms and conditions discussed below. Relief payments will be made to providers according to their tax identification number (TIN). For example, large organizations will receive relief payments for each of their Medicare billing TINs, while group practices will receive the relief fund payment under the group practice's TIN used to bill Medicare rather than directly to the individual physician and other providers that are part of the group practice. Practices that are part of larger medical groups should expect to receive payment through the group's central billing office.

2. Payment Calculations. Medicare facilities and providers are allotted a portion of the \$30 billion based on their share of 2019 Medicare FFS reimbursements. Each provider can estimate their payment today by multiplying their 2019 Medicare FFS payments (not including Medicare Advantage payments) by 0.06198 for their estimated portion of the relief funds. HHS gave the example of a community hospital with a TIN that billed Medicare FFS \$121 million in 2019, which will receive \$7,500,000.

3. Method of Payment Distribution. HHS has partnered with UnitedHealth Group (UHG) to distribute the initial \$30 billion in funds via Automated Clearing House account information on file with UHG or CMS. Providers will receive Automated Clearing House payments via Optum Bank. Despite HHS' announcement that providers will receive payments with "HHSPAYMENT" as the payment description, providers reportedly are receiving payment with "HHS STIMULUS" as the payment description. For other providers without direct deposit, CMS previously stated that they will require the providers to complete a "very simple" registration to receive the funds. HHS stated on April 10, however, that providers who normally receive a paper check for reimbursement from CMS rather than direct deposit payments, will also receive a paper check within the next few weeks for this payment.

4. No Repayment. The fund payments are grants, not loans, and HHS will not require repayment. This is unlike the CMS Accelerated and Advance Payment Program, which provides loans to providers to be repaid by offsetting future Medicare reimbursement. Providers can participate in both programs.

5. Terms and Conditions. While Administrator Verma announced during the April 7, 2020, White House briefing that these grants would be provided with "no strings attached" to allow healthcare providers receiving these funds to "spend that in any way that they see fit," providers should note there are important terms and conditions that providers will have to submit an attestation with respect to as described further below. Key restrictions most likely to impact certain providers include:

a. The recipient of these funds is obligated to abstain from "balance billing" any patient for COVID-19-related treatment. HHS explains that due to the COVID-19 public health emergency, patients are more limited in their healthcare choices and may be forced to receive treatment from out-of-network providers. Therefore, providers may not seek collection of out-of-pocket payments from a COVID-19 patient that are greater than what the patient would have otherwise been required to pay if the care had been provided by an in-network provider.

b. The recipient must certify that the payment will only be used to prevent, prepare for, and respond to COVID-19, which includes healthcare-related expenses and lost revenues attributable to COVID-19. HHS has not yet provided further details regarding this condition. In other cases like the blanket Stark Law waivers, COVID-19 purposes were broadly defined, but this condition could be limiting for providers in areas not hard hit by COVID-19.

c. The recipient must certify that it is (i) currently providing diagnoses, testing or care for individuals with possible or actual cases of COVID-19; (ii) is not currently terminated from participation in Medicare; (iii) is not currently excluded from participation in Medicare, Medicaid, and other federal healthcare programs; and (iv) does not currently have Medicare billing privileges revoked. HHS has not issued guidance about these restrictions. It is unknown what these restrictions will mean for providers that would not typically be testing COVID-19 patients or for providers that limited their current operations due to stay-at-home orders or orders delaying elective procedures. The funding of these grants does not appear to have distinguished between such providers.

d. The recipient must certify that it will not use the payment to reimburse expenses or losses that have been reimbursed from other sources or that other sources are obligated to reimburse. Further guidance will determine how this limitation interacts with other financial support opportunities available for healthcare companies during the COVID-19

crisis and whether receipt of these funds will limit participation in other programs, including loan forgiveness and tax treatments available to providers. For example, other programs have built-in limitations in the regulations that limit interactions with other programs. We will be updating a previous McGuireWoods legal alert to elaborate on program interactions as further guidance becomes available.

e. The recipient must submit reports to ensure compliance with these conditions, with additional quarterly reporting requirements for recipients receiving more than \$150,000 total in funds under the CARES Act, the Families First Coronavirus Response Act (FFCRA), and any other COVID-19 appropriated funds. The secretary of HHS will provide further guidance regarding the reports and documentation needed to support providers' requests for funding. As with other grants or waivers providers are utilizing during the COVID-19 pandemic, providers should prepare and maintain the necessary records, reports and documentation required by the fund.

f. The recipient must maintain records and cost documentation information to substantiate the reimbursement of costs under this award. The recipient must submit copies of these records, cost documentation, and fully cooperate in all audits to ensure compliance with the terms and conditions.

g. In addition, the general statutory provisions in FY 2020 Consolidated Appropriation also apply to these payments. For example, none of the funds may be used to pay the salary of an individual at a rate in excess of Executive Level II (\$197,300). Though we are awaiting further guidance from the secretary of HHS, this may limit providers from using the fund payments to pay physicians who receive production-based compensation if their annual compensation may exceed \$197,300. Further details are set forth in the terms and conditions.

