

# Bertie County Board of Commissioners



October 24, 2016  
**7:00pm**

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

**BERTIE COUNTY BOARD OF COMMISSIONERS**

October 24, 2016

Regular Meeting

*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.*

**7:00-7:05** Call to Order and Welcome by Chairman Trent (Community Building, Kelford)

**7:05-7:10** Invocation and Pledge of Allegiance by Chairman Trent

**7:10-7:25** Public Comments (3 minute time limit per speaker)

(A)

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

**7:25-7:35** (1) Hurricane Matthew – Storm Wrap Up by Emergency Services Director, Mitch Cooper

**7:35-7:45** (2) Colerain Commissioner, Bill Harrell – generators for emergency shelters

**Board Appointments (B)**

1. There are no Board Appointments.

**Consent Agenda (C)**

1. Approve minutes for Regular Session 10-6-16
2. Approve minutes for Closed Session 10-6-16
3. Budget Amendment #17-02
4. Tax Release Journal – August 2016
5. Approve 2017 Commissioners meeting schedule

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

**Discussion Agenda (D)**

1. Water District II – DWSRF Loan Resolution confirming offer and acceptance
2. Water District IV - DWSRF Loan Resolution confirming offer and acceptance
3. Water District IV – Resolution confirming offer and acceptance of Water Infrastructure Fund
4. Parks and Recreation Trust Fund contract grant agreement

**Commissioners' Reports (E)**

**County Manager's Reports (F)**

**County Attorney's Reports (G)**

**Public Comments Continued**

*\*3 minute time limit per speaker\**

**Closed Session**

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

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

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

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

**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** A-1

**DEPARTMENT:** Governing Body

**SUBJECT:** Hurricane Matthew – Storm Wrap Up by Emergency Services Director, Mitch Cooper

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** FYI only.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** A-2

**DEPARTMENT:** Governing Body

**SUBJECT:** Colerain Commissioner, Bill Harrell – generators for emergency shelters

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** FYI only.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** C-1

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve minutes for Regular Session 10-6-16

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Windsor, North Carolina**  
**October 6, 2016**  
**Regular Meeting**

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

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
County Attorney Lloyd Smith  
Assistant County Attorney Jonathan Huddleston  
Finance Officer William Roberson  
Emergency Services Director Mitch Cooper  
EMS Division Chief Crystal Freeman  
Tax Administrator Jodie Rhea  
Planning Director Traci White  
Cooperative Extension Director Billy Barrow

Leslie Beachboard of the Bertie Ledger-Advance was present from the media.

**CALL TO ORDER**

Chairman Trent called the meeting to order and thanked those present for their attendance.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Vice Chairman Bazemore led the Invocation and Pledge of Allegiance.

## **PUBLIC COMMENTS**

There were no public comments during this session.

## **APPOINTMENTS**

### **Presentation by John Gerber of North Carolina Emergency Management and the National Flood Insurance Program**

John Gerber of the North Carolina Emergency Management National Flood Insurance Program was present to review the latest information on federal and state financing for flood recovery.

He reminded the Board, as well as those present, that the Small Business Administration (SBA) would be in the area beginning Tuesday, October 11<sup>th</sup>. The SBA will have a mobile unit to assist local businesses and residents with flood recovery loans and grants.

### **Storm Update by Mitch Cooper, Emergency Services Director**

Emergency Services Director, Mitch Cooper, updated the board on the recovery efforts from Tropical Storm Julia, as well as provided a presentation regarding the impending Hurricane Matthew.

## **BOARD APPOINTMENTS**

There were no Board Appointments.

## **CONSENT AGENDA**

Upon review by Chairman Trent, Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda items below. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 9-6-16, Work Session 9-6-16 and 9-14-16, Closed Session 9-6-16, Emergency Meeting 9-25-16, Joint Meeting 9-26-16
2. **Fees Report** – Register of Deeds – September 2016

## **DISCUSSION AGENDA**

### **Discuss draft of 2017 Board of Commissioners meeting schedule**

The Board reviewed the latest draft of the 2017 Board of Commissioners meeting schedule. No action was taken.

### **Set date for 2016 Employee Appreciation Luncheon – proposed date of Thursday, December 8<sup>th</sup>**

There was a consensus to set the date for the 2016 Employee Appreciation Luncheon on Thursday, December 8th, 2016.



**Review of Tax Appeals: a) Estate of Queenie Bond by Barbara Evans, b) Coastal Medical Transport by Tim Bazemore, Jr., c) Southern Band Tuscarora Indian Tribe by Marilyn Mejorado**

These appeal presentations were tabled until Monday, November 7, 2016 at 4:00PM.

**COMMISSIONER'S REPORTS**

Commissioner Lee thanked all of the faith based community for their flood recovery assistance. She stated that the Baptist Men organization is looking for volunteer to assist in removing damaged duct work under various homes. She also encouraged other churches to reach out to her if they would like to help. Lastly, she thanked the Woman's Congregation of Windsor, VA for their donations of cleaning supplies and Food Lion grocery gift cards.

Chairman Trent commended all of the first responders as well as the Town of Windsor and all of the various volunteers for their dedication and willingness to help during the area's time of need in both Windsor and Colerain.

Vice Chairman Bazemore reported that she and Commissioner Wesson had met with Bertie County's NC Representatives and Senate leaders to discuss the possibility of a federal disaster declaration, as well as about CDBG Disaster Recovery funding for local area residents and business owners.

Commissioner White thanked his fellow Board members, as well as Commissioner Wesson, and Vice Chairman Bazemore for their support both on the ground in Windsor, as well as in Washington, D.C. He stated that he always "sees the best of Bertie during our times of trouble." He also thanked Cal Bryant of the Roanoke-Chowan News Herald for his editorial in support of additional funding from the State for flood recovery and future prevention. Additionally, Commissioner White thanked the Bertie-Ledger and the TV media outlets for covering the events in Windsor.

Chairman Trent recalled the visit made to Windsor by Congressman G.K. Butterfield, and he commended Congressman Butterfield for making Windsor a priority.

Commissioner Wesson thanked all of those who participated in the flood evacuation and recovery efforts, and stated that he "was grateful to those who are passionate about helping Bertie County."

## COUNTY MANAGER'S REPORTS

County Manager Sauer updated the Board regarding USDA ambulance financing. He stated that the application for financing four new ambulances has been approved by USDA Rural Development in follow up to the Board's action on August 22<sup>nd</sup> in Aulander. The next step in acquiring these vehicles and equipment is the development of specifications for the request for proposals, which is currently being coordinated by Mr. Cooper and Mr. Roberson. The application is moving forward, and looks promising for Bertie County.

Also, he noted that the Bond Anticipation Note sale for Water District III in the amount of \$1,717,000 is now complete.

Lastly, Mr. Sauer updated the Board on the latest discussions surrounding the Board of Education, and estimated \$500,000 budget shortfall.

County Manager Sauer shared that as he has reflected on the recent joint meeting with the school board, and the reported \$500,000 budget shortfall, in addition to the school system's fund balance which has dropped to less than \$85,000, he indicated that it is incumbent upon the governing body to be proactive regarding the current financial condition of the school system.

Mr. Sauer reported that he had a couple of conversations with the County Attorney this morning regarding the County's fiduciary responsibilities for school finances and a copy of the pertinent General Statute has been distributed to the Board, noting that the Board of Commissioners has the full authority to review all aspects of the school system's fiscal operations.

As we have heard from the Interim Superintendent, with the Board of Education during the joint meeting on September 26, Mr. Walker indicated that he had been misled and been lied to regarding the financial condition of the school system prior to accepting the position as interim superintendent, explained Mr. Sauer.

County Manager Sauer presented a recommendation that the Board of Commissioners consider a motion to request an immediate meeting with the school system's auditors, and contact the NC Department of Public Instruction and the NC Local Government Commission in the State Treasurer's Office for assistance.

Commissioner Wesson made a **MOTION** for the County Manager to move forward with a letter to the Board of Education, the NC Local Government Commission, North Carolina Department of Public Instruction, as well BCPS Attorney Rod Malone, regarding the budget shortfall regarding the budget shortfall and the next steps. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

## COUNTY ATTORNEY'S REPORTS

County Attorney Lloyd Smith requested a brief Closed Session.

### PUBLIC COMMENTS

There were no public comments during this session.

### CLOSED SESSION

Commissioner Wesson made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### OPEN SESSION

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

### ADJOURN

Chairman Trent adjourned the meeting at 7:45PM.

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John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** C-2

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve minutes for Closed Session 10-6-16

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** See envelope.

