

Bertie County Board of Commissioners



February 6, 2017
2:00pm

	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
February 6, 2017
Meeting Agenda

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

- 2:00** a) New PARTF grant opportunity presentation by LuAnn Bryan, Parks and Recreation Consultant, NC Division of Parks and Recreation
b) Dr. Paige Viren and David Hodge will provide an update on the Countywide Recreation Master Plan
-

4:00-4:05 Call to Order and Welcome by Chairman Trent

4:05-4:15 Invocation and Pledge of Allegiance by Chairman Trent

4:15-4:25 Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

4:25 – 4:35 (1) Presentation regarding NC 11/308 in Lewiston-Woodville by Jason Davidson, Division Traffic Engineer for NCDOT

4:35 – 4:45 (2) Presentation of 2016 unpaid taxes report by Tax Administrator, Jodie Rhea

4:45 – 4:55 (3) Hurricane Matthew Recovery Update – Holland Consulting Planners, Chris Hilbert, Program Administrator

Board Appointments (B)

1. There are no Board Appointments.

Consent Agenda (C)

1. Approve Minutes for Regular Meeting 1-17-17
2. Approve Minutes for Work Session 1-31-17
3. Approve Minutes for Closed Session 1-31-17
4. Approval of Community Services Block Grant (CSBG) for 2017-2018 by CADA of NC, Inc.
5. Approve Register of Deeds Fees Report – January 2017
6. Budget Amendments
7. Proof of Loss Reports – Hurricane Matthew
8. Contract – Corrisoft, LLC. – Electronic Monitoring program – Sheriff's Office
9. Order to advertise unpaid taxes
10. Offer to purchase surplus property located at 813 Meadow Road, Colerain pending 10 day advertisement for upset bids

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

1. Water District I and III – Two \$150,000 grant applications for inventory and assessment of water system infrastructure assets have been prepared by Green Engineering, using the same approach as Water District II's successful grant application for \$88,000.

Each application to the NC Department of Environmental Quality – Division of Water Infrastructure is requesting a grant amount of \$150,000 with a 5% local match requirement, the majority of which will be calculated as force account (in-kind) staff labor.

County Administration and the Water Department are seeking the Board's approval to submit their two applications.
2. Discuss new lease for the federal NRCS office located on the 2nd floor of the County Administration Building
3. Discuss roadside litter pick up – volunteer schedules and any ordinances for trash trucks entering/exiting landfill

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

Closed Session

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

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

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

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

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: Work Session #1

DEPARTMENT: Governing Body

SUBJECT: New PARTF grant opportunity presentation by LuAnn Bryan, Parks and Recreation Consultant, NC Division of Parks and Recreation

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



North Carolina Department of Natural and Cultural Resources

Pat McCrory
Governor

Susan Klutz
Secretary

January 25, 2016

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

RE: PARTF Waiver Approval for purchase and/or receiving of property for a public park

Dear Mr. Sauer:

On behalf of the N. C. Parks and Recreation Authority, the Parks and Recreation Trust Fund (PARTF) office has approved the county's request for a waiver to purchase **137.063 acres** of property for a public park. The property is located along the Albemarle Sound and upon development will provide much needed public access to this tremendous natural resource. The County believes it is in their best interest to move swiftly on this purchase due to a favorable purchase price and to ensure the preservation of such a coveted natural resource. (Parcel # 6873-67-2795)

This waiver approval in no way implies the county's future PARTF applications will be automatically approved, but this action merely acknowledges the need to act quickly to take advantage of the opportunity to acquire the land and prevent the possibility of it being lost or used for another purpose. The waiver ensures the proposed acquisition will not be rejected solely on the basis of the timing of this acquisition as part of the county's future PARTF applications. This waiver is effective as of January 26, 2016 and will expire on July 25, 2017 (18 months).

A PARTF application must be submitted prior to your waiver's expiration date and the county's application needs to include an appraisal. Please be reminded that if your application is awarded a PARTF grant that the county will be responsible for recording the required PARTF restrictive clause on the deed prior to submission to the State for reimbursement payment. We encourage you to make your closing attorney aware of this PARTF requirement.

If you have any questions, please do not hesitate to contact me or Ms. Luann Bryan with Recreation Resources Service.

Sincerely,

Tim R. Johnson, Manager, Recreation Grants and Outreach Program
Cc Luann Bryan, RRS

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



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: Work Session #2

DEPARTMENT: Governing Body

SUBJECT: Dr. Paige Viren and David Hodge will provide an update on the Countywide Recreation Master Plan

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



February 6, 2017
4:00pm

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BERTIE COUNTY BOARD OF COMMISSIONERS

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Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Presentation regarding NC 11/308 in Lewiston-Woodville by Jason Davidson, Division Traffic Engineer for NCDOT

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: February 6, 2017

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Presentation of 2016 unpaid taxes report by Tax Administrator, Jodie Rhea

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



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

January 25, 2017

To: Bertie County Board of Commissioners

Re: Report of 2016 unpaid real property taxes and an Order to advertise such taxes

Pursuant to N.C.G.S. 105-369, attached is a report of the total amount of unpaid "REAL" property taxes for tax year 2016.

Also, attached is an "Order to Advertise the 2016 Tax Liens", pursuant to N.C.G.S. 105-369(s).

Jodie Rhea
Tax Administrator

Real Property Tax Bills for Bill Year 16 as of 01-25-17

Twp	District.....	Original..... Amount.....	Current..... Amt Due.....	NUMBER RECORDS
10	COLERAIN	1,176,888.84	182,468.89	2976
20	INDIAN WOODS	209,734.55	39,162.37	692
30	MERRY HILL	893,302.70	69,551.44	1535
40	MITCHELL	945,191.64	140,866.52	1960
50	ROXOBEL	607,585.28	105,534.96	1544
60	SNAKEBITE	585,444.28	73,215.16	1245
70	WHITES	970,250.44	83,644.30	1626
80	WINDSOR	2,295,053.75	319,906.25	5328
90	WOODVILLE	528,950.69	92,832.13	1240
		=====	=====	=====
		8,212,402.17	1,107,182.02	18146

18146 records listed.

88%



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: A-3

DEPARTMENT: Governing Body

SUBJECT: Hurricane Matthew Recovery Update – Holland Consulting Planners, Chris Hilbert, Program Administrator

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Meeting 1-17-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
January 17, 2017
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting at the Powellsville Town Hall located at 106 E. Main Street, Powellsville, 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
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
Economic Development Director Steve Biggs
Network Administrator Joe Wilkes
Emergency Services Director Mitch Cooper
Planning Director Traci White

Gene Motley of the Roanoke-Chowan News Herald and 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

Anthony Thomas, Dean of Student Affairs at Roanoke-Chowan Community College (RCCC), brought greetings to the Board on behalf of RCCC President, Dr. Jimmy Tate.

He also announced several events that the college would be hosting in the coming weeks including a State of the College address by President Tate on Tuesday, January 31st at 11:00 AM. Also, the “Men Building Leaders” conference will take place on Thursday, February 23, 2017 from 9:00 AM to 5:00 PM. Additionally, a meeting of pastoral leaders would also be held at RCCC on Saturday, February 28th.

Barbara Outlaw requested that the County place advertisements in local town papers to alert citizens of County Board meetings.

APPOINTMENTS

Introductory presentation by Dr. Steven Hill, Bertie County Public Schools Superintendent

Dr. Steven Hill, Bertie County Public Schools Superintendent, was present to introduce himself to the Board.

He stated that he was eager to market, communicate, and work closely with local leaders and educational partnerships to assist the students of Bertie County.

Hurricane Matthew Recovery - Update from Holland Consulting's Chris Hilbert, Program Administrator

Chris Hilbert of Holland Consulting was present to provide a brief update to the Board about his firm's work with the Town of Windsor as it relates to past flooding events.

He also noted the actions currently being taken for the Town of Windsor, as well as the County, for Tropical Storm Julia, and Hurricane Matthew Recovery.

Mr. Hilbert stated that a coastal hydrologist had shown interest in performing a hydrology survey of Bertie County and its most affected areas. After, decisions could be made to move forward with a feasibility study, and any collaboration with Army Corp of Engineers.

Chairman Trent emphasized to all of those present that despite the rumor mill, there is currently no buyout program in place. The rumor circulated several weeks back when applications began being accepted by the Planning and Inspections Department.

Mr. Hilbert thanked Chairman Trent for that emphasis, and stated that the applications being taken are simply for those who are interested in mitigation, elevation, or a possible buyout program in the future.

All information being gathered from these applications is being placed into one master spreadsheet that would then be utilized if a buyout program were to be initiated for the area.

Citizens are still able to submit this preliminary application.

BOARD APPOINTMENTS

There were no Board Appointments.

CONSENT AGENDA

Upon review by Chairman Trent, Vice Chairman Bazemore made a **MOTION** for Consent Items C-1 and C-3 be held for approval until the Board has an opportunity to discuss them at the upcoming Work Session during a Closed Session. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Bazemore made a **MOTION** to approve the remaining Consent Agenda items below. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows (other items are being held as motioned earlier):

1. **Release Journal** – Tax – November 2016

DISCUSSION AGENDA

Discuss approval of a letter of support to legislators for a vote of support for a new terminal building at the Tri-County Airport in Rich Square

Economic Development Director, Steve Biggs, briefly discussed the purpose to the Letter of Support, and read it into the record. He also handed out photos of the existing terminal building, and discussed the needed improvements, as well as grant opportunities that are available to assist in the cost.

The support letter reads as follows:

January 17, 2017

Mr. Bobby L. Walston, P.E.
Director, Division of Aviation
North Carolina Department of Transportation
1560 Mail Service Center
Raleigh, NC 27699-1560

Mr. Walston:

Thank you for taking time to meet with the Tri-County Airport Authority on December 13th, during such a busy time of the year. As you already know, but were able to see again we are in desperate need of making much needed improvements to Tri-County Airport Terminal. This terminal is past due to be replaced due to its age and condition.

Tri-County Airport has been a major benefit for several companies in our region that include, Perdue, Valley Proteins, Vidant Health, Nucor and Envia Wood Pellets just to mention a few. Also the NC Forestry Service uses this facility to protect our region as part of their operation center. As you are very conscious of airports are a major consideration to companies when anticipating expansion in other geographic areas or relocating their entire business. Realizing that in some cases this is the first impression that some new business clients see, it is very important that that first impression be a most positive one.

With all of the before stated, The Bertie County Board of Commissioner endorses Tri-County Airport Authority in all of their efforts to secure all funding that is needed to construct a new terminal facility. The Bertie County Commissioners also are thankful for all of your help to make this new terminal facility a reality.

Best,

John Trent, Chairman
Bertie County Board of Commissioners

Vice Chairman Bazemore made a **MOTION** to approve the Letter of Support presented for a new terminal building at the Tri-County Airport in Rich Square. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss approval for Letter of Understanding with Holland Consulting; approval of contract, and Work Authorization #1

County Manager Sauer reported that a Letter of Understanding, contract, and work authorization had been compiled by Holland Consulting. To follow up on the consensus that was reached at the last meeting, County Manager Sauer encouraged the Board to approve the Letter of Understanding in order for Holland Consulting to move forward.

Mr. Sauer stated the Board could take additional time to review the other documents if needed.

Commissioner Wesson made a **MOTION** to approve the Letter of Understanding, contract, and first work authorization submitted by Holland Consulting. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss agenda for Planning Session on Tuesday, January 31, 2017 and the recessing of this meeting until 9:00 AM that morning

County Manager Sauer reminded the Board of the upcoming work session, and that an agenda was currently in production for this meeting.

A recess was requested for tonight's meeting so that the Board may reconvene at the work session on January 31st.

COMMISSIONER'S REPORTS

Commissioner Wesson commended the Town of Powellsville and its citizens for “coming together during difficult times to solve problems, and move forward together during this time.”

Vice Chairman Bazemore thanked the Town of Powellsville for hosting tonight’s meeting, as well as for providing a meal. She also requested assistance with a desirable location for a mental health information kiosk in Bertie. She deferred her remaining time for comment to Economic Development Director, Steve Biggs. She requested that he touch on the potential of another Family Dollar or Dollar General store the Powellsville area.

Mr. Biggs summarized the process in securing Family Dollar in Windsor, as well as Colerain, and noted that it can take about 5 years for the new locations to be opened after all is said and done. He stated that he will continue to move forward in securing another location, but that there was nothing concrete to report at this time.

Commissioner White shared his concerns about litter in Bertie County especially near convenience sites, and that he picks up trash and other items off the roadways almost every day.

Commissioner Lee announced that she, as well as other Commissioners, had just gotten back from the 2017 NCACC Legislative Goals Conference in Raleigh, NC. She thanked the citizens present for allowing the Board to attend these conferences, and that they are very informative for Commissioners.

COUNTY MANAGER'S REPORTS

The County Manager gave no reports at this time.

COUNTY ATTORNEY’S REPORTS

County Attorney Lloyd Smith requested a brief Closed Session.

PUBLIC COMMENTS

There were no Public Comments during this section.