6. Attestation. Providers will have 30 days to sign an attestation through an online portal confirming receipt of the funds and agreeing to the terms and conditions as a condition of payment. The portal for signing the attestation will be open on the HHS website the week of April 13, 2020. If the terms and conditions are not accepted by the provider within 30 days, the applicable provider will be required to refund the full payment to HHS.

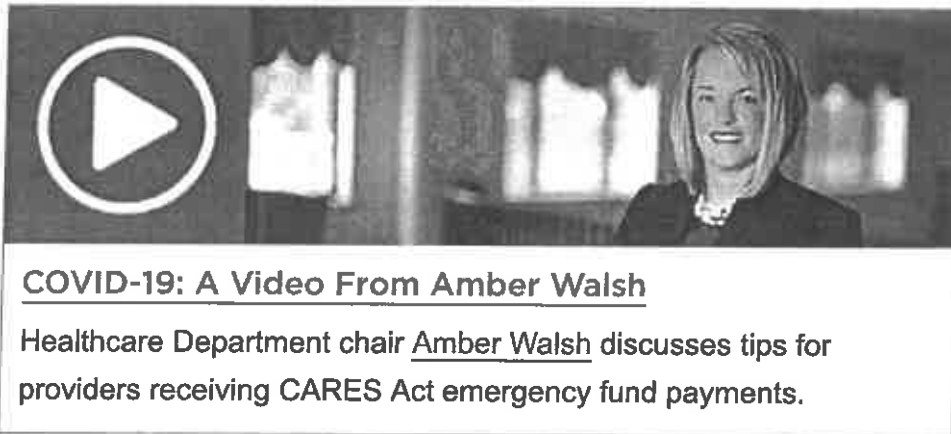
7. Additional Tranches. Administrator Verma announced earlier this week that organizations and healthcare providers typically receiving significant revenue from sources other than Medicare — such as Medicaid and other payors, including pediatricians, children's hospitals, OB-GYNs, nursing homes and other providers — will be addressed in the second tranche of funding. HHS also announced that the remaining \$70 billion will focus on providers in areas particularly impacted by the COVID-19 outbreak, rural providers, providers of services with lower shares of Medicare reimbursement or that predominantly serve the Medicaid population, and providers requesting reimbursement for the treatment of uninsured Americans.

8. Uninsured Patients. In addition to the guidance discussed above on additional tranches, during an April 3, 2020, White House briefing, Secretary Azar announced that a portion of the fund will be used to cover healthcare providers' costs of delivering COVID-19 care for uninsured individuals through the same mechanism used for testing. Secretary Azar stated that providers will be reimbursed at Medicare rates and will be prohibited from balance billing uninsured patients or any patient for COVID-19-related treatment or medical expenses. Providers should ensure they properly document their treatment of uninsured individuals for COVID-19 for potential reimbursement purposes.

The infusion of cash provided through the fund will offer eligible healthcare providers, including hospitals, on the front lines of the COVID-19 pandemic crucial support during a time of historic financial crisis. We anticipate further details to be provided as direct deposit of the first \$30 billion portion of the fund has begun. Additional guidance regarding how to access the remaining portions of the fund should be announced soon, and McGuireWoods will monitor further developments.

In the meantime, healthcare providers should prepare for additional facets of the fund. Healthcare providers should continue to quantify and monitor all COVID-19 expenses and retain copies of all relevant documents and reports, including records relating to their treatment of uninsured individuals for COVID-19. In addition, healthcare providers should track the revenue streams and funding sources used to cover such COVID-19 expenses, as the interaction between programs will be an important consideration for providers. McGuireWoods will update a previous [legal alert](#) to elaborate on program interactions as further guidance becomes available.

Please contact the authors or any of the [McGuireWoods COVID-19 Response Team members](#) for additional information on the Public Health and Social Services Emergency Fund and its availability to healthcare providers and for assistance with the documentation and registration process.