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** C-3

**DEPARTMENT:** Governing Body

**SUBJECT:** Budget Amendment #17-02

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

# BUDGET AMENDMENT

# 17-02

	<b>INCREASE</b>		<b>INCREASE</b>
17-0090-4991-99	\$ 43,140	ETSF	17-4327-5510-00
			\$ 43,140
<b>ALLOCATE FUNDS TO SUPPORT THIRD DISPATCH STATION</b>			
<b>(APPROVED LAST YEAR - DELAYED - FUNDS WENT BACK TO FUND BALANCE)</b>			
	<b>INCREASE</b>		<b>INCREASE</b>
10-5860-5399-95	\$ 30,312	EDTAP	10-0025-4586-03
12-5380-5399-95	\$ 24,800	EDTAP	12-0025-4586-03
12-5380-5399-94	\$ 7,432	WF	12-0025-4531-10
10-6100-5695-20	\$ 56,853	RGP	10-0025-4585-04
			\$ 56,853
<b>TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE</b>			
	<b>INCREASE</b>		<b>DECREASE</b>
10-6100-5695-11	\$ 42,000		10-9910-5991-00
			\$ 42,000
<b>ALLOCATE FIRST PAYMENT OF BOE SHORTFALL REQUEST - WORK SESSION 9/14/16.</b>			
<b>(FUNDS ALLOCATED FROM CONTINGENCY LINE)</b>			
	<b>INCREASE</b>		<b>DECREASE</b>
10-4190-5351-00	\$ 13,000		10-9910-5991-00
			\$ 13,000
<b>ALLOCATE CONTINGENCY FUNDS FOR ADA/ SECURITY CONCERNS AT DRC BUILDING</b>			
<b>(WORK SESSION 9/14/16.)</b>			
	<b>INCREASE</b>		<b>INCREASE</b>
10-0011-4111-36	\$ 22,200		10-4140-5399-01
			\$ 22,200
<b>INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)</b>			
	<b>INCREASE</b>		<b>INCREASE</b>
10-4950-5399-30	\$ 91	EFNEP	10-0090-4991-99
10-4950-5399-32	\$ 126	ESMMWL	
10-5860-5399-05	\$ 873	SHIIP	
10-6120-5399-15	\$ 148	SEN MOVE	
12-5380-5399-95	\$ 215	EDTAP	12-0070-3981-10
			\$ 215
			10-9800-5980-12
			\$ 215
<b>TO BRING OVER UNSPENT GRANT MONEY FROM PREVIOUS YEAR:</b>			
COOP - EXPANDED FOOD & NUTRITION			
COOP - EAT SMART-MOVE MORE			
COA - SHIIP			
P/REC - SENIORS ON THE MOVE			
DSS - ROAP MONEY- EDTAP			
<b>APPROVED</b> _/_/201_			

# BUDGET AMENDMENT

<u># 17-02</u>					
	INCREASE			INCREASE	
17-0090-4991-99	\$	43,140	ETSF	17-4327-5510-00	\$ 43,140
ALLOCATE FUNDS TO SUPPORT THIRD DISPATCH STATION					
(APPROVED LAST YEAR - DELAYED - FUNDS WENT BACK TO FUND BALANCE)					



**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**  
1301 E. Algonquin Road  
Schaumburg, IL 60196

Visit our website at :www.motorolasolutions.com

# INVOICE

Page 1 of 2

TOTAL INVOICE AMOUNT: \$43,139.53
MOTOROLA INVOICE NUMBER: 41227615
INVOICE DATE: 09/26/2016
PAYMENT DUE: 10/26/2016
CUSTOMER ACCOUNT NUMBER: 1036545989 0002
PURCHASE ORDER DATE:
YOUR PURCHASE ORDER NUMBER: 00006438-00 FY 201

**BILL TO** BERTIE COUNTY SHERIFFS OFFICE

PO BOX 157  
WINDSOR, NC 27983

For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347

00053-00046-00041

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Sales Order Number: 0958860060529

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

## Invoice Detail

Item	Model Number	Qty	Description	Unit Price	Amount
1		1	SEVEN AND A HALF FOOT RACK	405.90	405.90
2		1	CONSOLE ELECTRONIC SHELF (CES) II	8,075.00	8,075.00
3		1	DAP II FOR DC CONTROL CHANNEL INTERFACE ONLY	1,955.00	1,955.00
4		1	ADD: DC CONTROL MODULE (4 CHANNELS)	637.50	637.50
5		1	DAP II FOR ANALOG,SB9600,ASTRO INTERFACES,INCL 2 ANALOG LICENSES	1,955.00	1,955.00
6		1	ADD: 2 DIGITAL CHANNELS WITH LICENSE R2.5	2,125.00	2,125.00
7		1	DAP II FOR ANALOG,SB9600,ASTRO INTERFACES,INCL 2 ANALOG LICENSES	1,955.00	1,955.00
8		1	T3 CABLE 2 FEET	153.00	153.00
9		1	T3 CABLE 5 FEET	170.00	170.00
10		1	CES/CAB PLENUM CABLE 100 FOOT	569.80	569.80
11		1	MCC SERIES DESKTOP GOOSENECK MICROPHONE	212.50	212.50
12		2	MCC SERIES HEADSET JACK	170.00	340.00
13		1	FOOT, SWITCH TRADITIONAL	92.40	92.40

(Continued on Next Page)

Detach here and return bottom portion with your payment

## Payment Coupon

INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE
41227615	1036545989 0002	10/26/2016

Invoice Total	Amount Paid
\$43,139.53	

Please put your Invoice Number and your Customer Account Number  
on your check for prompt processing

BERTIE COUNTY SHERIFFS OFFICE

PO BOX 157  
WINDSOR, NC 27983

Send Payment To:



**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**  
P.O. BOX 404059  
ATLANTA, GA 30384-4059





**MOTOROLA**

**MOTOROLA SOLUTIONS, INC.**

1301 E. Algonquin Road  
Schaumburg, IL 60196

Visit our website at :www.motorolasolutions.com

# INVOICE

Page 2 of 2

TOTAL INVOICE AMOUNT: \$43,139.53
MOTOROLA INVOICE NUMBER: 41227615
INVOICE DATE: 09/26/2016
PAYMENT DUE: 10/26/2016
CUSTOMER ACCOUNT NUMBER: 1036545989 0002
PURCHASE ORDER DATE:
YOUR PURCHASE ORDER NUMBER: 00006438-00 FY 201

**BILL TO** BERTIE COUNTY SHERIFFS OFFICE

PO BOX 157  
WINDSOR, NC 27983

For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347

00054-00046-00041

Payment Terms: NET 30 DAYS FROM INVOICE DATE

Sales Order Number: 0958860060529

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

## Invoice Detail Continued

Item	Model Number	Qty	Description	Unit Price	Amount
14		2	MCC SERIES DESKTOP SPEAKER	382.50	765.00
15		1	TECH GLOBAL EVOLUTION SERIES 19INCH NON TOUCH	1,188.30	1,188.30
16		1	COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)	2,507.50	2,507.50
17		1	BASE WITH PTT SWITCH	142.45	142.45
18		1	SUPRA MONAURAL NOISE CANCELING	114.73	114.73
19		2	SPARE 2 DIGITAL CHANNELS WITH LICEN	1,925.00	3,850.00
20		1	SOUND BLASTER AUDIGY FX PCIE SOUND CARD	69.00	69.00
21		1	IA TRANSPARENT CD - (USE WITH MCC 5500 WINDOW 7 & SERVER 2008 R2 OS)	42.50	42.50
22		1	DUAL IRR SW USB HASP WITH LICENSE (V47)	2,436.16	2,436.16
23		1	INFRASTRUCTURE INSTALL	10,650.00	10,650.00
24		1	TAX	2,727.79	2,727.79
25			THANK YOU FOR CHOOSING MOTOROLA SOLUTIONS.		
SUBTOTAL					43,139.53
PLEASE PAY THIS AMOUNT (PAYMENT DUE: 10/26/2016)					43,139.53

# BUDGET AMENDMENT

# 17-02				
INCREASE				INCREASE
10-5860-5399-95	\$ 30,312	EDTAP	10-0025-4586-03	\$ 30,312
12-5380-5399-95	\$ 24,800	EDTAP	12-0025-4586-03	\$ 24,800
12-5380-5399-94	\$ 7,432	WF	12-0025-4531-10	\$ 7,432
10-6100-5695-20	\$ 56,853	RGP	10-0025-4585-04	\$ 56,853
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE				