RECESS

Chairman Trent recessed this meeting until 9:00 AM on Tuesday, January 31, 2017.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Work Session 1-31-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
January 31, 2017
Planning Session

The Bertie County Board of Commissioners reconvened their regular meeting held in Powellsville on January 17, 2017 in order to meet inside the Commissioners Room, 106 Dundee Street, Windsor. 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
Finance Officer William Roberson

There were no media members present.

RECONVENE

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

Old Business – review items tabled from consent agenda

Commissioner Wesson made a **MOTION** for the Board 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. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

Upon returning to Open Session, Chairman Trent and County Attorney Smith briefly summarized the votes that were needed to settle some of the issues just discussed in Closed Session.

First, in regards to Closed Sessions, Commissioner Lee made a **MOTION** for the County Clerk to record all Closed Session meetings, to interpret the recording while constructing a draft of the minutes, and once the minutes are reviewed by the County Manager, the draft should then be sent to all Commissioners and the Legal Team for review. Then, the Closed Session minutes are to be submitted for approval at a Board meeting, and upon approval, the recording of the Closed Session should be erased. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Second, in regards to Open Session, Commissioner Wesson made a **MOTION** for all drafts of Open Session minutes be submitted to the Board at the same time the Legal Team receives them. All Open Session recordings will remain available for public inspection even after the official minutes have been approved by the Board. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Also, Chairman Trent called for the Board to pass a motion displaying the Commissioner's "vote of confidence," in the work that County Manager Sauer has done while serving Bertie County.

Commissioner White made a **MOTION** assuring that he had confidence in the performance and work ethic that County Manager Sauer has been providing to the County. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Trent reiterated that County Manager Sauer had gone "over and above" in his service to Bertie, and stated that "this Board will have disagreements, much like any family," and he thanked Mr. Sauer for his service.

Commissioner Wesson gave similar remarks, and commended Mr. Sauer for the work he has done and continues to do for Bertie, but also encouraged each Board member to "speak up" if they feel there is a concern to share.

After a brief discussion, Commissioner Lee made a **MOTION** to approve the Open Session minutes from January 3, 2017 pending a change Vice Chairman Bazemore requested on page 13,

respectively. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Commissioner Wesson voting against.

Commissioner Wesson made a **MOTION** to approve the Closed Session minutes from January 3, 2016. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Vice Chairman Bazemore voting against.

Review items deferred since September 14, 2016 Work Session

County Manager Sauer briefly discussed various items that were deferred after the Board's work session on September 14, 2016. The items were deferred due to Tropical Storm Julia, and later Hurricane Matthew.

Preliminary Audit Report for FY 2015-2016

The Board received a brief, preliminary audit report from County Manager Sauer and Finance Officer, William Roberson.

Jeff Best of Carr, Riggs, & Ingram was also present to answer any questions.

PROJECTS & ACTIVITIES INITIATED, ADVANCED OR COMPLETED

The Board reviewed three lists that were drafted by County Manager Sauer that highlighted various projects and activities that were initiated during the two storm events. The lists were available in the Board's agenda packet.

Mr. Sauer also explained the advancement or completion of some of the items listed.

Discussion was brief on each item, and the consensus was for County staff to continue progressing, and providing updates at they are available.

The lists are below:

Deferred Items

1. Salary Study Implementation
2. SECU Housing Initiative grant
3. Hotel Feasibility Study
4. Environmental Enhancement Grant – NC Attorney General’s Office—discussed at September 14th work session. Letter of intent was due September 30th.
5. Active Shooter Training session (review videos) – all employees
6. Facility Signage – Sheriff’s Office, County Administration outside lettering
7. Facility dedication plaques – Courthouse, Sheriff’s Office
8. Animal Shelter Renovations – for enclosing dog & puppy runs
9. Planning for Courthouse security and staffing/procedure recommendations

Projects & Activities initiated, advanced or completed

1. Sheriff Relocation—including HVAC improvements for Communications Center work station area to address temperature control for new equipment
2. Board of Education—emergency funding request, correspondence with LGC and DPI
3. Water District III system improvements and related implementation:
 - a. Sale of Bond Anticipation notes – Local Government Commission approved Water District III application on September 6th for \$1,717,000 interim financing.
 - b. Construction began November 10th following pre-construction meetings with contractors, engineers, NCDOT, Construction Inspectors, USDA, Ricky Spivey
 - c. Date of Bond Anticipation Note sale closing—September 29th and maturing, due and payable on May 29th 2018.
4. Other Active Water Projects:
 - a. Water District II SRF-\$1,366,137 for Water Loss Reduction Improvements and SCADA (telemetry controls) system installation.
 - b. Water District IV SRF-\$1,712,121 for Roxobel system merger & consolidation including \$500,000 principal forgiveness.
 - c. Water District IV NC Rural Development Center –\$197,721 for 2009 Project reauthorization for Town of Kelford system improvements including \$72,263 in grants funding.
 - d. Water District IV-\$88,000 for Infrastructure Asset Inventory & Assessment Grant
 - e. Water Districts I and III--\$150,000 each for Infrastructure Asset Inventory & Assessment Grants—pending Board approval of application on February 6th.
5. EMS – USDA Rural Development financing for Ambulance Procurement –bids approved at January 3rd Board meeting. Extensive staff work for review of specs and bidding criteria to satisfy USDA guidelines.
6. County building renovations
 - a. Courthouse – interior – 2nd floor painting, carpet in court rooms, and window frame casements completed. Restrooms (both levels) and 2nd floor hallway floor covering will be scheduled to begin this spring.
 - b. Administration Building – HVAC controls and ductwork installation completed.

7. Auctions for property disposal--November 2016 (2 sales)
 - a. Tax Foreclosure sale by County Attorney
 - b. Remaining surplus property
8. Storm Debris RFP and two bidding cycles
9. School financial review of prior audits and consult with Jeff Best, County Attorney, interim Superintendent and lead auditor for Board of Education.
10. Bertie County Facebook page established!
11. Perdue property tax appeal—discussions pending
12. Regional 911 PSAP Back-up project with Martin County
13. Countywide Recreation Master Plan—consultants to update the Board on February 6th
14. TGOW—PARTF grant agreement approved and reimbursement documentation for receipt of \$500,000 is in process—must document covenants and deed restrictions.
15. Blue Jay Recreation Park improvements—work has begun for parking and entrances
16. 2016 Election process-- IT staff - telephone lines, set up/break down at all 12 polling sites
17. EMS Lease for school building at Bertie Early College—final details pending
18. EMS Grant approved—Kate B. Reynolds Charitable Trust for \$51,450 for flood recovery
19. Raising Bertie film screenings (2)—staff assistance from County
20. Electronic Monitoring Program— legal review of Corrisoft contract finalized.
21. NRCS – USDA -- Office space lease renewal with federal government
22. Completed review of claim for damaged homes near BHS -- Lloyd Smith
23. Comp Time Use clarification and amendment to personnel policy—Lloyd Smith
24. Preparation for review of County Manager’s contract--Lloyd Smith
25. QSCB sinking fund—continue to monitor market conditions

26. OPEB actuarial analysis complete—presentation on January 31st.
 27. Renewal and replacing of retiree health insurance for 2017—complete.
 28. Charters of Freedom monument –site selection complete, site clearing soon.
 29. National Geographic article – flooding in Windsor
 30. WRAL Documentary interview—comparison of Bertie and Wake County schools
 31. Audit & Financial statements—near complete for June 30, 2016
 32. Ordinance Development—final drafts, discussion for enforcement & public hearings are near completion for:
 - a. Dangerous Weapons
 - b. Smoking Restrictions
 - c. Private Roads
 33. Disaster Relief Employment staffing agreement through CADA and Mid-East Commission—approved January 3, 2017. Staffing assignments pending.
 34. Hazard Mitigation & Flood Recovery—Holland Consulting Planners engaged assisting Bertie County residents, citizen outreach and preparation of inventory of households requiring disaster recovery/flood mitigation assistance; and development of interlocal agreement between Bertie County and the Town of Windsor related to the application and project management process for Hurricane Matthew Disaster Recovery and Flood Mitigation.
 35. EMS Station One – FEMA assistance to be determined.
 36. Lawrence Memorial Library—options for possible relocation pending.
 37. Cooperative Extension Service—temporary offices in former Sheriff’s building.
 38. Long range planning phase one--Hydrology Study—joint efforts with Town of Windsor, discussions have begun. Opportunity to capitalize on technical support offered by East Carolina University and NC State University needs further discussion with Windsor.
 39. NOAA 2017 Coastal Community Resilience Grant opportunity—just announced.
 40. Kate B. Reynolds—next grant application with encouragement from KBR staff.
-

Other Items for discussion:

- 1) Travel Policy
- 2) Marketing
- 3) USDA Rural Development – Broadband grant opportunity—possible joint venture with Roanoke Electric Cooperative or other entity, community college
- 4) NC Recreation Trails Program—next grant cycle—which location?
- 5) TGOW PARTF—next grant application cycle—Regional Coordinator for NC Parks will be at the 2:00 p.m. work session on February 6th prior to the 4:00 p.m. regular meeting.

On the near horizon:

- 1) Audited financial statements for the fiscal year ended June 30, 2016
- 2) Budget Development process for FY 2017-2018
- 3) Collaborative and strategic partnerships to build on the success with the Criminal Justice and EMT Cadet programs with RCC and the high school; and the welding program coordinated by MCC. Explore joint use of facilities and infrastructure and encourage cooperation to make the most appropriate use of public assets (including Albemarle Sound water recreation public access area).

On the far horizon, but within site:

- 1) Property Tax Revaluation for 2020 (assessed value as of January 1, 2020)—request for proposals will be presented for distribution in July 2017 and the Board will need to review the scope of work and alternative options for these specifications.
- 2) Renewal, negotiations and consideration of franchise ordinance and landfill host agreement with Republic Services which is due to expire in October 2018.

**OPEB ACTUARIAL STUDY – ELIZABETH WRIGHT,
CAVANAUGH MACDONALD CONSULTING, LLC.**

ElizaBeth Wright of Cavanaugh Macdonald Consulting, LLC. was present to provide the Board with a summary of options to address the County’s unfunded retiree health insurance costs.

Options were provided and discussed, but no action was taken at this time.

County Manager Sauer encouraged the Board to review these items carefully, and that the report would be revisited at a later date.

The Board took a break for lunch at 12:00 Noon.

CONTINUE DISCUSSIONS

The Board returned to continue to discuss projects and initiatives that were deferred during the two most recent flooding events.

**PRESENTATION BY HERITAGE COLLEGIATE LEADERSHIP ACADEMY –
EXECUTIVE DIRECTOR, DR. KASHI B. HALL, AND PRINCIPAL NICK SHOOK**

Dr. Kashi B. Hall, Executive Director of Heritage Collegiate Leadership Academy (HCLA) came forward to respond to the latest financial struggles of the Bertie County Public School System.

Dr. Hall stated that she had met twice recently with the new BCPS Superintendent, Dr. Steven Hill, and that the discussions were very positive, and she stated that she was really looking forward to working more closely with the Superintendent to ensure that the educational needs of children will be met in Bertie County.

Dr. Hall also reported that HCLA currently serves 322 scholars in grades K-5, and a majority of those students live in Bertie County. She assured the Board that she was not present to request funding as current legislation doesn’t provide any leeway for County governments to directly support charter schools.

She mentioned that her main reason for appearing today was to show interest in the former Southwestern Middle School building which is now home to the Bertie County Early College. Dr. Hall stated that she would be interested, if the opportunity arose, to lease or purchase that property as a permanent location for HCLA.

The Board also commended Dr. Hall for all of her support and donations that were collected at HCLA for the flood victims of Tropical Storm Julia and Hurricane Matthew.

Lastly, Vice Chairman Bazemore stated that the Board of Commissioners supports all public schools in Bertie County, and wished each one continued success in serving Bertie's students.

ADJOURN

Chairman Trent adjourned the meeting at 3:00 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Approve of Minutes for Closed Session 1-31-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Approval of Community Services Block Grant (CSBG) for 2017-2018 by CADA of NC, Inc.

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Choanoke Area Development Association of North Carolina Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048

January 10, 2017

Sarah Seredni
Clerk to the Board
Bertie County Managers Office
P.O. Box 530
Windsor, NC 27983

**Re: 2017 - 2018 CSBG Anti-Poverty Work Plan
Bertie County Board of Commissioners Meeting Agenda**

Dear Ms. Seredni:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2017-2018 for review by the Bertie County Board of Commissioners at their meeting on February 6, 2017. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

Please place this on the agenda for this meeting. I will plan to appear to present the Work Plan unless you advise otherwise.