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Activity - Deposit Accounts

Report created: 04/20/2020 09:13:37 AM (ET)
 Account: 053102586 • XXXX • Checking • Main Account
 Date range: 4/17/2020
 Transaction types: Selected transactions
 Detail option: Includes transaction detail

053102586 • *8879 • Checking • Main Account

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Balance
04/17/2020	20200417-0000000451 50002326691		DEPOSIT DEPOSIT		\$4,108.23	\$1,073,628.56
04/17/2020	20200417-0000000451 50002326765		DEPOSIT DEPOSIT		\$18,511.21	\$1,092,139.77
04/17/2020	SIMPLIFILE LC/REC FEE		PREAUTHORIZED ACH CREDIT SIMPLIFILE LC/REC FEE 0416 NCCTGW- BERTIE COUNTY		\$104.00	\$1,092,243.77
04/17/2020	PAYPAL/TRANSFER BERT		PREAUTHORIZED ACH CREDIT PAYPAL/TRANSFER BERTIE COUNTY TAX OFFI		\$1,732.39	\$1,093,976.16
04/17/2020	5/3 BANKCARD SYS/CRE		PREAUTHORIZED ACH CREDIT 5/3 BANKCARD SYS/CREDIT DEP 5/3 BANKCARD CREDIT DEP 44450186195 02 OPC*BERTIE CO UTILITY BC 4445018619502 OPC*BERTIE CO UTILITY		\$2,952.25	\$1,096,928.41
04/17/2020	US HHS Stimulus/HHSP		PREAUTHORIZED ACH CREDIT US HHS Stimulus/HHSPAYMENT TRN *1*750212570*1911911912*CARES A CT REL IEF PAYMENT*HHS.GOV*PH 866-569-3522\ 566000276 County Of B ertie		\$72,572.13	\$1,169,500.54
04/17/2020	PALMETTO GBA/HCCCLAIM		MISCELLANEOUS CREDIT PALMETTO GBA/HCCCLAIMPMT TRN* 1*894130633*1571062326~ 13567623 06 COUNTY OF BERTIE		\$1,155.56	\$1,170,656.10
04/19/2020	Totals			\$0.00	\$101,135.77	



Record Number	Org	Object	Project	Description	JUL Rev Bud	JUL Enc Bud	2020 Revised Budget	2020 Actual
1	106360	512100		SALARIES & WAGES - REGULAR	0.00	0.00	0.00	0.00
2	106360	512602		OVERTIME	0.00	0.00	0.00	0.00
3	106360	518100		FICA MATCHING EXPENSE	0.00	0.00	0.00	0.00
4	106360	518200		RETIREMENT MATCHING EXPENSE	0.00	0.00	0.00	0.00
5	106360	518300		GROUP INSURANCE EXPENSES	0.00	0.00	0.00	0.00
6	106360	529002		DEPARTMENTAL SUPPLIES	0.00	0.00	0.00	0.00
7	106360	539900		CONTRACTED SERVICES	0.00	0.00	0.00	0.00
8	106360	549906		CONV. FEES : COVID-19	0.00	0.00 *	0.00	80.00
9	106360	549990		EQUIP-UNDER \$5000	0.00	0.00 *	0.00	3,110.00
10	106360	551000		CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	0.00	0.00



D-2

Mid-East Commission



Beaufort County
 Bertie County
 Hertford County
 Martin County
 Pitt County

1502 N. Market Street, Suite A
 Washington, North Carolina 27889
 Telephone (252) 974-1823

Invoice

BILL TO
Bertie County
Attn. Scott Satter <i>Juan Vaughn</i>
RE: EDA- Hurricane Florence Recovery/Resiliency Project

DATE	INVOICE #
11/2/19	# 1- FINAL

DESCRIPTION	AMOUNT
Disaster Recovery Coordinator Services	\$10,000.00
Please remit payment to:	
Mid-East Commission 1502 N. Market Street, Suite A Washington, NC 27889	
TOTAL	\$10,000.00

November 1, 2019

This agreement between the Mid-East Commission and Bertie County is for the inclusion in a US Department of Commerce- Economic Development Administration Hurricane Florence project. The project will promote recovery and resiliency in Beaufort, Bertie, and Pitt Counties.

Bertie County hereby agrees to pay the Mid-East Commission \$10,000.00 towards the Hurricane Florence Economic Development Administration project.

Bertie County Representative

Date

N. Bryant Buck
N. Bryant Buck, Executive Director
Mid-East Commission

11-01-2019
Date

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

Bertie County
(Signature of Finance Officer)

Date

Juan Vaughan II

From: Bryant Buck <buck@mideastcom.org>
Sent: Monday, June 15, 2020 10:30 AM
To: Juan Vaughan II; Sherri Respass; Kevin Richards
Cc: William Roberson
Subject: RE: [External] Disaster Recovery Coordinator Services Invoice
Attachments: Match Description Justification.docx; Bertie County.docx

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Good morning Juan,

Hope you are well and adjusting to your new role during these unprecedented times. I fully understand, as this was during your transition into the position. Then, we have been faced with a pandemic which certainly put us all into challenging times.