C - 2016-2017 ROAP Allocation Table

COUNTIES	EDTAP	EMPL	RGP	Total Quarterly Disbursement Amount	TOTAL 2016-2017
Alamance	\$105,096	\$35,349	\$76,055	\$54,125	\$216,500
Alexander	\$61,689	\$10,008	\$66,842	\$34,585	\$138,339
Alleghany	\$50,892	\$4,854	\$47,817	\$25,891	\$103,563
Anson	\$56,942	\$8,076	\$61,747	\$31,681	\$126,765
Ashe	\$57,856	\$8,505	\$62,124	\$32,121	\$128,485
Avery	\$52,537	\$6,249	\$53,841	\$28,157	\$112,627
Beaufort	\$69,957	\$12,800	\$80,196	\$40,738	\$162,953
Bertie	\$55,112	\$7,432	\$56,853	\$29,849	\$119,397
Bladen	\$63,728	\$10,974	\$68,902	\$35,901	\$143,604
Brunswick	\$104,594	\$29,229	\$97,515	\$57,835	\$231,338
Buncombe	\$148,910	\$52,100	\$88,479	\$72,372	\$289,489
Burke	\$90,282	\$21,497	\$72,290	\$46,017	\$184,069
Cabarrus	\$98,650	\$41,683	\$68,524	\$52,214	\$208,857
Caldwell	\$84,048	\$20,101	\$63,253	\$41,851	\$167,402
Camden	\$48,694	\$4,531	\$46,688	\$24,978	\$99,913
Carteret	\$80,393	\$17,846	\$96,762	\$48,750	\$195,001
Caswell	\$56,941	\$7,539	\$59,112	\$30,888	\$123,592
Catawba	\$103,072	\$35,886	\$85,091	\$56,012	\$224,049
Chatham	\$71,051	\$15,806	\$88,102	\$43,740	\$174,959
Cherokee	\$60,424	\$8,505	\$62,124	\$32,763	\$131,053
Chowan	\$52,534	\$5,819	\$51,206	\$27,390	\$109,559
Clay	\$50,159	\$4,639	\$47,441	\$25,560	\$102,239
Cleveland	\$91,558	\$24,826	\$114,457	\$57,710	\$230,841
Columbus	\$75,639	\$15,806	\$89,232	\$45,169	\$180,677
Craven	\$90,472	\$23,860	\$84,714	\$49,762	\$199,046
Cumberland	\$157,499	\$73,897	\$75,678	\$78,769	\$307,074
Currituck	\$53,450	\$8,613	\$58,735	\$30,200	\$120,798
Dare	\$60,052	\$15,378	\$67,771	\$35,800	\$143,201
Davidson	\$115,191	\$37,603	\$106,174	\$64,742	\$258,968
Davie	\$61,320	\$10,867	\$68,148	\$35,084	\$140,335
Duplin	\$70,320	\$15,377	\$89,608	\$43,826	\$175,305
Durham	\$129,906	\$63,159	\$51,206	\$61,068	\$244,271
Eastern Band of the Cherokee	\$0	\$0	\$45,182	\$11,296	\$45,182
Edgecombe	\$72,696	\$17,310	\$72,666	\$40,868	\$162,672
Forsyth	\$162,374	\$79,911	\$0	\$60,571	\$242,285
Franklin	\$70,676	\$15,806	\$87,349	\$43,458	\$173,831
Gaston	\$134,015	\$49,093	\$79,443	\$65,636	\$262,551
Gates	\$49,978	\$4,853	\$48,947	\$25,945	\$103,778
Graham	\$48,329	\$4,961	\$45,558	\$24,712	\$98,848
Granville	\$75,995	\$14,733	\$89,985	\$45,178	\$180,713
Greene	\$53,268	\$6,786	\$56,853	\$29,227	\$116,907
Gulford	\$205,113	\$115,131	\$92,620	\$103,216	\$412,864

# BUDGET AMENDMENT

		# 17-02		
		INCREASE		DECREASE
10-6100-5695-11	\$	42,000	10-9910-5991-00	\$ 42,000
ALLOCATE FIRST PAYMENT OF BOE SHORTFALL REQUEST - WORK SESSION 9/14/16.				

**Windsor, North Carolina**  
**September 14, 2016**  
**Work Session**

The Bertie County Board of Commissioners recessed their September 6<sup>th</sup> regular meeting in order to meet today for a planning work session at the new Sheriff's Office located at 222 County Farm Road. The meeting took place between 2:00 and 5:00PM. The following members were present or absent:

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
Assistant County Attorney Jonathan Huddleston  
Finance Officer William Roberson  
Tax Administrator Jodie Rhea

There were no media members present.

**RECONVENE**

Chairman Trent called the meeting to order.

**ANNOUNCEMENTS**

Assistant County Attorney, Jonathan Huddleston, announced that Clif Smith welcomed his first child with wife, Peggy, this past weekend. Their new daughter's name is Isabella.

County Manager Sauer notified the Board that Albemarle Regional Public Library Director, Teresa Cole, has officially retired from the library system. He stated that the Library Board is in the process of hiring an interim director until a permanent replacement can be secured.

Also, County Manager Sauer reminded the Board of the pre-construction conference for Water District III will be held on Tuesday, September 27 at 11:00 AM inside the County Commissioners Room at the County Administration Building.

The Board then began addressing the rest of the agenda topics and action items.

The Board received the following items in their work session folders to coincide with today's discussions:

- Topics for discussion
- Recent Board of Education correspondence
- County Buildings itemized request
- Copy of manager's evaluation form
- ECU homework and proposed schedule and names
- Administration building suggested lettering
- Tobacco & Smoking restriction options
- Perdue Farms decision by NCPTC
- Environmental Enhancement Grant guidelines
- ABC "mixed beverage" NC General Statutes
- Recreation survey examples
- Travel Policy

### DISCUSSION

#### **NC Property Commission pending appeal from Perdue Farms**

Tax Administrator, Jodie Rhea, was present for this discussion.

County Manager Sauer began with the notification that Perdue Farms was planning to file an appeal of the latest decision the Property Tax Commission to dismiss their first 2012 revaluation appeal.

Tax Administrator Rhea notified the Board that he had also received word on September 8<sup>th</sup> to inquire about whether or not the Board would be interested in meeting to resolve this matter rather than taking it to the NC Court of Appeals.

After some discussion, the Board came to a consensus that they would wait to see if Perdue filed a notice of appeal.

#### **Guidance on Board of Education's request and schedule joint meeting**

County Manager Sauer briefly summarized the most recent joint meeting that took place with only a few members of each Board on August 24<sup>th</sup>.

In that meeting, the Commissioners were notified that the Bertie County Public School System has discovered an estimated shortfall of at least \$500,000 for the new academic year with impacts for nearly one hundred staff. This would be broken down into monthly payments of \$42,000 over a 12-month period.

During today's discussion, the Commissioners expressed their concerns about the school system's current audit in progress, as well as their desire to see serious consideration being made to the consolidation of the Early College and the new Bertie High School.

Vice Chairman Bazemore stated that "a lack of planning on their part does not equal an emergency on our part," and that she hoped the Board of Education would be more open at this point to consider more dramatic cost saving strategies.

A short discussion ensued regarding the Board of Education's latest comments about why the Early College and Bertie High School could not be combined onto one campus. The general feedback received was that this practice was not allowed under NCDPI provisions. County Manager Sauer then brought forth evidence of the contrary where this has been successfully implemented in other counties via a waiver from the NCDPI

In order to address the concerns of both Boards, Commissioner Lee made a **MOTION** for the County to provide the first payment of \$42,000 with some contingencies in order for the school system to receive the next payment. Additionally, the motion also addressed a proposed meeting date of Monday, September 26<sup>th</sup> a 9:00AM for both Boards to meet and discuss appropriate strategies to address the shortfall including a potential "equity proposal and partnership." Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Per additional conversation, the County Manager is to prepare a letter listing the following conditions that will apply to the motion stated above:

- Joint meeting to review the earlier discussions which occurred in the interim Superintendent's office on August 24<sup>th</sup> for the benefit of both Boards since only five of the ten elected officials were present that day.
- Auditor's preliminary report for the fiscal year ended June 30, 2016 to include initial findings or concerns regarding the school system's current cash position.
- Steps toward campus consolidation beginning with the transfer of the Early College Program to the new high school or the 900 building on the former high school campus. As reported to the governing body on September 14<sup>th</sup>, in January 2016 the State approved eight (8) location waivers for the requirement that the Early College programs be housed on a separate campus, in most cases due to lack of space at the local community college in various local school systems.
- To facilitate the joint vehicle maintenance and fuel purchase initiatives, fifty percent (50%) equity or ownership of the fuel tanks and the new bus garage and related equipment will be transferred to the County. Oversight for bulk fuel purchases for gasoline and diesel fuel will be supervised by the County.
- Transfer of title and ownership of the former South West middle school campus (Early College high school) to the Bertie County Board of Commissioners for the consideration of \$1.00.

# BUDGET AMENDMENT

<b>BUDGET AMENDMENT</b>				
		# 17-02		
	INCREASE			DECREASE
10-4190-5351-00	\$ 13,000		10-9910-5991-00	\$ 13,000
ALLOCATE CONTIGENCY FUNDS FOR ADA/ SECURITY CONCERNS AT DRC BUILDING				
(WORK SESSION 9/14/16.)				



**Windsor, North Carolina**  
**September 14, 2016**  
**Work Session**

The Bertie County Board of Commissioners recessed their September 6<sup>th</sup> regular meeting in order to meet today for a planning work session at the new Sheriff's Office located at 222 County Farm Road. The meeting took place between 2:00 and 5:00PM. The following members were present or absent:

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
Assistant County Attorney Jonathan Huddleston  
Finance Officer William Roberson  
Tax Administrator Jodie Rhea

There were no media members present.

**RECONVENE**

Chairman Trent called the meeting to order.

**ANNOUNCEMENTS**

Assistant County Attorney, Jonathan Huddleston, announced that Clif Smith welcomed his first child with wife, Peggy, this past weekend. Their new daughter's name is Isabella.

County Manager Sauer notified the Board that Albemarle Regional Public Library Director, Teresa Cole, has officially retired from the library system. He stated that the Library Board is in the process of hiring an interim director until a permanent replacement can be secured.

Also, County Manager Sauer reminded the Board of the pre-construction conference for Water District III will be held on Tuesday, September 27 at 11:00 AM inside the County Commissioners Room at the County Administration Building.