I have also enclosed an affidavit confirming its presentation to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sallie P. Surface
Executive Director

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North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

**Fiscal Year 2017-18 Application for Funding
Project Period July 1, 2017 – June 30, 2018
Application Due Date: February 13, 2017**

Agency Information	
Agency:	Choanoke Area Development Association, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252.539.2048
Board Chairperson:	Wendell Hall, Jr.
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2016 – December 2017
Executive Director:	Sallie P. Surface
Executive Director Email Address:	surface@nc-cada.org
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	tneal@nc-cada.org
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	cmoody@nc-cada.org
Counties Served with CSBG funds:	Bertie, Halifax, Hertford, Martin, and Northampton
Agency Operational Fiscal Year:	July 1, 2017 to June 30, 2018

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in January 2017 throughout all five counties.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the

problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency’s capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
 - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
 - Providing counseling and referral assistance for skills training/education programs;
 - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
 - Managing a NC Works Career Center, which helps low-income families improve skills and find jobs;
 - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
 - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
 - Implementing a Home Protection Program;
 - Providing training opportunities through WIOA;
 - Implementing Parenting and Literacy Programs such as Parents as Teachers Too
 - Implementing a Head Start Male Involvement Program in four counties
 - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative (continued)**

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Bertie, Halifax and Martin Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: 07/01/2017 – 06/30/2018

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Analysis of data obtained through CADA's Community Needs Assessment (2015-2016) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare
14. Lack of resources and services for isolated elderly

15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
16. Lack of Early Childhood Development programs/daycare to prepare children for school.
17. Lack of child/parent literacy
18. Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

(A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the region. Just as these counties do not have the resources for change, residents do not have the resources and support needed for change.

Table 1: CADA's Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2015 Tiers</u>
BERTIE	\$62,316	25.5	3	1
HALIFAX	\$152,142	25.8	4	1
HERTFORD	\$67,338	26.3	10	1
MARTIN	\$54,808	22.5	13	1
NORTHAMPTON	\$61,180	26.2	12	1

Data Courtesy of:

* NC CSBG Allocation (Office of Economic Opportunity (OEO))

* County Development Tier Ranking (2017 NC Department of Commerce)

(B) Identify the segment of the population and give the number of people experiencing the problem.

Within CADA's service area and in Martin County, poverty is chronic and entrenched in these depressed "Tier one" rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

Table 2: Unemployment Figures and Families in Poverty in CADA Service Area

<u>County</u>	<u>November 2016</u>		<u>County</u>	<u>Population</u>	<u>Persons In Poverty</u>
Bertie	6%		Bertie	20,199	22.3%
Halifax	7.6%		Halifax	52,456	26.3%
Hertford	6%		Hertford	24,184	25.6%
Martin	6.6%		Martin	23,357	21.3%
Northampton	6.9%		Northampton	20,426	28.1%
Avg. / Service Area	6.6%		Avg. /Service Area	28,124	24.7%
North Carolina	4.8%		North Carolina	10,042,802	17.4%
			United States	321,418,820	15.5%
* NC Commerce (November 2016 Report)			*2015 Population Estimate (as of July, 2015)		

High rent with limited earnings has a major impact in CADA's service area including Martin County. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate employment, such as daycare, transportation, criminal background, lack of work history, lack of employable

skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

TABLE 4: General Population¹

	Total	Male	Female
Bertie	20,199	50.8%	49.2%
Halifax	52,456	48%	52%
Hertford	24,184	49%	51%
Martin	23,357	47%	53%
Northampton	20,426	48%	52%
North Carolina	10,042,802	49%	51 %

(b) Age

AGE OF THE SERVICE AREA POPULATION

A table 5 reflects the overall age breakdown for CADA's service area.

TABLE 5: Population by Age Group²

	Bertie	Halifax	Hertford	Martin	Northampton
20 – 24	1,225	3,456	1,723	1,364	1,259
25 – 34	2,441	5,752	2,770	2,319	2,022
35 – 44	2,097	6,024	2,793	2,558	2,094
45 – 54	3,180	7,812	3,504	3,336	3,015
55 – 59	1,647	3,986	1,956	2,085	2,016
60 – 64	1,446	3,817	1,652	1,841	1,394
65 – 74	2,109	5,279	2,351	2,092	2,602
75 – 84	1,225	3,042	1,153	1,425	1,473
85 years and over	596	1,188	653	538	568

¹ U.S. Census Bureau, 2010

² 2011-2015 American Community Survey 5-Year Estimates

(c) Race/Ethnicity for the agency's service area

RACE AMONG THE SERVICE AREA POPULATION

Table 6 examines the race/ethnicity of CADA's service area.

Table 6: Population by Race and Ethnicity³

	Bertie	Halifax	Hertford	Martin	Northampton
	Number	Number	Number	Number	Number
Non-Hispanic White	7,429	21,402	8,672	12,548	8,395
Non-Hispanic Black	12,717	27,868	14,218	10,337	11,937
Non-Hispanic American Indian	119	1,802	248	86	49
Non-Hispanic Asian and Pacific	119	439	296	132	36
Hispanic or Latino	343	1,379	781	840	391

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and

³ 2011-2015 American Community Survey 5-Year Estimates

medicine. Combining these barriers to employment, the remoteness of the area and the lack of employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; **EMPLOYMENT**; after school care for school age children; affordable health insurance; and **AFFORDABLE HOUSING AND UTILITIES**.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, NC Works Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

(F) Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Objective and Strategy

(G) Objective Statement:

- Leverage resources to provide resource and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and emergency assistance.

1 Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive Information & Referral program to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.
- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals

and direct clients to the appropriate resources.

- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide employment, emergency and substandard housing assistance to families in need from July 1, 2017 to June 30, 2018.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.
- Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212**

Section II: Project Identification							
1. Project Name:	Information and Referral Services (Bertie, Halifax, Hertford, Martin and Northampton Counties)						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire employment, emergency assistance and/or standard housing assistance.						
3. Long-Range Goal:	Leverage resources to provide information and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and/or emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of employment, emergency and/or standard housing assistance and refer to appropriate programs for assistance.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	397,784						
7. Total Number Expected to Be Served:	150						
a. Expected Number of New Clients	140						
b. Expected Number of Carryover Clients	10						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							20
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							75

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide information and referral assistance to 150 clients by June 30, 2018.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	25	75 (50)	125 (50)	150 (25)	
1. <u>Development</u>						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.2 Research resources to assist families achieve self-sufficiency	ED, B/D, DD, M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.3 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DD, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	

1.4 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources programs and the need for additional resources.	ED, DD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.5 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.6 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.7 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.8 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.9 Coordinate a referral system that will connect 150 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	25	75 (50)	125 (50)	150 (25)
1.10 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.11 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM, JD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist families.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2. Training					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysshare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, NCW/CM CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.4 Train staff on the proper policies/procedures to contacting agencies such as DES, Customer Care, Energy Management (CCEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
3. Enrollment					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)

3.3. Advise participants of available resources and programs.	CM, LCM	25	75 (50)	125 (50)	150 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4. <u>Case Management</u>					
4.1. Staff will coordinate various services for 150 clients	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.15 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.16 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.17 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.18 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.19 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.20 Through counseling and training, thirty (40) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	5	10 (5)	15 (5)	20 (5)
4.21 Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition,	M/CS, CM, LCM, CSMH, CSMEA, NCW/CM	5	10 (5)	15 (5)	20 (5)

uniforms, medical and food assistance, etc.					
4.22 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM , CM	4	6 (2)	8 (2)	10 (2)
4.23 Provide follow-up counseling as needed for 150 families.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.24 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.25 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5 Follow-up					
5.1 Staff will follow up with 150 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM , CM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.5 Submit required reports	ED, DD, FD LCM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

NCW/CM - NC Works Coordinator – Center Manager

LCM-Lead Case Manager

CM-Case Managers

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Information & Referral)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	150
The number of low-income participant families rising above the poverty level.	20
The number of participant families obtaining employment.	30
The number of participant families who are employed and obtain better employment.	2
The number of jobs with medical benefits obtained.	6
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	8
The number of participant families provided emergency assistance.	100
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	4
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program
 Fiscal Year 2017-18 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Choanoke Area Development Association, Inc.											
Project Name: Information & Referral											
County	Bertie	Halifax	Hertford	Martin	Northampton						Total
Total Planned	24	57	26	21	22						150

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes

b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

2. Describe how administrative policies and procedures are monitored by the Board of Directors. All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors.

CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

4. Describe the Board's procedure for conducting the agency self-evaluation.

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-5

DEPARTMENT: Register of Deeds

SUBJECT: Register of Deeds Fees Report – January 2017

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

P.O. Box 340
Windsor, NC 27983
252-794-5309
www.bertie-live.inttek.net

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of JANUARY 2017 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----		\$3,960.40
10-0030-4344-03	VITAL STATISTICS-----		\$1,050.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----		\$275.55
10-0030-4344-04	NO. MARRIAGE LICENSE-----	5	\$300.00
			<u>\$5,585.95</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----		\$3,764.00
10-0030-4344-10	STATE TREASURER FEE-----	123 @\$6.20	\$762.60
	STATE VITAL RECORDS-----	3 @14.00	\$42.00
			<u>\$10,154.55</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----		
			<u>\$10,154.55</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: *Shamedia L. Williams, Asst.*

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	25 @\$6.20=	\$155.00
ADDITIONAL PAGES-----	@\$0.40=	
DEEDS & OTHER INSTRUMENTS-----	113 @\$1.94=	\$219.22



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-6

DEPARTMENT: Finance

SUBJECT: Budget Amendments

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BUDGET AMENDMENT

# 17-06				
		DECREASE		DECREASE
12-0025-4531-02	\$	5,302	DSS	12-5380-5399-70 \$ 5,302
TO DECREASE BUDGET TO MATCH ACTUAL CRISIS MONEY RECEIVED				
		DECREASE		DECREASE
12-0025-4586-18	\$	5,302	DSS	12-5380-5411-50 \$ 5,302
TO DECREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)				
		INCREASE		INCREASE
10-0011-4111-35	\$	7,200		10-4140-5399-01 \$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
		INCREASE		INCREASE
10-0050-4855-10	\$	51,450	BLDG UPG	10-6308-5351-11 \$ 11,000
			LANDSCAPE	10-6308-5395-11 \$ 20,450
			RENT	10-6308-5400-00 \$ 20,000
SETUP BUDGET TO ASSIST RELOCATION OF EMS (KATE B. REYNOLDS GRANT)				
		INCREASE		INCREASE
10-0090-4991-99	\$	20,000		10-4360-5193-00 \$ 20,000
INCREASE BUDGET FOR MEDICAL EXAMINER - PROFESSIONAL SERVICES				
		INCREASE		INCREASE
10-0090-4991-99	\$	6,000		10-4350-5399-00 \$ 6,000
SETUP BUDGET TO COVER PROFESSIONAL SERVICES - WA #1 HOLLAND CONSULTING PLANNERS, INC.				
APPROVED ___ / ___ /2016				

BUDGET AMENDMENT

BUDGET AMENDMENT						
		# 17-06				
		DECREASE		DECREASE		
12-0025-4531-02	\$	5,302	DSS	12-5380-5399-70	\$	5,302
TO DECREASE BUDGET TO MATCH ACTUAL CRISIS MONEY RECEIVED						