I am forwarding an email I sent to Scott outlining the EDA Grant, and information related to the services that the Disaster Recovery Coordinator would be providing.

I have updated the list to include additional items that are ongoing, and have been worked on and completed for Bertie County (see below).

As you can see, the Disaster Recovery Coordinator has been very active in providing additional services and resources to Bertie County.

Please let me know if you have any questions or would like to discuss this further.

Thanks for your support, and all you do for Bertie County.

Bryant

Bryant Buck
Executive Director
Mid-East Commission
1502 N. Market Street Suite A
Washington, NC 27889
(252) 974-1844
(252) 402-5686 cell

Bertie County:

ECU Fundamentals of Emergency Management class completed a semester long review of Bertie County's Emergency Operation Plan. Due to meeting restrictions the revised plan was presented to Bertie County by the student groups via Zoom in March. When meeting restrictions are relaxed a presentation to the Bertie County Commissioners will be scheduled. This project has proven to be a much needed, valuable, and well received effort for Bertie County as they

plan and prepare for the current hurricane season and future disaster response and recovery. Lisa and Mitch Cooper, Bertie Emergency Manager, participated in class discussion on the campus of ECU on January 16th to meet the students and kick off the project. Lisa then worked with the four students groups meeting three times with each group to review and discuss their sections of the plan and reviewing and submitting comments on the final draft prior to its presentation ECU faculty and Bertie County on May 30th.

☑Lisa will be submitting an application in July to Nominate Mid East and the ECU partnership for the NADO 2020 Impact Award for the Bertie County EOP project.

☑A property site visit December 20th to a home on Sally Freeman Rd. for potential storm related repairs lead to a referral to the Bertie County Department of Social Services / Senior Services. From that discussion with the director a plan was made to schedule a series of public preparedness campaigns in partnership with BCDSS. As those conversations were starting in February the travel restrictions in March have delayed that project. It is hoped to continue those in the coming weeks and to move forward.

☑It was also brought to my attention that the Town of Colerain had a need for funding to make repairs to their community building. I reached out to the town manager for more details and cost estimates. I have not received that documentation and will continue to follow up.

☑A funding opportunity is available for repairs to properties that are listed on the National Register of Historic Properties. Next week Lisa will be forwarding that information out to our counties and municipalities with an offer of assistance should they chose to apply. It is noted that some of our municipalities rely on the historic preservation of their town as a draw for tourism. Repairing these properties from storm damage and maintaining their presence as part of the overall aesthetic of the town is a factor in tourist dollars and economic stability. There are properties in Bertie County that may benefit from these funds.

☑Discussions are ongoing with both Federal and State organizations for a solution to the lack of affordable, single family homes in Bertie County. Bertie County has lost much of its affordable housing and rental property to flooding. A discussion with NC Finance this week has opened a possible new avenue of funding. Solving this challenge would be the first step in bringing economic growth to Bertie County and filling job vacancies at the Bertie County Correctional Institute.

From: Bryant Buck
Sent: Wednesday, October 2, 2019 12:31 PM
To: Scott Sauer <scott.sauer@bertie.nc.gov>
Subject: EDA Funded Disaster Recovery Coordinator

Hi Scott,

Hope all is well as you are winding down, I wanted to get this to you before you got out the door. As we discussed several months back when we were waiting final approval of the EDA grant for a Disaster Recovery Coordinator, I mentioned that if funded we would be soliciting from each county benefitting from the position \$10,000 to help cover the match portion. We have received this from Beaufort County and will be invoicing Bertie County in the

106 Dundee Street
PO Box 530
Windsor, NC 27983
Phone: (252)794-6112
Fax: (252)794-5327

-----Original Message-----

From: Sherri Respass <srespess@mideastcom.org>
Sent: Thursday, June 11, 2020 4:18 PM
To: Juan Vaughan II <juan.vaughan@bertie.nc.gov>
Cc: Kevin Richards <krichards@mideastcom.org>
Subject: [External] Disaster Recovery Coordinator Services Invoice

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

Hi. This invoice is from last November and is still unpaid. I figure it must have been lost in the shuffle. Please let us know if you have any questions.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

next week. Since this is a two year grant, you have the option of paying two installments rather than the \$10,000 total, \$5,000 this year, \$5,000 next year, whatever works best.

I have attached the grant information, and a list of activities that our Disaster Recovery Coordinator is currently working on in your area. She has had several meeting with Bertie County Staff, and is continuing to engage funding agencies/resources to assist in bringing projects and resiliency efforts to fruition.