The Board then began addressing the rest of the agenda topics and action items.

- Change in legal counsel for the Board of Education to use a local attorney.
- Report to the Board of Commissioners regarding academic performance and end of grade (EOG) testing for all grade levels.
- Report to the Board of Commissioners regarding average daily membership as of the 10<sup>th</sup> day September for the number of students enrolled as compared to the same figure from one year ago.
- Report to the Board of Commissioners regarding Central Office staffing and recent rotation of program directors and principals.

### **Refinement of the housing project initiative and operational sustainability**

In light of Mr. James Eure's presentation (as a representative of Partners for Hertford County Public Schools) at a recent Board meeting, decisions are necessary regarding the organizational structure, and oversight for day-to-day operations.

County Manager Sauer also reminded the Board to consider the current needs being addressed by the old DSS Building as a storage space for various County Departments. He also recommended that the Board address potential options to replace this space, and have those costs be incorporated into the planning process. Lastly, there is the issue of destroying or relocating county records currently being stored at the site.

Assistant County Attorney, Jonathan Huddleston, also addressed various legal matters surrounding the project including land deeds, the advantages of a non-profit, corporation, or foundation in securing the project more efficiently.

### **Hotel project**

This item was tabled.

### **Public Buildings---project updates**

The Board was taken on a brief tour of the new Sheriff's Office as they were already meeting in the Sheriff's Office Board Room. Staff was settling in well. Some items still need to be addressed, but overall, the new Sheriff's Office was ready for move in when it began in mid-September.

County Manager Sauer reported that Courthouse renovations were underway. It was stated that painting had begun on first floor of the courthouse, and once that is completed, the second floor would receive the same treatment.

Next, County Manager Sauer reported that he had receive tenant requests from the renters inside the DRC building on Granville Street. The requests pertained to ADA compliance repairs and building security concerns from the Probation Office.

Commissioner White made a **MOTION** to approve \$13,000 in additional contingency funds to be added to the Public Buildings budget to address these issues. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, County Manager addressed the latest actions with addressing HVAC related concerns inside the Administration Building. He reported that all HVAC work had been completed, and that the attic of the building had been cleaned and sanitized. The Board also came to a consensus of the positioning of lettering on the Administration Building on the Dundee Street side of the building.

### **Non-Emergency Transport**

The Board discussed an office relocation for the Non-Emergency Transport Division from its existing space in the DRC building to the former Sheriff's Office building on Dundee Street.

Parking behind the DRC facility is very cramped with 3 to 4 ambulances, plus staff vehicles. The offices in the DRC building are well suited for the appraisal team who will be on site for 18+ months during the revaluation process.

Commissioner White made a **MOTION** for the Non-Emergency Transport Division be relocated to the old Sheriff's Office Building, as is. If there is any expense for painting or carpet, it be absorbed by the department budget. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Revaluation**

Tax Administrator Jodie Rhea was present for this discussion.

Effective January 1, 2020, the County will begin its thirty-six (36) month process in January 2017 with the announcement to receive proposals by the County, followed by the RFP selection process for the mass appraisal contractor. Contractor responsibilities will include development of the schedule of values, field work by appraisal staff for the 18,300 parcels, informal & formal appeals and final notices of value sent to property owners.

### **Regional Landfill Host Agreement**

The Board set a calendar for developing negotiating criteria for renewal of the twenty (20) year franchise and landfill host agreement for Republic Services, which expires in mid-October 2018. The Board also requested that Republic Services Representative, Josephine Aiken, return to a Commissioner meeting to address various citizen concerns.

9/6/2016

**BERTIE COUNTY BUILDINGS  
REPAIR/ UPGRADE**

**(1) DRC BUILDING**

**\* Cook Electric & Construction**

▪ Replace (2) hollow doors with steel frame solid doors in the hallway on the probation side. Both doors will have keypad entry ways.

▪ Replace (2) front sliding glass windows with solid fixed tempered windows with a paper tray underneath it at front entrance.

▪ Replace the backdoor with a panic bar to open from the inside but remain locked from the outside at all times at the back door entrance & exit.

▪ Cut the concrete

▪ Construct a handicap ramp with handrail.

**\* East Carolina Roofing**

▪ Repair rubber roof on the probation side.

**Total      \$10,206.00**

**(2) Courthouse**

**\* Cook Electric & Construction**

▪ Install (2) handrails include on each side of the Veteran Monument Entrance.

**Total      \$611.00**

**(3) Magistrate Office (County Farm Road)**

**\* Cook Electric & Construction**

▪ Install a 4' X 12' half inch steel on the inside hallway wall.

▪ Install a 4' X 8' half inch steel on the patron side of wall.

**Total      \$2,076.00**

**Total Repair & Upgrade      \$12,893.00**

**NOTE:** (To include the buzz in control at the front entrance of the DRC Building will be an additional \$367).

# BUDGET AMENDMENT

<u># 17-02</u>					
	INCREASE			INCREASE	
10-0011-4111-36	\$	22,200		10-4140-5399-01	\$ 22,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)					

## William Roberson

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**From:** Jodi Rhea  
**Sent:** Wednesday, October 12, 2016 2:46 PM  
**To:** William Roberson  
**Subject:** CTS

Have an invoice from CTS for audits for \$22,200.00

*Jodi Rhea*  
Tax Administrator  
Bertie County Tax Department  
P.O. Box 527  
106 Dundee Street  
Windsor, NC 27983  
(252)-794-6152  
Fax: (252)-794-5357  
[jodi.rhea@bertie.nc.gov](mailto:jodi.rhea@bertie.nc.gov)

# BUDGET AMENDMENT

# 17-02				
INCREASE				INCREASE
10-4950-5399-30	\$ 91	EFNEP	10-0090-4991-99	\$ 1,453
10-4950-5399-32	\$ 126	ESMMWL		
10-5860-5399-05	\$ 873	SHIIP		
10-6120-5399-15	\$ 148	SEN MOVE		
12-5380-5399-95	\$ 215	EDTAP	12-0070-3981-10	\$ 215
			10-9800-5980-12	\$ 215
<b>TO BRING OVER UNSPENT GRANT MONEY FROM PREVIOUS YEAR:</b>				
COOP - EXPANDED FOOD & NUTRITION				
COOP - EAT SMART-MOVE MORE				
COA - SHIIP				
P/REC - SENIORS ON THE MOVE				
DSS - ROAP MONEY- EDTAP				



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** C-4

**DEPARTMENT:** Governing Body

**SUBJECT:** Tax Release Journal – August 2016

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---





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

September 01, 2016

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 **August** and this request for your approval is made pursuant to "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\_\_\_\_

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Seq No	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Abatement	Levy Amount	Renalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trns. Rev
1	08/22/16	3202Z	16A320227C	G01	94.88-		86.25-	8.63-	0.00	0.00	0.00	PG179
2	08/22/16	25983	16A25983.40	G01	25.97-		23.61-	2.36-	0.00	0.00	0.00	PG179
3	08/23/16	22314	16A6812415901	G01 C08	209.16-		209.16-	0.00	0.00	0.00	0.00	PG179
4	08/23/16	3252Z	16A3252Z.40	G01 C02	366.17-		366.17-	0.00	0.00	0.00	0.00	PG179
5	08/23/16	1595	16A6306076591	G01	53.47-		53.47-	0.00	0.00	0.00	0.00	PG179
6	08/25/16	11716	16A6946229391	G01	601.62-		601.62-	0.00	0.00	0.00	0.00	PG179
7	08/25/16	15465	16A6302836453	G01 C08	17.25-		17.25-	0.00	0.00	0.00	0.00	PG179
8			ALLEN, DELIBEMA C		3.01-		3.01-	0.00	0.00	0.00	0.00	
9					20.26-		20.26-	0.00	0.00	0.00	0.00	
10					332.88-		332.88-	33.29-	0.00	0.00	0.00	
11					39.56-		39.56-	0.00	0.00	0.00	0.00	
12					1402.24-		1354.90-	47.34-	0.00	0.00	0.00	
13					1807.96-		1727.33-	80.63-	0.00	0.00	0.00	

Tax Code Totals  
 C02\*16- ALLBDR 366.17-  
 C08\*16- WINDSOR 39.56-  
 G01\*16- BRT TAX 1402.24-  
 Total for Group RLS\*16\*244 1807.96-  
 \*\*\*\*\* Totals By Tax Cycle \*\*\*\*\*  
 Cycle 6 Current 1807.96-  
 Delinquent 0.00



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** C-5

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve 2017 Commissioners meeting schedule