DIVISION OF SOCIAL SERVICES

FUNDING SOURCE: CRISIS INTERVENTION PAYMENT

EFFECTIVE DATE: 07/01/2016

AUTHORIZATION NUMBER: 2

ALLOCATION PERIOD

FROM JUNE 2016 THRU MAY 2017 SERVICE MONTHS

FROM JULY 2016 THRU JUNE 2017 PAYMENT MONTHS

Co. No.	COUNTY	Initial Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	77,809.00	77,809.00	506,959.00	506,959.00	584,768.00	584,768.00
02	ALEXANDER	16,991.00	16,991.00	106,684.00	106,684.00	123,675.00	123,675.00
03	ALLEGHANY	6,001.00	6,001.00	38,634.00	38,634.00	44,635.00	44,635.00
04	ANSON	19,976.00	19,976.00	126,797.00	126,797.00	146,773.00	146,773.00
05	ASHE	15,174.00	15,174.00	97,322.00	97,322.00	112,496.00	112,496.00
06	AVERY	8,320.00	8,320.00	52,461.00	52,461.00	60,781.00	60,781.00
07	BEAUFORT	29,320.00	29,320.00	192,644.00	192,644.00	221,964.00	221,964.00
08	BERTIE	17,826.00	17,826.00	113,504.00	113,504.00	131,330.00	131,330.00
09	BLADEN	27,342.00	27,342.00	173,793.00	173,793.00	201,135.00	201,135.00
10	BRUNSWICK	53,309.00	53,309.00	346,015.00	346,015.00	399,324.00	399,324.00
11	BUNCOMBE	114,545.00	114,545.00	714,564.00	714,564.00	829,109.00	829,109.00
12	BURKE	49,599.00	49,599.00	318,961.00	318,961.00	368,560.00	368,560.00
13	CABARRUS	69,359.00	69,359.00	455,252.00	455,252.00	524,611.00	524,611.00
14	CALDWELL	45,377.00	45,377.00	299,858.00	299,858.00	345,235.00	345,235.00
15	CAMDEN	3,038.00	3,038.00	18,896.00	18,896.00	21,934.00	21,934.00
16	CARTERET	29,915.00	29,915.00	192,662.00	192,662.00	222,577.00	222,577.00
17	CASWELL	14,676.00	14,676.00	93,474.00	93,474.00	108,150.00	108,150.00
18	CATAWBA	79,602.00	79,602.00	498,292.00	498,292.00	577,894.00	577,894.00
19	CHATHAM	24,141.00	24,141.00	155,256.00	155,256.00	179,397.00	179,397.00
20	CHEROKEE	15,757.00	15,757.00	101,754.00	101,754.00	117,511.00	117,511.00
21	CHOWAN	10,456.00	10,456.00	66,786.00	66,786.00	77,242.00	77,242.00
22	CLAY	5,726.00	5,726.00	36,527.00	36,527.00	42,253.00	42,253.00
23	CLEVELAND	68,103.00	68,103.00	436,145.00	436,145.00	504,248.00	504,248.00
24	COLUMBUS	39,932.00	39,932.00	257,359.00	257,359.00	297,291.00	297,291.00
25	CRAVEN	49,441.00	49,441.00	319,395.00	319,395.00	368,836.00	368,836.00
26	CUMBERLAND	189,629.00	189,629.00	1,233,341.00	1,233,341.00	1,422,970.00	1,422,970.00
27	CURRITUCK	7,537.00	7,537.00	47,853.00	47,853.00	55,390.00	55,390.00
28	DARE	11,359.00	11,359.00	69,888.00	69,888.00	81,247.00	81,247.00
29	DAVIDSON	85,851.00	85,851.00	543,397.00	543,397.00	629,248.00	629,248.00
30	DAVIE	19,316.00	19,316.00	102,513.00	102,513.00	121,829.00	121,829.00
31	DUPLIN	40,432.00	40,432.00	258,463.00	258,463.00	298,895.00	298,895.00
32	DURHAM	138,603.00	138,603.00	908,391.00	908,391.00	1,046,994.00	1,046,994.00
33	EDGECOMBE	49,338.00	49,338.00	319,396.00	319,396.00	368,734.00	368,734.00
34	FORSYTH	190,745.00	190,745.00	1,252,106.00	1,252,106.00	1,442,851.00	1,442,851.00
35	FRANKLIN	30,995.00	30,995.00	197,781.00	197,781.00	228,776.00	228,776.00
36	GASTON	118,638.00	118,638.00	756,279.00	756,279.00	874,917.00	874,917.00
37	GATES	5,588.00	5,588.00	36,071.00	36,071.00	41,659.00	41,659.00
38	GRAHAM	5,288.00	5,288.00	32,986.00	32,986.00	38,274.00	38,274.00
39	GRANVILLE	26,045.00	26,045.00	165,783.00	165,783.00	191,828.00	191,828.00
40	GREENE	14,606.00	14,606.00	95,381.00	95,381.00	109,987.00	109,987.00
41	GUILFORD	280,362.00	280,362.00	1,812,563.00	1,812,563.00	2,092,925.00	2,092,925.00
42	HALIFAX	46,746.00	46,746.00	301,167.00	301,167.00	347,913.00	347,913.00
43	HARNETT	68,350.00	68,350.00	441,815.00	441,815.00	510,165.00	510,165.00
44	HAYWOOD	29,882.00	29,882.00	192,360.00	192,360.00	222,242.00	222,242.00
45	HENDERSON	40,507.00	40,507.00	259,560.00	259,560.00	300,067.00	300,067.00
46	HERTFORD	19,145.00	19,145.00	122,975.00	122,975.00	142,120.00	142,120.00
47	HOKE	30,606.00	30,606.00	197,539.00	197,539.00	228,145.00	228,145.00

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 17-06		
	DECREASE			DECREASE
12-0025-4586-18	\$ 5,302	DSS	12-5380-5411-50	\$ 5,302
TO DECREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)				



DIVISION OF SOCIAL SERVICES

Low-Income Home Energy Assistance (LIEAP)

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds

EFFECTIVE DATE: 12/01/2016

AUTHORIZATION NUMBER: 1

ALLOCATION PERIOD

FROM DECEMBER 2016 THRU MAY 2017 SERVICE MONTHS

FROM JANUARY 2017 THRU JUNE 2017 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	584,768.00	584,768.00	0.00	0.00	584,768.00	584,768.00
02	ALEXANDER	123,675.00	123,675.00	0.00	0.00	123,675.00	123,675.00
03	ALLEGHANY	44,635.00	44,635.00	0.00	0.00	44,635.00	44,635.00
04	ANSON	146,773.00	146,773.00	0.00	0.00	146,773.00	146,773.00
05	ASHE	112,496.00	112,496.00	0.00	0.00	112,496.00	112,496.00
06	AVERY	60,781.00	60,781.00	0.00	0.00	60,781.00	60,781.00
07	BEAUFORT	221,964.00	221,964.00	0.00	0.00	221,964.00	221,964.00
08	BERTIE	131,330.00	131,330.00	0.00	0.00	131,330.00	131,330.00
09	BLADEN	201,135.00	201,135.00	0.00	0.00	201,135.00	201,135.00
10	BRUNSWICK	399,324.00	399,324.00	0.00	0.00	399,324.00	399,324.00
11	BUNCOMBE	829,109.00	829,109.00	0.00	0.00	829,109.00	829,109.00
12	BURKE	368,560.00	368,560.00	0.00	0.00	368,560.00	368,560.00
13	CABARRUS	524,611.00	524,611.00	0.00	0.00	524,611.00	524,611.00
14	CALDWELL	345,235.00	345,235.00	0.00	0.00	345,235.00	345,235.00
15	CAMDEN	21,934.00	21,934.00	0.00	0.00	21,934.00	21,934.00
16	CARTERET	222,577.00	222,577.00	0.00	0.00	222,577.00	222,577.00
17	CASWELL	108,150.00	108,150.00	0.00	0.00	108,150.00	108,150.00
18	CATAWBA	577,894.00	577,894.00	0.00	0.00	577,894.00	577,894.00
19	CHATHAM	179,397.00	179,397.00	0.00	0.00	179,397.00	179,397.00
20	CHEROKEE	117,511.00	117,511.00	0.00	0.00	117,511.00	117,511.00
21	CHOWAN	77,242.00	77,242.00	0.00	0.00	77,242.00	77,242.00
22	CLAY	42,253.00	42,253.00	0.00	0.00	42,253.00	42,253.00
23	CLEVELAND	504,248.00	504,248.00	0.00	0.00	504,248.00	504,248.00
24	COLUMBUS	297,291.00	297,291.00	0.00	0.00	297,291.00	297,291.00
25	Craven	368,836.00	368,836.00	0.00	0.00	368,836.00	368,836.00
26	CUMBERLAND	1,422,970.00	1,422,970.00	0.00	0.00	1,422,970.00	1,422,970.00
27	CURRITUCK	55,390.00	55,390.00	0.00	0.00	55,390.00	55,390.00
28	DARE	81,247.00	81,247.00	0.00	0.00	81,247.00	81,247.00
29	DAVIDSON	629,248.00	629,248.00	0.00	0.00	629,248.00	629,248.00
30	DAVIE	121,829.00	121,829.00	0.00	0.00	121,829.00	121,829.00
31	DUPLIN	298,895.00	298,895.00	0.00	0.00	298,895.00	298,895.00
32	DURHAM	1,046,994.00	1,046,994.00	0.00	0.00	1,046,994.00	1,046,994.00
33	EDGECOMBE	368,734.00	368,734.00	0.00	0.00	368,734.00	368,734.00
34	FORSYTH	1,442,851.00	1,442,851.00	0.00	0.00	1,442,851.00	1,442,851.00
35	FRANKLIN	228,776.00	228,776.00	0.00	0.00	228,776.00	228,776.00
36	GASTON	874,917.00	874,917.00	0.00	0.00	874,917.00	874,917.00
37	GATES	41,659.00	41,659.00	0.00	0.00	41,659.00	41,659.00
38	GRAHAM	38,274.00	38,274.00	0.00	0.00	38,274.00	38,274.00
39	GRANVILLE	191,828.00	191,828.00	0.00	0.00	191,828.00	191,828.00
40	GREENE	109,987.00	109,987.00	0.00	0.00	109,987.00	109,987.00
41	GUILFORD	2,092,925.00	2,092,925.00	0.00	0.00	2,092,925.00	2,092,925.00
42	HALIFAX	347,913.00	347,913.00	0.00	0.00	347,913.00	347,913.00
43	HARNETT	510,165.00	510,165.00	0.00	0.00	510,165.00	510,165.00
44	HAYWOOD	222,242.00	222,242.00	0.00	0.00	222,242.00	222,242.00
45	HENDERSON	300,067.00	300,067.00	0.00	0.00	300,067.00	300,067.00
46	HERTFORD	142,120.00	142,120.00	0.00	0.00	142,120.00	142,120.00
47	HOKE	228,145.00	228,145.00	0.00	0.00	228,145.00	228,145.00

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 17-06		
		INCREASE		INCREASE
10-0011-4111-35	\$	7,200	10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				

William Roberson

From: Jodi Rhea
Sent: Thursday, January 19, 2017 11:00 AM
To: William Roberson
Subject: Invoice

Importance: High

I got an invoice from CTS for \$7,200. Let me know once that amount has been added to the line item so I can enter a PO.

Thanks,

Jodie Rhea
Tax Administrator
Bertie County
252-794-6152
Jodi.rhea@bertie.nc.gov

BUDGET AMENDMENT

# 17-06				
INCREASE				INCREASE
10-0050-4855-10	\$ 51,450	BLDG UPG	10-6308-5351-11	\$ 11,000
		LANDSCAPE	10-6308-5395-11	\$ 20,450
		RENT	10-6308-5400-00	\$ 20,000
SETUP BUDGET TO ASSIST RELOCATION OF EMS (KATE B. REYNOLDS GRANT)				

William Roberson

From: Scott Sauer
Sent: Wednesday, January 18, 2017 3:14 PM
To: William Roberson
Cc: Sarah Tinkham
Subject: FW: Payment Notification for Trust Grant ID # 2017-088

Budget amendment Feb 6

From: Debra Hall [mailto:debra@kbr.org]
Sent: Wednesday, January 18, 2017 12:55 PM
To: Scott Sauer
Cc: abjtrent3@outlook.com; Adam M. Linker
Subject: Payment Notification for Trust Grant ID # 2017-088

Mr. Sauer:

This is to confirm payment for Grant # 2017-088 in the amount of \$51,450, for capital and operating funds for temporary relocation of Bertie County Emergency Medical Services. The check will be sent directly from our Trustee, Wells Fargo Bank, within one week.

If you have any questions concerning the above, please do not hesitate to contact Adam Linker at adam@kbr.org or (336) 397-5508. Best wishes to you and your associates with this important project.

100050 - 4855 10

Debra Hall

Grants Manager
debra@kbr.org
(336) 397-5513

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 17-06		
	INCREASE			INCREASE
10-0090-4991-99	\$	20,000	10-4360-5193-00	\$ 20,000
INCREASE BUDGET FOR MEDICAL EXAMINER - PROFESSIONAL SERVICES				

YEAR	PER	JOURNAL	EFF DATE	PO/REF2	REFERENC	AMOUNT	COMMENTS
2017	'07	' 553	'01/31/201	'4516	'PO ENT/PF	\$ 3,500.00	'MEDICAL EXAMS-AUTOPSIES
2017	'07	' 184	'01/13/201	'3593	'PO ENT/PF	\$ 7,000.00	'MEDICAL EXAMS-INV 993800813962
2017	'07	' 133	'01/12/201	'3556	'PO ENT/PF	\$ 2,350.00	'MEDICAL EXAMS-NOV 2016
2017	'05	' 146	'11/08/201	'2443	'PO ENT/PF	\$ 2,150.00	'MEDICAL EXAMS-INV 984000813962
2017	'04	' 193	'10/13/201	'1776	'PO ENT/PF	\$ 4,500.00	'MEDICAL EXAMS-INV 979500813962
2017	'03	' 165	'09/12/201	'1269	'PO ENT/PF	\$ 1,950.00	'MEDICAL EXAM - INV 97430081396
						\$ 21,450.00	

BUDGET AMENDMENT

BUDGET AMENDMENT			
		# 17-06	
	INCREASE		INCREASE
10-0090-4991-99	\$ 6,000		10-4350-5399-00 \$ 6,000
SETUP BUDGET TO COVER PROFESSIONAL SERVICES - WA #1			
HOLLAND CONSULTING PLANNERS, INC.			

Work Authorization #1 (February 1, 2017 through March 31, 2017)
Contract for Consultant Services

Holland Consulting Planners, Inc. and Bertie County
Hurricane Matthew Disaster Recovery and Flood Mitigation Project, HCP #5634

Background

WHEREAS, Bertie County (the County) was severely impacted by Hurricane Matthew in October 2016, and requires management, planning, and housing inspection services to assist the County staff with applications for available state and federal funding for disaster recovery and flood mitigation assistance, and with the management of funded projects.

General Conditions

During completion of the work defined in this Work Authorization, Bertie County (the County) and Holland Consulting Planners (the Consultant), agree to abide by all of the terms and conditions outlined in the Contract for Consultant Services for administration of the Bertie County Hurricane Matthew Disaster Recovery and Flood Mitigation .

Tasks Approved By This Work Authorization

- Meet with governing body as requested.
- Coordinate project activities with local staff (including financial management).
- Coordinate project activities with designated state agencies.
- Prepare applications for Hurricane Matthew Disaster Recovery and Flood Mitigation funds.
- Manage citizen participation and outreach activities required to develop working inventories of households requiring disaster recovery/flood mitigation assistance.
- Develop an interlocal agreement between Bertie County and the Town of Windsor related to the application and project management process for Hurricane Matthew Disaster Recovery and Flood Mitigation.