Let me know if you have any questions.

Thanks,

Bryant

Bryant Buck
Executive Director
Mid-East Commission
1502 North Market Street, Suite A
Washington, NC 27889
(252) 974-1844
bbuck@mideastcom.org

-----Original Message-----

From: Juan Vaughan II <juan.vaughan@bertie.nc.gov>

Sent: Friday, June 12, 2020 2:04 PM

To: Sherri Respass <srespass@mideastcom.org>; Kevin Richards <krichards@mideastcom.org>; Bryant Buck <bbuck@mideastcom.org>

Cc: William Roberson <william.roberson@bertie.nc.gov>

Subject: FW: [External] Disaster Recovery Coordinator Services Invoice

Good afternoon,

I apologize for possibly having an outstanding invoice since November. However, can someone provide some insight on this invoice and agreement? It appears to have been issued around the time that I was transitioning into my role as interim manager as Scott Sauer was retiring. I don't recall being made aware of this agreement nor do I have a copy of the fully executed agreement. I'm also not aware of what we should have received for \$10,000. In order for us to pay for this, we would have been required to take this before the Board of Commissioners for a budget amendment because I don't think this expense was budgeted for.

Please provide some insight and again, I apologize if this was an oversight on our part.

Thank you,

Juan

Juan E. Vaughan, II
County Manager
Bertie County, NC

MID-EAST COMMISSION- ECONOMIC DEVELOPMENT ADMINISTRATION
HURRICANE FLORENCE RECOVERY GRANT

The Mid-East Commission received a \$200,000 grant from the Economic Development Administration on April 4, 2019. The purpose of the grant is to hire a Disaster Recovery Coordinator to support Hurricane Florence disaster recovery efforts and provide technical assistance. The coordinator will work with communities to build resource capacity and assess the needs of the region to better plan for and respond to future disasters. The project will enable Beaufort, Bertie and Pitt Counties become more economically resilient in the face of future disasters and spur business and social redevelopment in the region.

There is a \$50,000 match required. The Commission is approaching each County (Beaufort, Bertie and Pitt) and three Electric Cooperatives to help fund the match. Specifically, Mid-East is requesting \$10,000 from each County as their part of the match for the project.

Below are some examples of the activities that the Disaster Recovery Coordinator will be working on.

Proposed Scope of Work

The Disaster Recovery activities will focus on the following items:

1. Mapping of storm water infrastructure, etc. and providing community storm water management education.
2. Collaborate with local, state and federal partners to assess damages in the three county region.
3. Partner with ECU to ensure recovery activities each entity is engaged in is leveraged and collaborative to have greatest impact.
4. Work as a liaison between agencies, partners and local governments to help identify resources and facilitate coordination of activities/resources and assets.
5. Incorporate CEDS into hazard mitigation planning through strategies that support resiliency and recovery.
6. Review of local ordinances for consistency with principals of resiliency.
7. Identify needs, evaluate and locate possible resources to address them.
8. Provide grant application preparation services for potential projects.
9. Work to update recovery plans for affected areas where already in place and assist with development of recovery plans for severely impacted communities that do not have them.
10. Attend and facilitate meetings of key players.
11. Develop/distribute materials for businesses and individuals to help them prepare for and recover from natural disasters.
12. Assist local governments with special projects they perceive as critical to promote recovery/ resiliency in their respective jurisdictions.
13. Identify ways and assist local governments to better prepare for disasters and assist with planning that will help them endure, respond to, and eventually recover from disasters.

Bertie County

Reviewing and Updating the County Emergency Operations Plan (EOP): The plan was written in 2004 and last updated in 2009. Since that time Bertie County has experienced multiple events prompting them to activate the plan in part or in whole on several occasions. These activations have at times included the activation of the Emergency Operations Center (EOC) and/or the opening of evacuation shelters, some have expanded to include mutual aid in the form of local, state and federal resources. These events have brought an awareness to Bertie Emergency Services for the need of a comprehensive review of their current plan. It is anticipated that this review process will take six months to complete and will deliver to Bertie County a thoroughly updated EOP incorporating lessons learned into the plans policies and procedures. The first planning meeting has been held. I have started the process of getting log in credentials for Bertie County's E-Plan. This will allow me to work on the plan changes that we have discussed.

Special Needs Registry: There is currently no system in place to identify and target specific communication with or provide post event accountability of the special needs population in the county. I have been asked by the county Emergency Manager and County Manager to reach out to the county Director of Social Services and discuss the need for a registry and the steps needed to implement it in the county. I will be requesting a meeting with the DSS Director for their input and guidance.