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

## 2017 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS

Meeting Date	Time	Meeting Area	Meeting Location
1/3/2017* Tues.	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
1/17/17* Tues.	7:00 PM	Powellsville	Powellsville Town Hall, 106 E. Main St., Powellsville
2/6/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
2/20/17	7:00 PM	Merry Hill	Mid-Way Community Building, 112 NC 45 North, Merry Hill
3/6/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
3/20/17	7:00PM	Roxobel	Roxobel Community Building, 211 E. Church St., Roxobel
4/3/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
4/17/17	7:00PM	Colerain	Perrytown Volunteer Fire Department, 848 Perrytown Road, Colerain
5/1/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
5/15/17	7:00 PM	Indian Woods	Blue Jay Fire Department, 1653 Indian Woods Road, Indian Woods
6/5/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/19/17	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/3/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/17/17	7:00 PM	Lewiston-Woodville	Perdue Farms, 3539 Governors Road, Lewiston-Woodville
8/7/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/21/17	7:00 PM	Aulander	Aulander Community Building, 116 S. Commerce St., Aulander
9/5/17* Tues.	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
9/18/17	7:00 PM	Colerain	Trap Volunteer Fire Department, 213 Valentine Farm Road, Colerain
10/2/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/16/17	7:00 PM	Kelford	Kelford Community Building, 107 Broadway Street, Kelford
11/6/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
11/20/17	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/4/17	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/18/17	7:00 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 (<http://co.bertie.nc.us>) to receive information about cancellations or meeting location changes. **All meetings are scheduled on Mondays unless denoted with an asterisk (\*).**



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** D-1

**DEPARTMENT:** Governing Body

**SUBJECT:** Water District II – DWSRF Loan Resolution confirming offer and acceptance

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Bertie County Water District II**

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS**, the Safe Drinking Water Act amendments of 1996 and the North Carolina Water Infrastructure Fund have authorized the making of loans and/or grants, as applicable, to aid eligible, drinking-water system owners in financing the cost of construction for eligible drinking-water infrastructure; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered a Drinking Water State Revolving Fund Loan in the amount of \$1,339,350 for the replacement/installation of: 1) altitude valves at three EST sites, and 2) chlorine analyzers, static-level gauges, and totalizers at three well sites; 3) replace standby generator at 1 BPS site; and 4) install SCADA/telemetry at four (each) BPS and EST sides, three supply well sites, and one existing, as well as three new control-valve vault sites.

**WHEREAS**, the Bertie County Water District II intends to construct said Project in accordance with engineering plans and specifications that have been or will have been approved by the North Carolina Public Water Supply Section.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BERTIE COUNTY WATER DISTRICT IV:**

That the Bertie County Water District II does hereby accept the Drinking Water State Revolving Fund Loan offer in the amount of \$1,339,350; and

That the Bertie County Water District II does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard “Conditions” and “Assurances” of the Department’s funding offer, awarded in the form of a Drinking Water State Revolving Fund Loan; and

That Scott Sauer, Bertie 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 in connection with the application; and

That the Bertie County Water District II has compiled substantially or will comply substantially with all Federal, State and local laws, rules, regulations, and ordinances applicable to the Project, and to Federal and State grants and loans pertaining thereto.

Adopted this the 24<sup>th</sup> day of **October, 2016** at **Kelford**, North Carolina.

---

Chief Executive Officer

---

Date



PAT MCCRORY

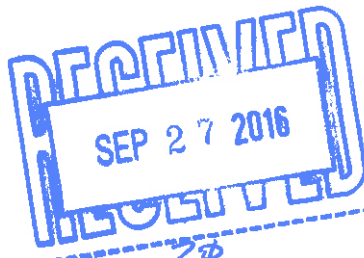
*Governor*

DONALD R. VAN DER VAART

*Secretary*

KIM H. COLSON

*Director*



September 2, 2016

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Mr. Scott Sauer, Manager  
Bertie County  
Post Office Box 530  
Windsor, North Carolina 27983

**Subject:** Offer & Acceptance Documents for a Federal DWSRF Loan  
**DWI Project Number:** WIF-1912  
**Applicant:** Bertie County Water District II  
**PWS ID No.:** 04-08-085  
**County:** Bertie  
**Project Scope:** Replacement/installation of: 1) altitude valves at three EST sites, and 2) chlorine analyzers, static-level gauges, and totalizers at three well sites; 3) Replace standby generator at 1 BPS site; and 4) Install SCADA/telemetry at four (each) BPS and EST sites, three supply well sites, and one existing and three new control-valve vault sites

Dear Mr. Sauer:

Bertie County (County) have been approved for loan assistance from the North Carolina Drinking Water State Revolving Fund (DWSRF). Enclosed are two (2) copies of an Offer-and-Acceptance document extending the County a funding award in the amount of **\$1,339,350**. This offer is made subject to the Assurances and Conditions set forth in the enclosed Offer-and-Acceptance document.

Please submit the following items to the Division of Water Infrastructure (DWI), 1633 Mail Service Center, Raleigh, North Carolina 27699-1633, as soon as they are prepared:

1. A resolution adopted by the governing body accepting the loan 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, along with the signed "Acknowledgement of Standard Conditions and Assurances" for federal SRF loans. **Retain the other copy for your files;**
3. The Federal Identification Number and DUNS Number of the Applicant (Memo attached); and
4. A Sales-Tax Certification Form (sample copy attached).





Mr. Sauer, County Manager  
Bertie County 20  
September 2, 2016  
Page No. 2 of 2

The Site Certification and a Capital Project Ordinance (or a budget ordinance covering the subject project) must be provided to DWI before disbursements can begin. For further assistance, please see the enclosed Guidance Document for a complete list of those items due no later than the project's first reimbursement request.

Reimbursement requests (printed sample form enclosed with this transmittal) for drinking-water projects should be forwarded to Teresa Tripp at the address noted below (see the footer on the first page of this transmittal letter). A reference copy of this request form has been enclosed for your convenience.

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

Sincerely,



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

Enclosures: Loan/Grant Offer-and-Acceptance Document (two copies)  
Resolution to Accept Loan Offer (suggested format)  
Federal ID & DUNS Number Request Memo  
Sales-Tax Certification Form  
Reimbursement Request Form  
Guidance Document  
Site Certification  
Capital Project Ordinance (sample)

cc: W. Landon Younce, P.E., Green Engineering, PLLC, Consulting Engineer  
Mark Hubbard, DWI  
Amy Simes, DWI  
Matthew Rushing, DWI  
DWSRF Project File (red Correspondence folder / MC – LOX)



State of North Carolina | Environmental Quality | Water Infrastructure

1633 Mail Service Center, Raleigh, North Carolina 27699 | Location 512 N. Salisbury Street, Raleigh, North Carolina 27604

919 707 9160 T

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

**Funding Award Offer and Acceptance**

**Legal Name & Address of Award Recipient (Applicant):**

Bertie County  
 Post Office Box 530  
 Windsor, North Carolina 27983

**Account:**

- Drinking Water State Revolving Fund (SRF)
- Clean Water State Revolving Fund (SRF)
- State General Loan (SRL)
- State Emergency Loan (SEL)
- High Unit-Cost Grant (HUC)
- Technical Assistance Grant (TAG)

**State Project Number:** H-LRX-F-16-1912  
**Federal Project Number:** WIF-1912  
**CFDA Number:** 66.468

Amendment	Date	Additional Amount
Original	--	--
1	--	--
2	--	--

**Project Description:**

*Replacement/installation of: 1) Altitude valves at three (3) elevated storage tank (EST) sites, and 2) Chlorine analyzers, static-level gauges, and totalizers at three (3) well sites; 3) Replace the existing standby generator at one (1) booster pump station (BPS) site; and 4) Install SCADA/telemetry at four (4) (each) BPS and EST sites, three (3) supply well sites, and one (1) existing and three (3) new control-valve vault sites.*

**Total Financial Assistance Offer:** \$1,339,350  
 Principal Forgiveness: \$ - 0 -  
 Total Project Cost: \$1,339,350  
 Interest Rate (Per Annum): 0%  
 Maximum Loan Term: 20 Years  
 Estimated Closing Fee (2% of loan): \$26,787


Pursuant to North Carolina General Statute 159G:

- The Applicant is eligible under Federal and State law;
- The Project is eligible under Federal and State law; and
- The Project has been approved by the Department of Environmental Quality (DEQ) 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 \_\_\_\_\_ Date 9/7/16

On Behalf of:  
 Name of Representative in Resolution:  
 Title (Type or Print):

**Bertie County**  
**Mr. Scott Sauer**  
**County Manager**

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 make the Assurances and accept the Standard Conditions.