Fee

For completion of the work items described above, the County agrees to pay the Consultant a not-to-exceed fee of \$6,000. Payment terms, including terms for payment of additional services, shall be in accordance with the Contract for Consultant Services dated _____. Hourly rates for the Consultant's personnel are agreed to as follows:

104350 - 539900 (INSP.)
<104920 - 539900> (ECON. A.)
2100090 - 499199 FB APPROPRIATED



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-7

DEPARTMENT: Sheriff

SUBJECT: Proof of Loss Reports – Hurricane Matthew

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

87055062772015

POLICY NO. FL
11/23/2015 - 11/23/2016

POLICY TERM
\$100,000.00

AMT OF BLDG COV AT TIME OF LOSS
\$20,000.00

AMT OF CONTS COV AT TIME OF LOSS

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

O.M.B. No. 1660-0005
Expires April 30, 2017

PROOF OF LOSS

(See reverse side for Privacy Act Statement and
Paperwork Burden Disclosure Notice)

Thomas S Davis, Clu, Chfc
AGENT
Po Box 310, Windsor, NC 27983-0310
AGENCY AT

TO THE NATIONAL FLOOD INSURANCE PROGRAM:

At time of loss, by above indicated policy of insurance, you insured the interest of
Bertie County; 204 S Queen St; Windsor, NC 27983-1822

against loss by flood to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and
assignments attached thereto.

TIME AND ORIGIN A Flood and Rising Water loss occurred about the hour of Twelve o'clock AM.,
on the 22 day of September, 2016. The cause of the said loss was:
Stream, River, Lake Overflow

OCCUPANCY The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other
purpose whatever:
Owner

INTEREST No other person or persons had any interest therein or encumbrance thereon except:
Bertie County

1. FULL AMOUNT OF INSURANCE applicable to the property for which claim is presented is	\$120,000.00
2. ACTUAL CASH VALUE of building structures	\$150,748.08
3. ADD ACTUAL CASH VALUE OF CONTENTS of personal property insured	\$65,000.00
4. ACTUAL CASH VALUE OF ALL PROPERTY	\$215,748.08
5. FULL COST OF REPAIR OR REPLACEMENT (Building and Contents).....	\$166,753.55
6. LESS APPLICABLE DEPRECIATION	\$32,278.82
7. ACTUAL CASH VALUE LOSS is	\$134,474.73
8. LESS DEDUCTIBLES	\$32,908.32
9. NET AMOUNT CLAIMED under above numbered policy is	\$101,566.41

The said loss did not originate by any act, design or procurement on the part of your insured, nothing has been done by or with the privity or consent of
your insured to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were
destroyed or damaged at the time of said loss, no property saved has in any manner been concealed, and no attempt to deceive the said insurer as to
the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

**I understand that this insurance (policy) is issued Pursuant to the National Flood Insurance Act of 1968, or Any Act Amendatory thereof, and
Applicable Federal Regulations in Title 44 of the Code of Federal Regulations, Subchapter B, and that knowingly and willfully making any
false answers or misrepresentations of fact may be punishable by fine, imprisonment, or both under applicable United States Codes.**

Subrogation - To the extent of the payment made or advanced under this policy; the insured hereby assigns, transfers and sets over the insurer all rights,
claims or interest that he has against any person, firm or corporation liable for the loss or damage to the property for which payment is made or
advanced. He also hereby authorizes the insurer to sue any such third party in his name.

The insured hereby warrants that no release has been given or will be given or settlement or compromise made or agreed upon with any third party who
may be liable in damages to the insured with respect to the claim being made herein.

The furnishing of this blank or the preparation of proofs by a representative of the above insurer is not a waiver of any of its rights.

I declare under penalty of perjury that the information contained in the foregoing is true and correct to the best of my knowledge and belief.

Executed this _____ day of _____, 20 _____

Name _____

Nationwide Mutual Fire Insurance Company
Flood Insurance Processing Center
P.O. Box 2057; Kalispell, MT 59903-2057
Phone: (800) 759-8656 Fax: (866) 528-3252
=====

January 15, 2017

Bertie County
204 S Queen St
Windsor, NC 27983-1822

RE:Insured : Bertie County
Property Add: 204 S Queen St
Windsor, NC 279831822
Policy # : 87055062772015
Date of Loss: 10/09/2016
Reference No: 87055062772015

Dear Mr. William Roberson:

We have reviewed the Independent Adjuster's report which indicates the covered building damages are less than your building deductible. Because the damages are below your deductible, we will be unable to make any payment on your claim, pursuant to the General Form Flood Policy:

Building Covered damages	-	\$ 7,618.13
Building advance payment	-	\$ 0.00
Building deductible	-	\$10,000.00

Building Amount	=	\$ 0.00

VI. DEDUCTIBLES

A. When a loss is covered under this policy, we will pay only that part of the loss that exceeds your deductible amount, subject to the limit of liability that applies. The deductible amount is shown on the Declarations Page.

B. In each loss from flood, separate deductibles apply to the building and personal property insured by this policy.

Additionally, We have reviewed the Independent Adjuster's final report which indicates some of the flood damages from the 9/22/2016 flood loss have not been repaired and/or replaced. We are denying payment for these repairs as they have been previously paid but have not been repaired and/or replaced, pursuant to the General Form Insurance Policy. The estimate prepared for the damages due to Hurricane Matthew are less than your deductible.

The Independent Adjuster's final report also indicates there was damage to personal property located within a POD on the property. We are denying any damages to this personal property, pursuant to the General Form Insurance Policy:

- Coverage for items of property in a building enclosure below the lowest elevated floor of an elevated post-FIRM building located in Zones A1- A30, AE, AH, AR, AR/A, AR/AE, AR/AH, AR/A1-A30, V1-V30, or VE, or in a basement, regardless of the zone, is limited to the following items, if installed in their functioning locations and, if necessary for operation, connected to a power source:

- a. Air conditioning units, portable or window type;
- b. Clothes washers and dryers; and
- c. Food freezers, other than walk-in, and food in any freezer.

II. DEFINITIONS

Flood, as used in this flood insurance policy, means:

1. A general and temporary condition of partial or complete inundation of two or more acres of normally dry land area or of two or more properties (at least one of which is your property) from:
 - a. Overflow of inland or tidal waters;
 - b. Unusual and rapid accumulation or runoff of surface waters from any source;
 - c. Mudflow.
12. Direct Physical Loss By or From Flood. Loss or damage to insured property, directly caused by a flood. There must be evidence of physical changes to the property.

III. PROPERTY COVERED

A. COVERAGE A - BUILDING PROPERTY

1. The dwelling at the described location, or for a period of 45 days at another location as set forth in III.C.2.b., Property Removed to Safety.
2. Additions and extensions attached to and in contact with the dwelling by means of a rigid exterior wall, a solid load-bearing interior wall, a stairway, an elevated walkway, or a roof. At your option, additions and extensions connected by any of these methods may be separately insured. Additions and extensions attached to and in contact with the building by means of a common interior wall that is not a solid load-bearing wall are always considered part of the dwelling and cannot be separately insured.
3. A detached garage at the described location. Coverage limited to no more than 10 percent of the limit of liability on the dwelling. Use of this insurance is at your option but reduces the building limit of liability. We do not cover any detached garage used or held for use for residential (i.e., dwelling), business, or farming purposes.

In the unfortunate event that you experience another flood, we recommend you keep in a safe place, out of the reach of future flooding, all repair receipts and invoices documenting the completion of the building repairs, and if applicable, the repair/replacement of your personal property. This will assist in verifying that building repairs were completed and, if applicable, the age, condition and value of personal property. Having this information will help expedite the handling of any future claim.

Please note: Pursuant to the Standard Flood Insurance Policy, VII General Conditions Q. Mortgage Clause, A loss payable under Coverage A - Building Property will be paid to any mortgagee of whom we have actual notice as well as any other mortgagee or loss payee determined to exist at the time of loss, and you, as interests may appear. If more than one mortgagee is named, the order of payment will be the same as the order of precedence of the mortgages.

The Standard Flood Insurance Policy is a federal policy under the jurisdiction of the federal government issued pursuant to the National Flood Insurance Act of 1968 and applicable federal regulations in Title 44 of the Code of Federal Regulations, Subchapter B.

If you do not agree with our decision to deny your claim, in whole or in part, Federal law allows you to appeal that decision within 60 days of the date of this denial letter. Your appeal must be in writing and include: a copy of this letter, a copy of the completed Proof of Loss form you submitted to the insurer, your written statement of the basis for the appeal and all the documentation which supports your written statement.

The appeal must be sent to:

Federal Emergency Management Agency
Mitigation Directorate
Federal Insurance Administrator
1800 South Bell Street
Arlington, VA 20598-3010

You should not appeal your claim or any part of it, unless it has been denied by this letter. If you do and your claim has not been denied, in whole or in part, FEMA will return your appeal to you for not complying with their regulation. If you disagree with your insurance settlement and the item of your disagreement is not denied by this letter, you should submit a detailed request with the documentation which fully supports your position directly to us for consideration as a supplemental claim. The FEMA appeals process cannot overturn a denial when coverage is not afforded by the Standard Flood Insurance Policy. Federal assistance may be available to you if your flood loss is within a city or county included in a disaster declaration by the President of the United States. In such cases you may contact FEMA at (800) 621-3362 or register online at <http://www.fema.gov>.

VII. GENERAL CONDITIONS

R. Suit Against Us

You may not sue us to recover money under this policy unless you have complied with all the requirements of the policy. If you do sue, you must start the suit within 1 year after the date of the written denial of all or part of the claim, and you must file the suit in the United States District Court of the district in which the insured property was located at the time of loss. This requirement applies to any claim that you may have under this policy and to any dispute that you may have arising out of the handling of any claim under the policy.

If you have any questions, please call (800) 759-8656.

Waiving none, but reserving all rights and defenses under the policy, we remain,

Sincerely,

Patricia Bobbs
Nationwide Mutual Fire Insurance Company
Flood Claims Processing Center

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87054948532015

POLICY NO. FL
11/14/2015 - 11/14/2016

POLICY TERM
\$0.00

AMT OF BLDG COV AT TIME OF LOSS
\$15,000.00

AMT OF CONTS COV AT TIME OF LOSS

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

O.M.B. No. 1660-0005
Expires April 30, 2017

PROOF OF LOSS

(See reverse side for Privacy Act Statement and
Paperwork Burden Disclosure Notice)

Thomas S Davis, Clu, Chfc
AGENT
Po Box 310, Windsor, NC 27983-0310
AGENCY AT

TO THE NATIONAL FLOOD INSURANCE PROGRAM:

At time of loss, by above indicated policy of insurance, you insured the interest of
Bertie County; 208 East Granville Street; Windsor, NC 27983-0530

against loss by flood to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and
assignments attached thereto.

TIME AND ORIGIN A Flood and Rising Water loss occurred about the hour of Twelve o'clock AM.,
on the 22 day of September, 2016. The cause of the said loss was:
Stream, River, Lake Overflow

OCCUPANCY The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other
purpose whatever:
Owner

INTEREST No other person or persons had any interest therein or encumbrance thereon except:
Bertie County

1. FULL AMOUNT OF INSURANCE applicable to the property for which claim is presented is	\$15,000.00
2. ACTUAL CASH VALUE of building structures	\$106,705.07
3. ADD ACTUAL CASH VALUE OF CONTENTS of personal property insured	\$70,000.00
4. ACTUAL CASH VALUE OF ALL PROPERTY	\$176,705.07
5. FULL COST OF REPAIR OR REPLACEMENT (Building and Contents).....	\$71,858.82
6. LESS APPLICABLE DEPRECIATION	\$17,246.11
7. ACTUAL CASH VALUE LOSS is	\$54,612.71
8. LESS DEDUCTIBLES	\$39,612.71
9. NET AMOUNT CLAIMED under above numbered policy is	\$15,000.00

The said loss did not originate by any act, design or procurement on the part of your insured, nothing has been done by or with the privity or consent of
your insured to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were
destroyed or damaged at the time of said loss, no property saved has in any manner been concealed, and no attempt to deceive the said insurer as to
the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

**I understand that this insurance (policy) is issued Pursuant to the National Flood Insurance Act of 1968, or Any Act Amendatory thereof, and
Applicable Federal Regulations in Title 44 of the Code of Federal Regulations, Subchapter B, and that knowingly and willfully making any
false answers or misrepresentations of fact may be punishable by fine, imprisonment, or both under applicable United States Codes.**

Subrogation - To the extent of the payment made or advanced under this policy; the insured hereby assigns, transfers and sets over the insurer all rights,
claims or interest that he has against any person, firm or corporation liable for the loss or damage to the property for which payment is made or
advanced. He also hereby authorizes the insurer to sue any such third party in his name.

The insured hereby warrants that no release has been given or will be given or settlement or compromise made or agreed upon with any third party who
may be liable in damages to the insured with respect to the claim being made herein.

The furnishing of this blank or the preparation of proofs by a representative of the above insurer is not a waiver of any of its rights.

I declare under penalty of perjury that the information contained in the foregoing is true and correct to the best of my knowledge and belief.