Shelter Needs: There are three school facilities in the county that are used for evacuation sheltering. I was alarmed to learn that not one of them have a generator. I would like to see at least one if not all three equipped with a generator. Red Cross has also become very short staffed and their assistance in opening shelters is taking longer and longer to arrive. The man/women power to move supplies to the shelter is delaying the ability to start accepting evacuees into the shelter. I asked short of generators and volunteers what would help them the most in getting the shelters open as quickly and efficiently as possible. They presented to me an option of pre staging three shelter PODS. Shelter PODS (Point of Distribution) is basically a rolling cart/rack that has blankets, basic medical supplies, sleeping mats, MRE's, intake forms and signage, etc. for up to 50 people. The availability of a POD would allow the shelter to open quickly with basic supplies and to function until more supplies are available. The PODS vary in price, depending on the items selected, from \$700 to \$2500.

Community Preparedness Outreach: Materials have been ordered and received. It has been discussed to reach out to corporate sponsors for a series of community outreach events with a focus on winter/cold weather safety, tornado awareness and hurricane preparedness. These efforts will be coordinated with Emergency Services and the Emergency Manager.

Hurricane Dorian: I have reached out to Emergency Services to offer support in the recovery process.

EDA Grants & Other Funding Sources: Assisting in identifying, researching and developing improvement, resiliency, and recovery grants from various sources to improve the quality of life and economic health of Bertie County.

Funding Forum: A Funding Forum was held August 28, from 1 to 4 on the campus of ECU. This was a joint effort between Mid-East Commission and others to bring together funding partners and county and municipal representation. There were approximately 85 attendees and 8 presenters.



D-3



NATIONAL ASSOCIATION OF COUNTIES

2020 VOTING CREDENTIALS

NACo's virtual 2020 Annual Business Meeting is on Monday, July 20, 2020 at 2:00 p.m. EDT.

In order to vote, your county/parish/borough is required to:

- Have a registered voting delegate by noon EDT on Friday, July 17, 2020 to cast your county's vote(s).

We strongly encourage authorizing one voting delegate per county.

- Pay 2020 NACo membership dues.

If you haven't registered for the Annual Business Meeting, click [here](#).

Please enter your email below

Enter the email you used to register for the Annual Business Meeting.

Enter your email here

Next

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2020 NACo Virtual Voting Credentials Process – Frequently Asked Questions

What are voting credentials?

Voting credentials attest to a county's eligibility to vote. Credentials contain information on the number of votes a county is eligible to cast and the identity of the delegate(s) that are authorized to cast those votes.

On what issues or for which candidates do counties/parishes/boroughs vote?

Counties vote on proposed amendments to association bylaws and elect NACo officers for the coming year. The second vice president is typically the only contested position.

When does the voting take place?

This year's voting will take place virtually on Monday, July 20, 2020 at 2:00 p.m. EDT at the NACo's virtual 2020 Annual Business Meeting, where NACo members will elect our 2020-2021 officers, consider [bylaws amendments](#), review our year of collective achievements and conduct other association business.

What is a voting delegate?

A voting delegate is someone authorized by your county to cast your county's votes at the virtual Annual Business Meeting.

Who may be a voting delegate?

Any elected or appointed official or staff member from your county/parish/borough may be a voting delegate. That decision is up to your county.

Can more than one voting delegate cast a vote at the NACo 2020 Annual Business Meeting?

To facilitate the voting process, NACo encourages members to authorize ONE voting delegate per county. That individual will be the one who 1.) plans to attend the virtual meeting and 2.) cast the vote(s).

How can a voting delegate become credentialed?

Registrants from NACo member counties can designate themselves as a voting delegate when registering as an individual for the virtual Annual Business Meeting. If you are the authorized voting delegate for your county, individual registration is mandatory. Please note that by choosing this option, you are designating yourself as delegate and are declaring that your county board has agreed that you are a voting delegate. The online credential registration page requires the signature of the designated voting delegate.

Note: Credentials information cannot be accessed through group registration to the Annual Business Meeting.

Voting credentials information was mailed to member chief elected officials and clerks in early June.

What is the deadline for submitting voting credentials information?

The deadline for voting credentials is Friday, July 17, 2020 at noon EDT.

What is a ballot?

A ballot confirms the number of votes that a NACo member county is eligible to cast in the NACo Annual Business Meeting. More information on how to access ballots will be communicated to voting delegates prior to the Annual Business Meeting.

How do I confirm that my county is eligible to vote?

A county must be a NACo member “in good standing” in order to vote.

“Good standing” is defined as having:

1. **2020 NACo membership dues paid in full by Monday, July 13 at 5 p.m. EDT**
2. at least one registration for the Annual Business Meeting and
3. proper voting credentials

How does the voting occur?