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

## STANDARD CONDITIONS FOR FEDERAL SRF LOANS

1. The following “super cross-cutters” apply to SRF projects and may be found in the Public Policy Requirements section of the EPA General Terms and Conditions for each year’s appropriation. This document can be found at [www.epa.gov/ogd/tc.htm](http://www.epa.gov/ogd/tc.htm). Please note that nothing is submitted to the State’s SRF program offices regarding compliance with these items.
  - (a) Title VI of the Civil Rights Act of 1964
  - (b) Section 504 of the Rehabilitation Act of 1973
  - (c) The Age Discrimination Act of 1975
  - (d) Section 13 of the Federal Water Pollution Control Act Amendments of 1972
2. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The Applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification from provided by DEQ.
3. Specific MBE/WBE (i.e., disadvantaged businesses enterprises or “DBEs”) forms and instructions are provided and shall be included in the contract specifications. These forms will assist with the documenting of positive efforts made by the Applicant and their consultant(s) and contractor(s) to utilize DBEs. Such efforts should allow DBEs the maximum, feasible opportunity to compete for those sub-agreements and subcontracts that are to be performed. Documentation of all efforts made to utilize DBE firms must be maintained by all applicants and construction contractors, and shall be made available to DEQ or others upon request.
4. Applicants shall comply fully with Subpart C of the Code of Federal Regulations, Chapter 2, Part 180 (2 CFR 180) entitled, “Responsibilities of Participants Regarding Transactions Doing Business with Other Persons”, as implemented and supplemented by 2 CFR 1532. The Applicant is responsible for ensuring that any lower-tier covered transaction, as described in Subpart B of 2 CFR 180, entitled “Covered Transactions”, includes a term or condition requiring compliance with Subpart C. The Applicant is responsible for further requiring the inclusion of a similar term or condition in any subsequent, lower-tier covered transactions. The Applicant acknowledges that failing to disclose the information required under 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment. Applicants may access suspension and debarment information at: <http://www.sam.gov>. This system allows applicants the capability of performing searches for determining whether an entity or individual is excluded from receiving Federal assistance.
5. The construction contract(s) require(s) the contractor to adhere to the Davis-Bacon and Related Acts Provisions and Procedures, as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this also is enacted in Title 40, United States Code, Subtitle II, Sections 3141 through 3148.
6. As required by Subsection 436 (a)(2) of the Consolidated Appropriations Act of 2014, the Project is subject to the federal American Iron and Steel provisions. The State provides detailed requirements that are to be included in the construction contract specifications.

**ASSURANCES**

1. The Applicant intends to construct the Project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division. The Applicant acknowledges that in the event a milestone contained in the most recent Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) and/or the Letter of Intent to Fund (LOIF) is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for SRF funding.
3. The construction of the Project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, Steps A – D in the SRF Guidance shall be completed. These Assurances, likewise, incorporate the most recent version of the SRF Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRF Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, reimbursements, closeout and repayment.
5. The Applicant shall provide and maintain adequate engineering supervision and inspection.
6. The Applicant agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the Project and these records will be retained and made available for a period of at least three (3) years following completion of the Project.
7. All SRF funds loaned shall be expended solely for carrying out the approved Project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the Applicant's compliance with the "Standard Conditions..." of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The Applicant shall expend all of the requisitioned funds for the purpose of paying the costs of the Project within three (3) banking days following the receipt of the funds from the State. Please note the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.

**Acknowledgement of Standard Conditions and Assurances**

The Applicant hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application, and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance, shall be fulfilled.

-----  
*Signature*

-----  
*Date*



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** D-2

**DEPARTMENT:** Governing Body

**SUBJECT:** Water District IV - DWSRF Loan Resolution confirming offer and acceptance

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Bertie County Water District IV**

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS**, the Safe Drinking Water Act amendments of 1996 and the North Carolina Water Infrastructure Fund have authorized the making of loans and/or grants, as applicable, to aid eligible, drinking-water system owners in financing the cost of construction for eligible drinking-water infrastructure; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered a Drinking Water State Revolving Fund Loan in the amount of \$1,678,550 for the Town of Roxobel/BCWD IV Water System Merger: Install app. 3 miles of 6-inch PVC mains et al to connect Roxobel’s and BCWD IV’s systems at three locations; construct a 100-gpm duplex BPS with stand-by generator; replace existing controls with SCADA at 11 sites (8 wells/3 ESTs), replace 3 altitude valves, install 2 PRVs; replace app. 170 meters in Roxobel for compatibility with BCWD IV.

**WHEREAS**, the Bertie County Water District IV intends to construct said Project in accordance with engineering plans and specifications that have been or will have been approved by the North Carolina Public Water Supply Section.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BERTIE COUNTY WATER DISTRICT IV:**

That the Bertie County Water District IV does hereby accept the Drinking Water State Revolving Fund Loan offer in the amount of \$1,678,550; and

That the Bertie County Water District IV does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard “Conditions” and “Assurances” of the Department’s funding offer, awarded in the form of a Drinking Water State Revolving Fund Loan; and

That Scott Sauer, Bertie 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 in connection with the application; and

That the Bertie County Water District IV has compiled substantially or will comply substantially with all Federal, State and local laws, rules, regulations, and ordinances applicable to the Project, and to Federal and State grants and loans pertaining thereto.

Adopted this the 24<sup>th</sup> day of **October, 2016** at **Kelford**, North Carolina.

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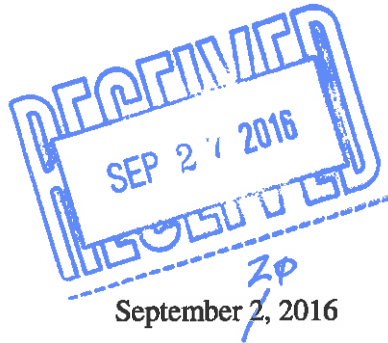
Chief Executive Officer

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Date



Water Infrastructure  
ENVIRONMENTAL QUALITY



PAT MCCRORY

Governor

DONALD R. VAN DER VAART

Secretary

KIM H. COLSON

Director

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Mr. Scott Sauer, Manager  
Bertie County  
Post Office Box 530  
Windsor, North Carolina 27983

**Subject:** Offer & Acceptance Documents for a Federal DWSRF Loan  
**DWI Project Number:** WIF-1897  
**Applicant:** Bertie County Water District IV  
**PWS ID No.:** 04-08-085  
**County:** Bertie  
**Project Scope:** Town of Roxobel / BCWD IV Water System Merger:  
Install app. 3 miles of 6-inch PVC mains et al to connect Roxobel's and  
BCWD IV's systems at 3 locations; Construct a 100-gpm duplex BPS  
with stand-by generator; Replace existing controls with SCADA at  
11 sites (8 wells/3 ESTs); Replace 3 altitude valves, install 2 PRVs;  
Replace app. 170 meters in Roxobel for compatibility with BCWD IV.

Dear Mr. Sauer:

Bertie County (County) have been approved for loan assistance from the North Carolina Drinking Water State Revolving Fund (DWSRF). Enclosed are two (2) copies of an Offer-and-Acceptance document extending the County a funding award in the amount of **\$1,678,550**. This offer is made subject to the Assurances and Conditions set forth in the enclosed Offer-and-Acceptance document.

Please submit the following items to the Division of Water Infrastructure (DWI), 1633 Mail Service Center, Raleigh, North Carolina 27699-1633, as soon as they are prepared:

1. A resolution adopted by the governing body accepting the loan 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, along with the signed "Acknowledgement of Standard Conditions and Assurances" for federal SRF loans. **Retain the other copy for your files;**
3. The Federal Identification Number and DUNS Number of the Applicant (Memo attached); and
4. A Sales-Tax Certification Form (sample copy attached).



Mr. Sauer, County Manager  
Bertie County 20  
September 2, 2016  
Page No. 2 of 2

The Site Certification and a Capital Project Ordinance (or a budget ordinance covering the subject project) must be provided to DWI before disbursements can begin. For further assistance, please see the enclosed Guidance Document for a complete list of those items due no later than the project's first reimbursement request.

Reimbursement requests (printed sample form enclosed with this transmittal) for drinking-water projects should be forwarded to Teresa Tripp at the address noted below (see the footer on the first page of this transmittal letter). A reference copy of this request form has been enclosed for your convenience.

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

Sincerely,



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

Enclosures: Loan/Grant Offer-and-Acceptance Document (two copies)  
Resolution to Accept Loan Offer (suggested format)  
Federal ID & DUNS Number Request Memo  
Sales-Tax Certification Form  
Reimbursement Request Form  
Guidance Document  
Site Certification  
Capital Project Ordinance (sample)

cc: W. Landon Younce, P.E., Green Engineering, PLLC, Consulting Engineer  
Mark Hubbard, DWI  
Amy Simes, DWI  
Matthew Rushing, DWI  
DWSRF Project File (red Correspondence folder / MC - LOX)





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

**Funding Award Offer and Acceptance**

**Legal Name & Address of Award Recipient (Applicant):**

Bertie County  
 Post Office Box 530  
 Windsor, North Carolina 27983

**Account:**

- Drinking Water State Revolving Fund (SRF)
- Clean Water State Revolving Fund (SRF)
- State General Loan (SRL)
- State Emergency Loan (SEL)
- High Unit-Cost Grant (HUC)
- Technical Assistance Grant (TAG)

**State Project Number:** H-LRX-F-16-1897  
**Federal Project Number:** WIF-1897  
**CFDA Number:** 66.468

Amendment	Date	Additional Amount
Original	--	--
1	--	--
2	--	--

**Project Description:**

*Town of Roxobel / BCWD IV Water System Merger: Install approximately 3 miles of 6-inch PVC mains, fire hydrants, valving and so forth to connect Roxobel's and BCWD IV's water systems at three (3) locations; Construct a 100-gpm duplex booster pump station with stand-by generator; Replace existing control systems with SCADA at 11 sites (8 wells/3 elevated storage tanks); Replace three (3) altitude valves, and install two (2) pressure-reducing valves; Replace approximately 170 meters inside Roxobel for compatibility with BCWD IV.*

**Total Financial Assistance Offer:** \$1,678,550  
 Principal Forgiveness: \$500,000  
 Total Project Cost: \$1,678,550  
 Interest Rate (Per Annum): 0%  
 Maximum Loan Term: 20 Years  
 Estimated Closing Fee (2% of loan): \$33,571

Pursuant to North Carolina General Statute 159G:

- The Applicant is eligible under Federal and State law;
- The Project is eligible under Federal and State law; and
- The Project has been approved by the Department of Environmental Quality (DEQ) 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* 9/7/16  
 \_\_\_\_\_  
*Date*

On Behalf of: Bertie County  
 Name of Representative in Resolution: Mr. Scott Sauer  
 Title (Type or Print): County Manager

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 make the Assurances and accept the Standard Conditions.