Executed this _____ day of _____, 20 _____

Name _____

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50005203292015

POLICY NO. FL
10/5/2015 - 10/5/2016

POLICY TERM
\$107,400.00

AMT OF BLDG COV AT TIME OF LOSS
\$0.00

AMT OF CONTS COV AT TIME OF LOSS

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

O.M.B. No. 1660-0005
Expires April 30, 2017

PROOF OF LOSS

(See reverse side for Privacy Act Statement and
Paperwork Burden Disclosure Notice)

Thomas S Davis, Clu, Chfc
AGENT
Po Box 310, Windsor, NC 27983-0310
AGENCY AT

TO THE NATIONAL FLOOD INSURANCE PROGRAM:

At time of loss, by above indicated policy of insurance, you insured the interest of
Bertie County; 204 Dundee St; Windsor, NC 27983-6701

against loss by flood to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and assignments attached thereto.

TIME AND ORIGIN A Flood and Rising Water loss occurred about the hour of Twelve o'clock AM.,
on the 22 day of September, 2016. The cause of the said loss was:
Stream, River, Lake Overflow

OCCUPANCY The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever:
Owner

INTEREST No other person or persons had any interest therein or encumbrance thereon except:
Bertie County

1. FULL AMOUNT OF INSURANCE applicable to the property for which claim is presented is	\$107,400.00
2. ACTUAL CASH VALUE of building structures	\$187,793.61
3. ADD ACTUAL CASH VALUE OF CONTENTS of personal property insured	\$0.00
4. ACTUAL CASH VALUE OF ALL PROPERTY	\$187,793.61
5. FULL COST OF REPAIR OR REPLACEMENT (Building and Contents).....	\$135,849.03
6. LESS APPLICABLE DEPRECIATION	\$10,763.05
7. ACTUAL CASH VALUE LOSS is	\$125,085.98
8. LESS DEDUCTIBLES	\$17,685.98
9. NET AMOUNT CLAIMED under above numbered policy is	\$107,400.00

The said loss did not originate by any act, design or procurement on the part of your insured, nothing has been done by or with the privity or consent of your insured to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss, no property saved has in any manner been concealed, and no attempt to deceive the said insurer as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

I understand that this insurance (policy) is issued Pursuant to the National Flood Insurance Act of 1968, or Any Act Amendatory thereof, and Applicable Federal Regulations in Title 44 of the Code of Federal Regulations, Subchapter B, and that knowingly and willfully making any false answers or misrepresentations of fact may be punishable by fine, imprisonment, or both under applicable United States Codes.

Subrogation - To the extent of the payment made or advanced under this policy; the insured hereby assigns, transfers and sets over the insurer all rights, claims or interest that he has against any person, firm or corporation liable for the loss or damage to the property for which payment is made or advanced. He also hereby authorizes the insurer to sue any such third party in his name.

The insured hereby warrants that no release has been given or will be given or settlement or compromise made or agreed upon with any third party who may be liable in damages to the insured with respect to the claim being made herein.

The furnishing of this blank or the preparation of proofs by a representative of the above insurer is not a waiver of any of its rights.

I declare under penalty of perjury that the information contained in the foregoing is true and correct to the best of my knowledge and belief.

Executed this _____ day of _____, 20 _____

Name _____

321151398714 00

POLICY NO. FL
10/5/2016 - 10/5/2017

POLICY TERM
\$107,400.00

AMT OF BLDG COV AT TIME OF LOSS
\$0.00

AMT OF CONTS COV AT TIME OF LOSS

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

O.M.B. No. 1660-0005
Expires April 30, 2017

PROOF OF LOSS

(See reverse side for Privacy Act Statement and
Paperwork Burden Disclosure Notice)

Tommy Davis Agency
AGENT
PO BOX 310, Windsor, NC 27983
AGENCY AT

TO THE NATIONAL FLOOD INSURANCE PROGRAM:

At time of loss, by above indicated policy of insurance, you insured the interest of
BERTIE COUNTY; 204 DUNDEE ST; WINDSOR, NC 27983

against loss by flood to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and assignments attached thereto.

TIME AND ORIGIN A Flood _____ loss occurred about the hour of _____ o'clock _____
on the 09 day of October, 2016. The cause of the said loss was:
Stream, River, Lake Overflow

OCCUPANCY The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever:
Owner

INTEREST No other person or persons had any interest therein or encumbrance thereon except:
None

1. FULL AMOUNT OF INSURANCE applicable to the property for which claim is presented is	\$107,400.00
2. ACTUAL CASH VALUE of building structures	\$161,286.46
3. ADD ACTUAL CASH VALUE OF CONTENTS of personal property insured	\$0.00
4. ACTUAL CASH VALUE OF ALL PROPERTY	\$161,286.46
5. FULL COST OF REPAIR OR REPLACEMENT (Building and Contents).....	\$11,627.31
6. LESS APPLICABLE DEPRECIATION	\$980.93
7. ACTUAL CASH VALUE LOSS is	\$10,646.38
8. LESS DEDUCTIBLES	\$2,000.00
9. NET AMOUNT CLAIMED under above numbered policy is	\$8,646.38

The said loss did not originate by any act, design or procurement on the part of your insured, nothing has been done by or with the privity or consent of your insured to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss, no property saved has in any manner been concealed, and no attempt to deceive the said insurer as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

I understand that this insurance (policy) is issued Pursuant to the National Flood Insurance Act of 1968, or Any Act Amendatory thereof, and Applicable Federal Regulations in Title 44 of the Code of Federal Regulations, Subchapter B, and that knowingly and willfully making any false answers or misrepresentations of fact may be punishable by fine, imprisonment, or both under applicable United States Codes.

Subrogation - To the extent of the payment made or advanced under this policy; the insured hereby assigns, transfers and sets over the insurer all rights, claims or interest that he has against any person, firm or corporation liable for the loss or damage to the property for which payment is made or advanced. He also hereby authorizes the insurer to sue any such third party in his name.

The insured hereby warrants that no release has been given or will be given or settlement or compromise made or agreed upon with any third party who may be liable in damages to the insured with respect to the claim being made herein.

The furnishing of this blank or the preparation of proofs by a representative of the above insurer is not a waiver of any of its rights.

I declare under penalty of perjury that the information contained in the foregoing is true and correct to the best of my knowledge and belief.

Executed this _____ day of _____, 20 _____

Name _____

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Insured: BERTIE COUNTY
Property: 204 DUNDEE ST
WINDSOR, NC 27983
Billing: PO BOX 530
WINDSOR, NC 27983
Business: PO BOX 530
WINDSOR, NC 27983
Home: PO BOX 530
WINDSOR, NC 27983

Home: (252) 794-6721

Claim Rep.: Amy Ickes
Company: Colonial Claims
Business: 2200 Bayshore blvd.
Dunedin, FL 34698

Business: (727) 738-1366

Estimator: Amy Ickes
Company: Colonial Claims
Business: 2200 Bayshore blvd.
Dunedin, FL 34698

Business: (727) 738-1366

Claim Number: 16 0012939

Policy Number: 321151398714 00

Type of Loss: Flood

Date of Loss: 10/9/2016
Date Inspected: 10/20/2016 12:00 PM

Date Received: 10/17/2016
Date Entered: 10/21/2016 3:21 AM

Price List: NCEC8X_NOV16
Restoration/Service/Remodel
Estimate: 392741-LIBRARY

Net Claim Summary

Coverage	Net Claim
Building	\$8,646.38
Total Net Claim	\$8,646.38
Total Amount of Building Recoverable Depreciation	\$0.00
Total Net Claim if Depreciation is Recovered	\$8,646.38

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Dear Valued Customer,

Please refer to the enclosed itemized estimate. This estimate contains our valuation of the damages for the reported loss and was prepared using reasonable and customary prices for your geographic area. If this document contains estimated structural repairs and you choose to hire a contractor, please provide this estimate to them. This estimate does not constitute settlement of this claim. This estimate is subject to review and approval by Carrier and in accordance with the Standard Flood Insurance Policy.

If any hidden, or additional damage, and/or damaged items, are discovered, please contact me or have your contractor or vendor contact me immediately. Coverage for the hidden or additional damages and/or damaged items, would need to be determined, and may require an inspection/re-inspection, before any supplemental payment would be authorized. Please do not destroy, or discard any of the hidden, or additional damages, and/or damaged items, until we have had an opportunity to review the hidden or additional damages and/or damaged items, and have reached an agreement with you on any supplemental cost.

If you, your contractor, or vendor determine that there are additional building fees and/or permits associated with the estimated repairs, that may not be included in this estimate, please contact me immediately so that I may review .

If a mortgage company is included on your claim payment check, please contact the mortgage company to discuss how to handle the proceeds of this payment.

Thank you for allowing us to serve your insurance needs. Please contact me at the numbers listed above if you have any questions regarding this estimate or any other matter pertaining to your claim.

Any person who, with the intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Claim Number: 16 0012939

Policy Number: 321151398714 00

Type of Loss: Flood

Date of Loss: 10/9/2016
Date Inspected: 10/20/2016 12:00 PM

Date Received: 10/17/2016
Date Entered: 10/21/2016 3:21 AM

Price List: NCEC8X_NOV16
Restoration/Service/Remodel
Estimate: 392741-LIBRARY

Building

Net Claim Summary

Replacement Cost Value	Less Recoverable Depreciation	Less Non-recoverable Depreciation	Actual Cash Value
\$11,627.31	(0.00)	<980.93>	\$10,646.38
Less Deductible			(2,000.00)
Net Claim			\$8,646.38
Total Recoverable Depreciation			\$0.00
Net Claim if Depreciation is Recovered			\$8,646.38

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

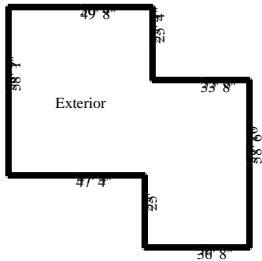
Building

392741-LIBRARY

EXTERIOR

EXTERIOR

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Clean with pressure/chemical spray	1,331.81 SF	0.22	0.90	293.90	<0.00>	293.90
Total: EXTERIOR			0.90	293.90	0.00	293.90



Exterior

Height: 8'

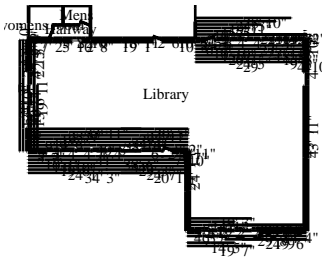
2663.61 SF Walls	4892.12 SF Ceiling
7555.73 SF Walls & Ceiling	4892.12 SF Floor
543.57 SY Flooring	332.95 LF Floor Perimeter
332.95 LF Ceil. Perimeter	

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
HVAC Technician - per hour 1 hour per unit	2.00HR	88.68	0.00	177.36	<0.00>	177.36
Clean air conditioning condenser unit	2.00EA	39.04	0.15	78.23	<0.00>	78.23
Totals: Exterior			0.15	255.59	0.00	255.59
Total: EXTERIOR			1.05	549.49	0.00	549.49

Main Level

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702



Library

Height: 9'

2241.64 SF Walls	3626.43 SF Ceiling
5868.07 SF Walls & Ceiling	3626.43 SF Floor
402.94 SY Flooring	271.32 LF Floor Perimeter
281.66 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into OFFICE
Missing Wall - Goes to Floor	2' 10" X 6' 8"	Opens into HALLWAY
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into Exterior
Window	6' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	2' 2 3/8" X 3'	Opens into Exterior
Window	2' 2 3/8" X 3'	Opens into Exterior
Window	2' 2 3/8" X 3'	Opens into Exterior
Window	2' 2 3/8" X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	3,626.43 SF	0.48	0.00	1,740.69	<0.00>	1,740.69
Clean part of the walls	1,120.82 SF	0.21	0.76	236.13	<0.00>	236.13
Apply anti-microbial agent	1,120.82 SF	0.19	1.51	214.47	<0.00>	214.47
Clean floor	3,626.43 SF	0.31	0.00	1,124.19	<0.00>	1,124.19
Apply anti-microbial agent floor	3,626.43 SF	0.19	4.90	693.92	<0.00>	693.92

Wright Nation Flood Insurance Company

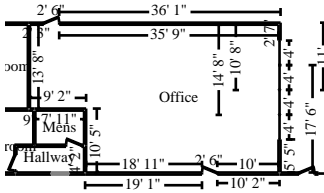
801 94th ave North
St. Petersburg, FL 33702

CONTINUED - Library

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
R&R Countertop - flat laid plastic laminate	35.00LF	38.98	63.01	1,427.31	<262.08>	1,165.23
Clean sink	1.00EA	7.61	0.00	7.61	<0.00>	7.61
Totals: Library			70.18	5,444.32	262.08	5,182.24

Office

Height: 8'



952.75 SF Walls	881.22 SF Ceiling
1833.96 SF Walls & Ceiling	881.22 SF Floor
97.91 SY Flooring	124.26 LF Floor Perimeter
129.26 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into LIBRARY
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior
Window	4' X 3'	Opens into Exterior