Information on the online voting process will be communicated to voting delegates prior to the virtual Annual Business Meeting.

Will the state association of counties/parishes/boroughs be able to cast votes on behalf of my county?

Yes. Counties/parishes/boroughs that intend to assign their vote(s) to the state association are required to 1.) complete the voting credentials process and 2.) notify NACo that they will NOT attend the virtual Annual Business Meeting before **Friday, July 17 at noon EDT** by sending an email to credentials@naco.org. If someone from your county does not complete the credentials

process, your county's votes will not be counted in this year's Annual Business Meeting. Non-registered counties are not considered credentialed. If the voting delegate does not attend the meeting and did not notify NACo, those votes will NOT be cast by the state association on their behalf.

What happens if I, the voting delegate, do not attend the virtual Annual Business Meeting? Do my county's votes automatically go to my state association?

No. Delegates are required to notify NACo if they cannot attend the meeting and want the state association to vote on their county's behalf by on Friday, July 17 by noon EDT. If the designated voting delegate does not notify NACo that they will not attend the virtual Annual Business Meeting those votes will not be cast by the state association.

If my county won't be registering for this year's virtual Annual Business Meeting, can we still vote?

No. Per NACo's bylaws, registration is required for the Annual Business Meeting in order to vote. Please do not submit credentials information to NACo if your county does not plan to register for the Annual Business Meeting.

If I register for the virtual Annual Business Meeting but cannot attend, can I assign a proxy vote?

Yes, but only if another person from your county has not already registered to attend the virtual Annual Business meeting as the voting delegate for the county. For more information regarding proxy requirements or to assign a proxy, please email credentials@naco.org.

How does NACo determine the number of votes each county receives?

The number of votes is determined by the amount of dues a county pays. Dues are based on population. All counties are entitled to at least one vote. Members with more than \$1,199 in dues are entitled to one additional vote for each additional \$1,200 in dues or fraction thereof paid in the year the meeting is held.

- Counties with dues of \$450 to \$1,199 receive one vote
- Counties with dues of \$1,200 to \$2,399 receive two votes, and so on
- The maximum number of votes a county can receive is 51

See [here](#) for vote totals information.

My county has 10 votes. How can our voting delegate(s) divide or share the votes?

To facilitate the voting process, NACo encourages members to authorize ONE voting delegate per county. That individual will be the one who 1.) plans to attend the virtual meeting and 2.) cast the vote(s). The vote allocation is up to your county. NACo has no rule as to how the counties decide to allocate their votes and is not involved in the decision. Counties may split their votes amongst the second vice president candidates, but fractions of a whole vote are not permitted.

What happens if there is a dispute over the voting process?

It is rare, but sometimes irregularities occur with how votes are cast or tallied or how the credentialing process is conducted. As a safeguard, elections of officers may be challenged during the NACo Annual Business Meeting. Challenges are allowed under two circumstances. 1.) A voting delegate may challenge the vote for their state, and their state only. 2.) A candidate running to become a NACo officer may challenge the vote of any state. If a challenge is made, the NACo Credentials Committee may audit the ballots.

○

Questions?

For questions, please send an email to credentials@naco.org.

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Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 113th Annual Conference of the North Carolina Association of County Commissioners to be held during the **virtual*** Annual Business Session on August 6, 2020, at 11 a.m.

Voting Delegate Name: _____

Title: _____

In the event the designated voting delegate is unable to attend, _____ has been selected as _____ County's alternate voting delegate.

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb via email by **Monday, August 3, 2020** close of business:

Email: alisa.cobb@ncacc.org

***Please note – due to the COVID-19 pandemic, the 113th NCACC Annual Conference will be held virtually with voting taking place via an electronic platform.**



D-4

2020 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS

Meeting Date	Time	Meeting Area	Meeting Location
1/4/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
*Wed., 1/20/2021	10:00 AM	Work Session TBD	Work Session TBD
2/1/2021	6:00 PM	Community TBD	Community TBD
*Tues., 2/17/2021	10:00 AM	Work Session TBD	Work Session TBD
3/15/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
4/5/2021	10:00 AM	Spivey Meeting Room	Roanoke Cashie River Center, 112 W. Water Street, Windsor, NC
4/29/2021	6:00 PM	Community TBD	Community TBD
5/3/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
*Tues., 6/1/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/14/2021	6:00 PM	Commissioners Room	BUDGET PUBLIC HEARING - 106 Dundee Street, Windsor, NC
7/12/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/2/2021	10:00 AM	Spivey Meeting Room	Roanoke Cashie River Center, 112 W. Water Street, Windsor, NC
8/16/2021	6:00 PM	Community TBD	Community TBD
*Tues., 9/7/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/4/2021	10:00 AM	Work Session TBD	Work Session TBD
10/18/2021	6:00 PM	Community TBD	Community TBD
11/1/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/6/2021	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
*** If there are any questions regarding this calendar, please call the Clerk to the Board at (252)794-6110.***			
This schedule is subject to change. Please visit the County website (www.co.bertie.nc.us) to receive information about cancellations or meeting location changes.			
All meetings are scheduled on Monday unless denoted with an asterick(*).			