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
 \_\_\_\_\_  
*Date*

## STANDARD CONDITIONS FOR FEDERAL SRF LOANS

1. The following “super cross-cutters” apply to SRF projects and may be found in the Public Policy Requirements section of the EPA General Terms and Conditions for each year’s appropriation. This document can be found at [www.epa.gov/ogd/tc.htm](http://www.epa.gov/ogd/tc.htm). Please note that nothing is submitted to the State’s SRF program offices regarding compliance with these items.
  - (a) Title VI of the Civil Rights Act of 1964
  - (b) Section 504 of the Rehabilitation Act of 1973
  - (c) The Age Discrimination Act of 1975
  - (d) Section 13 of the Federal Water Pollution Control Act Amendments of 1972
2. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The Applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification from provided by DEQ.
3. Specific MBE/WBE (i.e., disadvantaged businesses enterprises or “DBEs”) forms and instructions are provided and shall be included in the contract specifications. These forms will assist with the documenting of positive efforts made by the Applicant and their consultant(s) and contractor(s) to utilize DBEs. Such efforts should allow DBEs the maximum, feasible opportunity to compete for those sub-agreements and subcontracts that are to be performed. Documentation of all efforts made to utilize DBE firms must be maintained by all applicants and construction contractors, and shall be made available to DEQ or others upon request.
4. Applicants shall comply fully with Subpart C of the Code of Federal Regulations, Chapter 2, Part 180 (2 CFR 180) entitled, “Responsibilities of Participants Regarding Transactions Doing Business with Other Persons”, as implemented and supplemented by 2 CFR 1532. The Applicant is responsible for ensuring that any lower-tier covered transaction, as described in Subpart B of 2 CFR 180, entitled “Covered Transactions”, includes a term or condition requiring compliance with Subpart C. The Applicant is responsible for further requiring the inclusion of a similar term or condition in any subsequent, lower-tier covered transactions. The Applicant acknowledges that failing to disclose the information required under 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment. Applicants may access suspension and debarment information at: <http://www.sam.gov>. This system allows applicants the capability of performing searches for determining whether an entity or individual is excluded from receiving Federal assistance.
5. The construction contract(s) require(s) the contractor to adhere to the Davis-Bacon and Related Acts Provisions and Procedures, as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this also is enacted in Title 40, United States Code, Subtitle II, Sections 3141 through 3148.
6. As required by Subsection 436 (a)(2) of the Consolidated Appropriations Act of 2014, the Project is subject to the federal American Iron and Steel provisions. The State provides detailed requirements that are to be included in the construction contract specifications.

**ASSURANCES**

- 1. The Applicant intends to construct the Project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division. The Applicant acknowledges that in the event a milestone contained in the most recent Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) and/or the Letter of Intent to Fund (LOIF) is missed, the Department of Environmental Quality will rescind this Funding Offer.
- 2. The Applicant is responsible for paying for the costs ineligible for SRF funding.
- 3. The construction of the Project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
- 4. As of the acceptance of this Funding Award Offer, Steps A – D in the SRF Guidance shall be completed. These Assurances, likewise, incorporate the most recent version of the SRF Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRF Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, reimbursements, closeout and repayment.
- 5. The Applicant shall provide and maintain adequate engineering supervision and inspection.
- 6. The Applicant agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the Project and these records will be retained and made available for a period of at least three (3) years following completion of the Project.
- 7. All SRF funds loaned shall be expended solely for carrying out the approved Project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the Applicant's compliance with the "Standard Conditions..." of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
- 8. The Applicant shall expend all of the requisitioned funds for the purpose of paying the costs of the Project within three (3) banking days following the receipt of the funds from the State. Please note the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.

**Acknowledgement of Standard Conditions and Assurances**

The Applicant hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application, and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance, shall be fulfilled.

----- <i>Signature</i>	----- <i>Date</i>
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# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** D-3

**DEPARTMENT:** Governing Body

**SUBJECT:** Water District IV – Resolution confirming offer and acceptance of Water Infrastructure Fund

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---

**Bertie County Water District IV**

**RESOLUTION BY GOVERNING BODY OF RECIPIENT**

**WHEREAS**, the North Carolina General Statutes Chapter 159G has create 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 \$88,800 to perform asset inventory and assessment work, and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BERTIE COUNTY WATER DISTRICT IV:**

That the Bertie County Water District IV does hereby accept the State Reserve Grant offer of \$88,800; and

That the Bertie County Water District IV 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 Scott Sauer, Bertie 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 24<sup>th</sup> day of **October, 2016** at **Kelford**, North Carolina.

---

Chief Executive Officer

---

Date



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 24, 2016

**AGENDA ITEM:** D-4

**DEPARTMENT:** Governing Body

**SUBJECT:** Parks and Recreation Trust Fund contract grant agreement

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---



North Carolina Department of Natural and Cultural Resources

Pat McCrory  
Governor

Susan Klutz  
Secretary

September 30, 2016

Mr. Scott Sauer  
County Manager  
Bertie County  
Post office Box 530  
106 Dundee Street  
Windsor, NC 27983



Dear Mr. Sauer:

Enclosed please find two originals of the Contract number 2017-821 between Bertie County and the North Carolina Department of Natural and Cultural Resources (DNCR). In order for the Department to execute these documents, you must return both originally-signed and notarized contract documents to the following address:

Ms. Marcia Lieber  
NC Division of Parks and Recreation  
1615 Mail Service Center  
Raleigh, NC 27699-1615

Once these signed and notarized contracts are returned, we will sign one and return it to you for your records, along with further grant administration information. Please be advised that no work to be performed under this contract can take place until both parties have executed the contract. Failure to return the documents for execution by the department within 45 days after receipt may result in the department's withdrawal of the offered contract.

Should you have any questions regarding this contract, please contact Ms. Marcia Lieber at 919-707-9303.

Sincerely,

Carol Tingley  
Assistant Director, NC Division of Parks and Recreation

Enclosures

Cc: Project File 2017-821

Michael A. Murphy, Director  
NC Division of Parks and Recreation  
1615 Mail Service Center, Raleigh, NC 27699-1615  
919-707-9300 / ncparks.gov

NORTH CAROLINA STATE PARKS  
*Naturally Wonderful*

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

CONTRACTOR'S FEDERAL I.D.  
XXXX 0276

**N.C. Parks and Recreation Trust Fund Project Agreement**

Grantee: County of Bertie  
Project Number: 821

Project Title: Albemarle Sound Public Waterfront Access

Period Covered By This Agreement: 42675 to 43769

Project Scope (Description of Project): Land Acquisition of 137 Acres

Project Costs:           PARTF Amount           \$ 500,000  
                                  Local Government Match \$ 750,000

**Conditions**

The North Carolina Department of Natural and Cultural Resources (hereinafter called the "Department") and the \_\_\_ County of Bertie \_\_\_ (hereinafter referred to as "Grantee", and together "Parties" or "Party") agree to comply with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances described in the North Carolina Parks and Recreation Trust Fund (PARTF) Administrative Rules and Grant Application which are hereby by reference made a part of the PARTF Grant Contract, (hereinafter "Grant" or "Contract"), and which are on file with the Division of Parks and Recreation. In addition, the Department and the Grantee agree to comply with the State of North Carolina's Terms and Conditions as listed in "Attachment A" to this Contract.

Now, therefore, the Parties hereto do mutually agree as follows:

Upon execution of this grant agreement, the Department hereby promises, in consideration of the promises by the Grantee herein, to obligate to the Grantee the grant amount shown above. The Grantee hereby promises to efficiently and effectively manage the funds in accordance with the approved budget, to promptly complete grant assisted activities described above in a diligent and professional manner within the project period, and to monitor and report work performance.

The Parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation and availability of funds for this purpose to the Department.