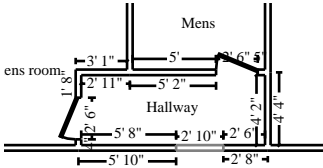
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	881.22 SF	0.48	0.00	422.99	<0.00>	422.99
Clean part of the walls	476.37 SF	0.21	0.32	100.36	<0.00>	100.36
Apply anti-microbial agent	476.37 SF	0.19	0.64	91.15	<0.00>	91.15
Clean floor	881.22 SF	0.31	0.00	273.18	<0.00>	273.18
Apply anti-microbial agent floor	881.22 SF	0.19	1.19	168.62	<0.00>	168.62
Clean sink	1.00EA	7.61	0.00	7.61	<0.00>	7.61
Sink - single - Detach & reset	1.00EA	107.65	0.00	107.65	<0.00>	107.65
R&R Countertop - flat laid plastic laminate	96.00LF	38.98	172.82	3,914.90	<718.85>	3,196.05
Totals: Office			174.97	5,086.46	718.85	4,367.61

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Hallway

Height: 8'



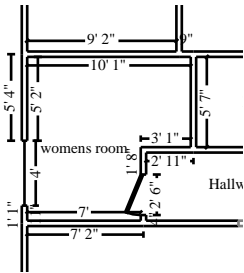
191.36 SF Walls	46.29 SF Ceiling
237.65 SF Walls & Ceiling	46.29 SF Floor
5.14 SY Flooring	22.61 LF Floor Perimeter
30.45 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into MENS
Missing Wall - Goes to Floor	2' 10" X 6' 8"	Opens into LIBRARY
Door	2' 6" X 6' 8"	Opens into WOMENS_ROOM

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	46.29 SF	0.48	0.00	22.22	<0.00>	22.22
Clean part of the walls	95.68 SF	0.21	0.06	20.15	<0.00>	20.15
Apply anti-microbial agent	95.68 SF	0.19	0.13	18.31	<0.00>	18.31
Clean floor	46.29 SF	0.31	0.00	14.35	<0.00>	14.35
Apply anti-microbial agent floor	46.29 SF	0.19	0.06	8.86	<0.00>	8.86
Totals: Hallway			0.25	83.89	0.00	83.89

womens room

Height: 8'



294.20 SF Walls	87.82 SF Ceiling
382.02 SF Walls & Ceiling	87.82 SF Floor
9.76 SY Flooring	37.86 LF Floor Perimeter
40.36 LF Ceil. Perimeter	

Window	4' X 3'	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into HALLWAY

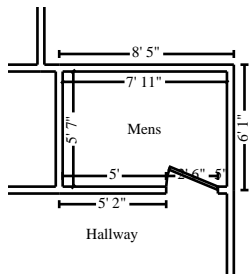
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	87.82 SF	0.48	0.00	42.15	<0.00>	42.15
Clean part of the walls	147.10 SF	0.21	0.10	30.99	<0.00>	30.99
Apply anti-microbial agent	147.10 SF	0.19	0.20	28.15	<0.00>	28.15
Clean floor	87.82 SF	0.31	0.00	27.22	<0.00>	27.22

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

CONTINUED - womens room

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Apply anti-microbial agent floor	87.82 SF	0.19	0.12	16.81	<0.00>	16.81
Clean toilet	1.00 EA	12.77	0.00	12.77	<0.00>	12.77
Clean sink	1.00 EA	7.61	0.00	7.61	<0.00>	7.61
Totals: womens room			0.42	165.70	0.00	165.70



Mens

Height: 8'

199.44 SF Walls	44.19 SF Ceiling
243.63 SF Walls & Ceiling	44.19 SF Floor
4.91 SY Flooring	24.51 LF Floor Perimeter
27.01 LF Ceil. Perimeter	

Door

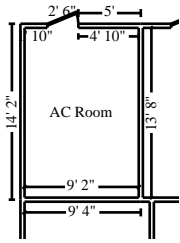
2' 6" X 6' 8"

Opens into HALLWAY

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	44.19 SF	0.48	0.00	21.21	<0.00>	21.21
Clean part of the walls	99.72 SF	0.21	0.07	21.01	<0.00>	21.01
Apply anti-microbial agent	99.72 SF	0.19	0.13	19.08	<0.00>	19.08
Clean floor	44.19 SF	0.31	0.00	13.70	<0.00>	13.70
Apply anti-microbial agent floor	44.19 SF	0.19	0.06	8.46	<0.00>	8.46
Clean toilet	1.00 EA	12.77	0.00	12.77	<0.00>	12.77
Clean sink	1.00 EA	7.61	0.00	7.61	<0.00>	7.61
Totals: Mens			0.26	103.84	0.00	103.84

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702



AC Room

Height: 8'

349.22 SF Walls	125.74 SF Ceiling
474.96 SF Walls & Ceiling	125.74 SF Floor
13.97 SY Flooring	43.24 LF Floor Perimeter
45.74 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into Exterior				
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Structural drying per sf of floor area-per FEMA Bulletin	125.74 SF	0.48	0.00	60.36	<0.00>	60.36
Clean part of the walls	174.61 SF	0.21	0.12	36.79	<0.00>	36.79
Apply anti-microbial agent	174.61 SF	0.19	0.24	33.42	<0.00>	33.42
Clean floor	125.74 SF	0.31	0.00	38.98	<0.00>	38.98
Apply anti-microbial agent floor	125.74 SF	0.19	0.17	24.06	<0.00>	24.06
Totals: AC Room			0.53	193.61	0.00	193.61
Total: Main Level			246.61	11,077.82	980.93	10,096.89
Line Item Totals: 392741-LIBRARY			247.66	11,627.31	980.93	10,646.38

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Summary for Building

Line Item Total	11,379.65
Material Sales Tax	247.66
Replacement Cost Value	\$11,627.31
Less Non-recoverable Depreciation	<980.93>
Actual Cash Value	\$10,646.38
Less Deductible	(2,000.00)
Net Claim	\$8,646.38

Amy Ickes

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Recap of Taxes

	Material Sales Tax (6.75%)	Laundry & D/C Tax (6.75%)	Manuf. Home Tax (2%)	Storage Rental Tax (6.75%)	Local Food Tax (2%)	Total Sales Tax (6.75%)
Line Items	247.66	0.00	0.00	0.00	0.00	0.00
Total	247.66	0.00	0.00	0.00	0.00	0.00

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Recap by Room

Estimate: 392741-LIBRARY

Area: EXTERIOR	293.00	2.57%
Exterior	255.44	2.24%
<hr/>		
Area Subtotal: EXTERIOR	548.44	4.82%
Area: Main Level		
Library	5,374.14	47.23%
Office	4,911.49	43.16%
Hallway	83.64	0.73%
womens room	165.28	1.45%
Mens	103.58	0.91%
AC Room	193.08	1.70%
<hr/>		
Area Subtotal: Main Level	10,831.21	95.18%
<hr/>		
Subtotal of Areas	11,379.65	100.00%
<hr/>		
Total	11,379.65	100.00%

Wright Nation Flood Insurance Company

801 94th ave North
St. Petersburg, FL 33702

Recap by Category with Depreciation

Items	RCV	Deprec.	ACV
CABINETRY	4,668.84	933.77	3,735.07
CLEANING	2,362.68		2,362.68
GENERAL DEMOLITION	437.54		437.54
HEAT, VENT & AIR CONDITIONING	177.36		177.36
PLUMBING	107.65		107.65
WATER EXTRACTION & REMEDIATION	3,625.58		3,625.58
Subtotal	11,379.65	933.77	10,445.88
Material Sales Tax	247.66	47.16	200.50
Total	11,627.31	980.93	10,646.38

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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM
PROOF OF LOSS

321151398712 00
POLICY NO. FL
10/5/2016 - 10/5/2017
POLICY TERM
\$21,500.00
AMT OF BLDG COV AT TIME OF LOSS
\$14,800.00
AMT OF CONTS COV AT TIME OF LOSS

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM
PROOF OF LOSS
(See reverse side for Privacy Act Statement and
Paperwork Burden Disclosure Notice)

O.M.B. No. 1660-0005
Expires April 30, 2017

TOMMY DAVIS AGENCY
AGENT
PO BOX 310, WINDSOR, NC 27983-0310
AGENCY AT

TO THE NATIONAL FLOOD INSURANCE PROGRAM:

At time of loss, by above indicated policy of insurance, you insured the interest of
BERTIE COUNTY; 104 DUNDEE ST - SHERRIFF; WINDSOR, NC 27983-6769

against loss by flood to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and assignments attached thereto.

TIME AND ORIGIN A Flood loss occurred about the hour of o'clock
on the 09 day of October, 2016. The cause of the said loss was:
Stream, River, Lake Overflow

OCCUPANCY The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever:
State Government Owned

INTEREST No other person or persons had any interest therein or encumbrance thereon except:
None

1. FULL AMOUNT OF INSURANCE applicable to the property for which claim is presented is	\$36,300.00
2. ACTUAL CASH VALUE of building structures	\$228,985.31
3. ADD ACTUAL CASH VALUE OF CONTENTS of personal property insured	\$72,000.00
4. ACTUAL CASH VALUE OF ALL PROPERTY	\$300,985.31
5. FULL COST OF REPAIR OR REPLACEMENT (Building and Contents).....	\$7,404.54
6. LESS APPLICABLE DEPRECIATION	\$1,162.59
7. ACTUAL CASH VALUE LOSS is	\$6,241.95
8. LESS DEDUCTIBLES	\$3,029.81
9. NET AMOUNT CLAIMED under above numbered policy is	\$3,212.14

The said loss did not originate by any act, design or procurement on the part of your insured, nothing has been done by or with the privity or consent of your insured to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss, no property saved has in any manner been concealed, and no attempt to deceive the said insurer as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

I understand that this insurance (policy) is issued Pursuant to the National Flood Insurance Act of 1968, or Any Act Amendatory thereof, and Applicable Federal Regulations in Title 44 of the Code of Federal Regulations, Subchapter B, and that knowingly and willfully making any false answers or misrepresentations of fact may be punishable by fine, imprisonment, or both under applicable United States Codes.

Subrogation - To the extent of the payment made or advanced under this policy; the insured hereby assigns, transfers and sets over the insurer all rights, claims or interest that he has against any person, firm or corporation liable for the loss or damage to the property for which payment is made or advanced. He also hereby authorizes the insurer to sue any such third party in his name.

The insured hereby warrants that no release has been given or will be given or settlement or compromise made or agreed upon with any third party who may be liable in damages to the insured with respect to the claim being made herein.

The furnishing of this blank or the preparation of proofs by a representative of the above insurer is not a waiver of any of its rights.

I declare under penalty of perjury that the information contained in the foregoing is true and correct to the best of my knowledge and belief.

Executed this _____ day of _____, 20 _____

Name _____



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-8

DEPARTMENT: Sheriff

SUBJECT: Contract – Corrisoft, LLC. – Electronic Monitoring program – Sheriff’s Office

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: See handout

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-9

DEPARTMENT: Tax

SUBJECT: Order to advertise unpaid taxes

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



BERTIE COUNTY

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

BOARD OF COMMISSIONERS

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

Order to Advertise the 2016 Tax Liens

Upon receipt of the Tax Collector's report of the unpaid 2016 taxes that are a lien on real property in Bertie County, and pursuant to North Carolina General Statute 105-369(C), the Bertie County Board of County Commissioners hereby orders the Tax Collector to advertise these liens.

This 6th day of February, 2017

John Trent, Chairman
Bertie County Board of Commissioners

(SEAL)

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



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: C-10

DEPARTMENT: Governing Body

SUBJECT: Offer to purchase surplus property located at 813 Meadow Road, Colerain pending 10 day advertisement for upset bids

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

FILED

FILE NO. 15-CVD-262

2016 APR 22 A 10:04

FILM NO. _____

STATE OF NORTH CAROLINA CO., C.S.C.

IN THE GENERAL COURT OF JUSTICE

COUNTY OF BERTIE BY *dm*

DISTRICT COURT DIVISION

BERTIE COUNTY
Plaintiff

JUDGMENT
CONFIRMING SALE

vs.

Carolyn Sharpe and spouse, if any,
Defendants

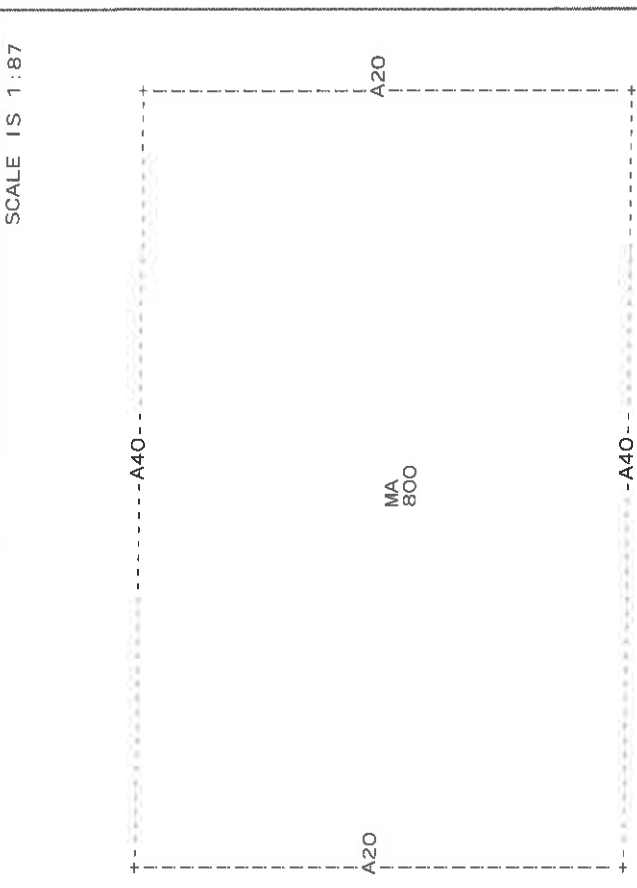
This cause coming on to be heard and being heard before the undersigned Clerk of the Superior Court upon the report of Jonathan E. Huddleston, Commissioner, filed on the 5th day of April, 2016, and it appearing from said report that the Commissioner did, on the 5th day of April, 2016, offer for sale the real estate described in the judgment in this action after due advertisement in accordance with law, at which sale Bertie County became the last and highest bidder of said property in the amount of \$5,063.48. More than ten (10) days have elapsed since the last upset bid, and no increased bids or exceptions have been filed with respect thereto, so therefore Bertie County has the final bid in the amount of \$5,063.48.