2021 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2021	Friday
Martin Luther King, Jr. Birthday	January 18, 2021	Monday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving	November 25 & 26, 2021	Thursday & Friday
Christmas	December 23, 24 & 27, 2021	Thursday, Friday & Monday



D-6

Planning & Inspection Fees

Commercial Permits – Solar Farms

Cost per panel since 2014	Cost per panel FY 2020-21	Proposed Cost
\$0.35 per panel/\$1,000 minimum	\$0.50 per panel/\$1,000 minimum	\$1.50 per panel/\$1,000 minimum

SOLAR FARM EXAMPLE FOR COUNTY COMPARISON

For a \$5,000,000 solar farm with \$17,640 panels:

- 1) Chowan County - \$50 per pod; usually 15-20 panels per pod; approximately \$2.50-\$3.33 per panel

Total Cost: \$44,100 - \$58,741

- 2) Hertford County - \$6 per \$1,000 of construction costs (\$50.00 minimum)

Total Cost: \$30,000

- 3) Northampton County - \$4 per \$1,000 of construction costs

Total Cost: \$20,000

- 4) Halifax County - \$5 per panel for first 200 and \$1 per panel after 200

Total Cost: \$18,440

- 5) Washington County - \$0.50 per panel

Total Cost: \$8,820

- 6) Martin County - \$0.20 per panel

Total Costs: \$3,528

- 7) Bertie County

At \$0.50 per panel, Total Cost: \$8,820

At \$1.50 per panel, Total Cost: \$26,460 – Recommended



D-7

Good Morning/Afternoon Department Heads,

We hope this finds you safe and healthy. Happy New Fiscal Year!

The Bertie County COVID-19 Taskforce would like to sincerely thank you for your patience and willingness to adapt to a new normal throughout the entirety of this pandemic. Thank you to those of you as well for sharing your immediate concerns about preparing your departments for welcoming citizens back into our county facilities.

We wanted to touch base about our current, tentative plans for a *soft* reopening of our County buildings. This plan is subject to change with further announcements from Governor Cooper.

For now, our tentative soft reopening date is **Monday, July 20th**. The following items are being implemented:

- Screening tent just outside County courthouse/Admin Building – temperature check, screening questions, masks required
 - o This location has few other opportunities for restricted access, and still maintains high traffic during business hours.
 - o If a citizen cannot, or chooses not to wear a mask, they will be required to receive curbside service from the respective department, and can also receive information to complete needed services online, if available.
- One entry/exit point will be located at main County Administration Building and courthouse (King Street)
- Limit of two (2) people from the same party in the building
 - o Parties of larger than two (2) will be required to receive curbside service from the respective department, and can also receive information to complete needed services online, if available.
- Two (2) people on the elevator at a time
- Two (2) people utilizing the water payment windows at a time
- One (1) person utilizing window services inside the Tax/Mapping Office at a time
 - o All Tax/Mapping traffic must enter Tax Office through interior entrance on Dundee Street side of the Admin Building
- Department Heads should prepare their own departments in advance of July 20th
 - o Ordering of sanitizer, wipes, and similar items through Quill, Amazon, etc.
 - o Departments should perform basic cleaning measures as often as they deem necessary during work hours
 - o Social distancing markings on the floor should be utilized wherever possible
 - o Clorox Bleach is available from Mitch for departmental use
 - o Plexiglass is being quoted – we hope to have more updates very soon for the departments that listed it in their reopening requests
- Traditional waiting areas should not be used unless social distancing of at least 6 feet can be accomplished

- Council on Aging/Parks & Recreation: visits should be limited to business matters only
 - o All events, teams, dine in services, and classes are indefinitely postponed or cancelled

We know that change is not easy, and that you will utilize this time to prepare your departments for the foreseeable future until COVID-19 is no longer a serious threat. If there's anything else you discover you need throughout this process, please contact County Manager Vaughan at 794-5300, or at juan.vaughan@bertie.nc.gov.

Thank you, and best wishes for continued health.

The Bertie County COVID-19 Taskforce

Juan Vaughan, II
Mitch Cooper
Cortney Ward
Crystal Freeman
William Roberson
Sarah Tinkham