**Section I. Eligible Project Costs and Fiscal Management**

1. The PARTF grant amount must be matched on at least a dollar-for-dollar basis by the Grantee. To be eligible, project costs must be incurred during the Contract period, be documented in the grant application, described in the project scope of this agreement, and initiated and/or undertaken after execution of this agreement by the Grantee and the Department.
2. PARTF assistance for land acquisition will be based on the fair market value of real property or the sales price, whichever is less. Value must be based upon an independent appraisal by a licensed appraiser holding a general or residential certification from the North Carolina Appraisal Board. The Department shall review the appraisal as to content and valuation. Approval of appraised amounts rests with the Department. The Grantee agrees to begin development on PARTF acquired land within five (5) years of the date this Contract is signed by the Department and Grantee in order to allow general public access and use.
3. Payment shall be made in accordance with the Contract documents as described in the Scope of Work (Attachment B). Payment for work performed will be made upon receipt and approval of invoice(s) from the Grantee documenting the costs incurred in the performance of work under this Contract. Invoices may be submitted to the Contract Administrator quarterly. Final invoices must be received by the Department within forty-five (45) days after the end of the Contract



period or Contract completion, whichever occurs first. Accounting records should be based on generally accepted local government accounting standards and principles. Records shall be retained for a period of five (5) years following project completion, except that records shall be retained beyond a five (5) year period if audit findings have not been resolved. All accounting records and supporting documents will clearly show the number of the Contract and PARTF project to which they are applicable. The State Auditor and the Department's Internal Auditors shall have access to persons and records as a result of all Contracts and Grants entered into by state agencies and or political subdivisions in accordance with General Statute 147-64.7. The final payment will be made Net 30 days after inspection by the Department's Contract Administrator.

4. The Grantee agrees to refund to the Department, subsequent to audit of the project's financial records, any costs disallowed or required to be refunded to the Department on account of audit exceptions.

**Section II. Project Execution**

1. The Grantee may not deviate from the scope of the project without written approval of the Department. When one of the conditions in the Contract changes, including but not limited to the project scope, a revised estimate of costs, a deletion or additions of items, or need to extend the Contract period, the Grantee must submit in writing a request to the Department for approval. Thus Contract shall not be amended orally or by performance but only through a written amendment duly executed by the Parties.
2. The Grantee shall be considered to be an independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual Contractual relationship with the Department.
3. In the event the Grantee subcontracts for any or all of the services covered by the Contract:
  - a. The Grantee is not relieved of any of the duties and responsibilities provided in this Contract;
  - b. The contractor shall be responsible for all Subcontractor activities including adherence by Subcontractors for all requirements of this Contract;
  - c. The subcontractor agrees to abide by the standards contained herein or to provide such information as to allow the Grantee to comply with these standards, and;
  - d. The subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.
4. In accordance with Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, the grantee agrees not to subcontract with any vendors debarred or suspended by the State of North Carolina and shall not knowingly enter into any lower tier covered transactions with a person or vendor who is debarred, suspended or declared ineligible.
5. The Grantee shall not substitute key personnel assigned to the performance of this Contract without prior approval by the Department's Contract Administrator. Scott Sauer is designated by the Grantee as key personnel for purposes of this Contract. The Department designates John Poole, PARTF Grant Program Manager as the Contract Administrator for the Contract. Either party may designate a different Contract Administrator upon written notice to the other party.

Department Contract Administrator	Grantee Contract Administrator
NC Department of Natural and Cultural Resources Division of Parks and Recreation Attention: Marcia Lieber, Contract Administrator 1615 Mail Service Center Raleigh, NC 27699-1615 Telephone: 919-707-9303 Email: <a href="mailto:marcia.lieber@ncparks.gov">marcia.lieber@ncparks.gov</a>	Bertie County Attention: Mr. Scott Sauer Address: Post office Box 530 106 Dundee Street Windsor, NC 27983 Telephone: 252-794-5327 Email: <a href="mailto:scott.sauer@bertie.nc.gov">scott.sauer@bertie.nc.gov</a>

6. The Grantee agrees to comply with all applicable federal, state and local statutory provisions governing purchasing, construction, land acquisition, fiscal management, equal employment opportunity and the environment including but not limited to the following:

Local Government Budget and Fiscal Control Act (G.S. 159-7 to 159-42); Formal Contracts, Informal Contracts and Purchasing (including but not limited to G.S. 44A-26, G.S. 87-1 to 87.15.4, G.S. 133.1 to 133-40, G.S. 143-128 to G.S.143-135; Uniform Relocation Assistance Act (G.S. 133-5 to 133-18); Conflict of Interest (G.S. 14-234); Contractors must use E-Verify (G.S. 143-48.5); Americans With Disabilities Act of 1990 (P.L. 101-336) and ADA Accessibility Guidelines; N.C. State Building Code; and the North Carolina Environmental Policy Act (G.S. 113A-1 to G.S. 113A-12), and Sales Tax Refund (G.S. 105-164.14(c)).

7. The Grantee agrees it provides a drug-free workplace in accordance to the requirements of the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D).
8. The Grantee agrees to permit periodic audits and site inspections by the Department to ensure work progress in accordance with the approved project, including a close-out inspection upon project completion. After project completion, the Grantee agrees to conduct grant Contract compliance inspections at least once every five (5) years and to submit a Department provided inspection report to the Department.
9. The Grantee agrees land acquired with PARTF assistance shall be dedicated in perpetuity as a recreation site for the use and benefit of the public, the dedication will be recorded in the deed of said property and the property may not be converted to other than public recreation use without approval of the Department. The Grantee agrees to maintain and manage PARTF assisted development/ renovation projects for public recreation use for a minimum period of twenty-five (25) years after project completion.
10. The Grantee agrees to operate and maintain the project site so as to appear attractive and inviting to the public, kept in reasonably safe repair and condition, and open for public use at reasonable hours and times of the year, according to the type of facility and area.
11. The Grantee shall agree to place utility lines developed with PARTF assistance underground.
12. If the project site is rendered unusable for any reason whatsoever, the Grantee agrees to immediately notify the Department of said conditions and to make repairs, at its own expense, in order to restore use and enjoyment of the project by the public.
13. The Grantee agrees not to discriminate against any person on the basis of race, sex, color, national origin, age, residency or ability in the use of any property or facility acquired or developed pursuant to this agreement.
14. The Grantee certifies that it:
  - (a) Has neither used nor will use any appropriated funds for payment to lobbyists;
  - (b) Will disclose the name, address, payment details, and purposes of any agreement with lobbyists whom Grantee or its sub-tier Contractor(s) or sub-grantee(s) will pay with profits or non-appropriated funds on or after December 22, 1989; and,
  - (c) Will file quarterly updates about the use of lobbyists if material changes occur in their use.

**Section III. Project Termination and Applicant Eligibility**

1. The Grantee may unilaterally rescind this agreement at any time prior to the expenditure of funds on the project described in this Contract.
2. If through any cause, the Grantee fails to fulfill in a timely and proper manner the obligations under this Contract, the Department shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the reasons thereof. In that event, the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed in an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this Contract.
3. Failure by the Grantee to comply with the provisions and conditions set forth in the formal application, PARTF administrative rules and this agreement shall result in the Department declaring the Grantee ineligible for further participation in PARTF, in addition to any other remedies provided by law, until such time as compliance has been

obtained to the satisfaction of the Department.

**Section IV. Attestation and Execution**

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you (Contractor) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

In witness whereof, the Department and the Grantee have executed the Agreement in duplicate originals, one of which is retained by each of the Parties.

County of Bertie_	
Name of Grantee (Local Government)	Signature of Grantee (Chief Elected Official)
Typed or Printed Name of Official	Title of Official

(Notary Public Completes)

State of North Carolina

County of

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, \_\_\_\_\_

personally appeared before me the said named \_\_\_\_\_, to me known and known to me to be the person described in and who executed the foregoing instrument, and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My commission expires: \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public
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(Seal Here)



**North Carolina Department of Natural and Cultural Resources**  
**Susan Kluttz, Secretary**

**By:**

Department Head or Authorized Agent  
 for Secretary Susan Kluttz

Title

**Scope of Work**

**North Carolina Division of Parks and Recreation  
Parks and Recreation Trust Fund – Grants Program for Local Governments**

**Grantee:** County of Bertie

**Title of Project:** Albemarle Sound Public Waterfront Access

**Project Number:** 821

**Contract Number:** 2017-821

**Amount of Grant:** \$ 500,000

**Amount of Match:** \$ 750,000

**Contact Person for Project:** Scott Sauer

**Title:** County Manager  
County of Bertie

**Address:**  
Post office Box 530  
106 Dundee Street  
Windsor, NC 27983

**Telephone:** 252-794-5327

**Contact email address:** scott.sauer@bertie.nc.gov

**Scope of Project:** Land Acquisition of 137 Acres

**Length of Project:** 36 months (42675– 43769)

**Schedule for Reimbursements:** Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 90% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).

The County of Bertie grant application and support documentation are, by reference, part of the contract. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the contract.

## Project Costs

### Albemarle Sound Public Waterfront Access – Bertie County, NC May 2, 2016

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
<b>Value of Land to be Purchased or Donated</b>			
Land	137 acres	Lump Sum	\$1,250,000
<b>Total Project Cost</b>			\$1,250,000
<b>Total PARTF Grant Request</b>			\$500,000
<b>Total Local Match</b>			\$750,000

### Sources of the Applicant's Matching Funds

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval.

Applicant: Bertie County Project's Title: Albemarle Sound Public Waterfront Access

#### Sources of the Applicants Matching Funds (Example)

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash	\$ 500,000	Town's Budget	Town's Approved Budget
State Grant*	\$ 250,000	CAMA Public Beach and Coastal Waterfront Access	Invited to Submit Full Application August 2016
<b>Total Matching Funds</b>	<b>\$750,000</b>		

\*PARTF allows other state and federal funding to be used as local match.