NOW, THEREFORE, it is ordered, adjudged, and decreed that said sale be, and it is hereby in all respects confirmed, and the Commissioner is hereby ordered and instructed to deliver to the purchasers a deed to the real estate in fee simple, upon receipt of the purchase price; and the Commissioner is ordered to file his final report



ACCOUNT NUMBER	1106	APPLICANT	COLERAIN	PROPERTY ID	6818-02	PROPERTY DISCRIPTION	6818-99-7935	DISTRICT	93	TOWN/CITY			
COUNTY	BERTIE COUNTY	OWNER	COLERAIN	PROPERTY DISCRIPTION	6818-99-7935	PROPERTY DISCRIPTION	MORRIS LOT						
DATE	04/18/00	RECORD REFERENCE	955/512	300/391	L6	ENTRY DATE	11/22/11	BY	KL	WKS	31,214		
OWNER	WINDSOR INC	NEIGHBOR	279830530	LANDSCAPE	EWS	SEWER	0.00	CRP	WDS	0.00	APR	0	
LAND USE	UTLITIES	NEIGHBOR	279830530	LANDSCAPE	EWS	SEWER	0.00	CRP	WDS	0.00	APR	0	
APR	0	APR	0	APR	0	APR	0	APR	0	APR	0	APR	0
APR	0	APR	0	APR	0	APR	0	APR	0	APR	0	APR	0

GS#01 1988 FROM ELE INC 1991 FROM CAROLYN D SHARPE (685/389) 1991 FRO M CAROLINA MODEL HOMES CORP (686/152) 2016 (MYU) FROM CAROLYN D SHARPE (BY TAX F/C) (691/531)



METHOD	SECTION	DESCRIPTION	USE	AREA	ACRES	PERCENTAGE	STATUS	DATE	BY	ASSESSOR	DATE	AMOUNT																									
LA	800	DWELLING																																			
TYPE	AREA	CCUP	STATUS	STORY	ADTR	PERCENT	EXT	AREA	WALLE	COR	#	COR	ATT	INTER	STAR	TRAC	RESULTS	HEARD	VAL	MARK	VAL	MARK	VAL														
MA	A	800	1	C	1	0	M	0	F	A	G	4	3CL	D	0	F	1.0	5	0	0	D-5	1988	F	FI													
<p>LA 800 DWELLING PERCENTAGE 391.000000000000</p> <p>TOTAL TAX VALUE \$23,076</p> <p>TOTAL TAX VALUE \$39,821</p>																																					

BERTIE COUNTY LAND RECORDS - PROPERTY RECORD CARD



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: D-1

DEPARTMENT: Water

SUBJECT: Water District I and III – Two grant applications (\$150,000 each) for inventory and assessment of water system infrastructure assets have been prepared by Green Engineering, using the same approach as Water District II’s successful grant application for \$88,000

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Each application to the NC Department of Environmental Quality – Division of Water Infrastructure is requesting a grant amount of \$150,000 with a 5% local match requirement, the majority of which will be calculated as force account (in-kind) staff labor.

County Administration and the Water Department are seeking the Board’s approval to submit their two applications.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2016 Application for Funding



(Last updated: March 2016)

1. General Information

Fill in the blanks and check the appropriate boxes.

Applicant Name	County	DUNS Number (www.sam.gov)
Bertie County Water District I	Bertie	079990476
Project Name	Funding Amount Requested	
Asset Management Plan Revision	\$150,000	

Applicant Type

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

Funding Program(s) Requested

- | | |
|--|---|
| <input checked="" type="checkbox"/> Asset Inventory and Assessment Grant (<i>\$150,000 max.</i>) | <input type="checkbox"/> Clean Water State Revolving Fund |
| <input type="checkbox"/> Merger/Regionalization Feasibility Grant (<i>\$50,000 max.</i>) | <input type="checkbox"/> State Reserve Projects (<i>\$3M max. per grant/\$3M max. per loan</i>) |

Project Type (Check all that apply.)[†]

- | | | |
|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> Drinking Water | <input type="checkbox"/> Stormwater Stream Restoration | <input type="checkbox"/> Wastewater |
|--|--|-------------------------------------|

[†]Drinking water and wastewater projects must be submitted as separate applications.

2. Applicant Contact Information

Provide the following contact information for the Applicant.

Elected Official Name: John Trent
Elected Official Title: Chairman of the Board

Is the Authorized Representative different from the Elected Official? Yes No

Authorized Representative Name (if "Yes" box was checked): Scott T. Sauer

Authorized Representative Title: County Manager

Mailing Address Line 1: P.O Box 530

Mailing Address Line 2: 106 Dundee St.,

City: Windsor

State: NC

Zip Code: 27983

Phone Number: (252)-794-5300

E-Mail Address: scott.sauer@bertie.nc.gov

3. Application Preparer Contact Information

Provide the following contact information for the application preparer.

Firm Name: Green Engineering, PLLC

Contact Name: E. Leo Green III

Mailing Address Line 1: P.O. Box 609

Mailing Address Line 2: 303 Goldsboro St. E

City: Wilson

State: NC

Zip Code: 27893

Phone Number: (252) 237-5365

E-Mail Address: Elg3@greeneng.com

4. Engineer Contact Information

Provide the following contact information for the engineer if "Yes."

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

Engineering Firm Name:

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

5. Affordability and User Rate Information

For the CWSRF program only, if the Applicant is eligible for principal forgiveness, will this project move forward without it? *N/A* Yes

If applying for the State Project Grant program only, check the appropriate boxes below. *N/A*

Estimated grant percentage as calculated by [affordability calculator](#): 25% 50% 75% 100% Will you accept funding if your estimated percent grant is less than what is shown? Yes

Complete the following information below for all programs.

Number of Residential Water Connections*:	1374	Number of Residential Sewer Connections*:	
Number of Non-Residential Water Connections*:	2	Number of Non-Residential Sewer Connections*:	
Total Water Debt Service*:	\$178,775	Total Sewer Debt Service*:	
Percent Population Change†:	-1.02	Poverty Rate†:	25.5
Median Household Income†:	\$29,388	Percent Unemployment†:	7.8
Property Valuation per Capita:	\$60,348		

*Provide information related to the specific project type (e.g., for drinking water projects, only drinking water information, for wastewater projects, only wastewater information).

†Data for these indicators must come from the data sheets for [places](#) and [counties](#)

Water Bill for 5,000 gallons†: \$38.00

Sewer Bill for 5,000 gallons†:

†Use in-town rates only and include most recent rate sheets as supporting documentation in Section 4 of the priority points narrative.

List the percentage of utility bills collected and any rate increases for the past five years.

Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2012	101.65	0
2013	99.65	0
2014	99.92	7.9
2015	100.92	0
2016		

Note: Percentage of Collection over 100 % due to court action and late bills received, carried over to following years.

6. Project Description

In the space below, please provide a description of the project. Include in this description the project purpose (e.g., to address I/I issues or drinking water contamination issues) and what the project entails (e.g., rehabilitation of 2,000 lf. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment (if applicable), and estimates of line length.

Number of New Connections Served by Project (if applicable): 0

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

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

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

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

7. Additional Information for Consideration

Please provide additional information about the project in the following space below. The additional information must fit in this space and must be provided in accordance with Supplemental Guidance for the Ranking of Applications & Providing Additional Information for Consideration. Note: This item does not apply to the Drinking Water State Revolving Fund program.

Bertie County's Water District I water rates have risen to over 1.55% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. Implementation of an Asset Management Plan will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43% .

8. Project Budget (for Construction Projects Only)

Complete the project budget by addressing the categories provided in the table below (Insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs _____ not applicable			
<i>Contingency (10% of construction costs):</i>			
Construction Subtotal:			
Engineering Costs			
Engineering office computation and report			
Surveying			
Drafting/ CAD/ GIS			
Engineering Subtotal:			
Administration Costs			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other _____ 5% local match			
Administration Subtotal:			
TOTAL PROJECT COST:			

Please provide a PE Seal for the estimate in the space to the right.

Certification by Chief Elected Official/Authorized Representative

Please read each statement and initial in the space to the left.

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

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

Completeness Checklist*

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

To be submitted before 6/15/16	Resolution by Governing Body of Applicant with Certification by Recording Officer (due 6/15/16)
	Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	Form LGC 108A (all programs except for CDBG-I)
	Form LGC 108C (Wastewater and Drinking Water Projects) or LGC 108D and 108E (Stormwater Projects)

*All forms are available separately on the DWI website.

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

Send one (1) original and one (1) copy of the Application and all items above to:

Mailing Address[†] (US Postal Service only)

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

Physical Address (FedEx, UPS)[‡]

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

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

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

Application Signature

Please note: Original signatures are required for each application.

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Scott T. Sauer
TYPED NAME

County Manager
TYPED TITLE

DATE

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North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2016 Application for Funding



(Last updated: March 2016)

1. General Information

Fill in the blanks and check the appropriate boxes.

Applicant Name	County	DUNS Number (www.sam.gov)
Bertie County Water District III	Bertie	079990476
Project Name	Funding Amount Requested	
Asset Management Plan Revision	\$150,000.00	
Applicant Type		
<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District	
<input type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation	
<input type="checkbox"/> Water and Sewer District	<input checked="" type="checkbox"/> Other (Specify: Water District)	
<input type="checkbox"/> Water and Sewer Authority		
Funding Program(s) Requested		
<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant (\$150,000 max.)	<input type="checkbox"/> Clean Water State Revolving Fund	
<input type="checkbox"/> Merger/Regionalization Feasibility Grant (\$50,000 max.)	<input type="checkbox"/> State Reserve Projects (\$3M max. per grant/\$3M max. per loan)	
Project Type (Check all that apply.)[†]		
<input checked="" type="checkbox"/> Drinking Water	<input type="checkbox"/> Stormwater/Stream Restoration	<input type="checkbox"/> Wastewater

[†]Drinking water and wastewater projects must be submitted as separate applications.

2. Applicant Contact Information

Provide the following contact information for the Applicant.

Elected Official Name:	John Trent
Elected Official Title:	Chairman of the Board
Is the Authorized Representative different from the Elected Official?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Authorized Representative Name (if "Yes" box was checked):	Scott T. Sauer
Authorized Representative Title:	County Manager
Mailing Address Line 1:	P.O. Box 530
Mailing Address Line 2:	106 Dundee St.,
City:	Windsor
State:	NC
Zip Code:	27983
Phone Number:	(252)-794-5300
E-Mail Address:	scott.sauer@bertie.nc.gov

3. Application Preparer Contact Information

Provide the following contact information for the application preparer.

Firm Name:	Green Engineering, PLLC
Contact Name:	E. Leo Green III
Mailing Address Line 1:	P.O. Box 609
Mailing Address Line 2:	303 Goldsboro St. E
City:	Wilson
State:	NC
Zip Code:	27893
Phone Number:	(252) 237-5365
E-Mail Address:	Elg3@greeneng.com

4. Engineer Contact Information

Provide the following contact information for the engineer if "Yes."

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

Engineering Firm Name:

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

5. Affordability and User Rate Information

For the **CWSRF program only**, if the Applicant is eligible for principal forgiveness, will this project move forward without it? *N/A* Yes

If applying for the **State Project Grant program only**, check the appropriate boxes below. *N/A*

Estimated grant percentage as calculated by [affordability calculator](#): 25% 50% 75% 100% Will you accept funding if your estimated percent grant is less than what is shown? Yes

Complete the following information below for all programs.

Number of Residential Water Connections*:	1830	Number of Residential Sewer Connections*:	
Number of Non-Residential Water Connections*:	12	Number of Non-Residential Sewer Connections*:	
Total Water Debt Service*:	\$ 247,095.28	Total Sewer Debt Service*:	
Percent Population Change†:	-1.02	Poverty Rate†:	25.5
Median Household Income†:	\$29,388	Percent Unemployment†:	7.8
Property Valuation per Capita:	\$60,348		

*Provide information related to the specific project type (e.g., for drinking water projects, only drinking water information, for wastewater projects, only wastewater information).

†Data for these indicators must come from the data sheets for [places](#) and [counties](#).

Water Bill for 5,000 gallons‡: \$38.00

Sewer Bill for 5,000 gallons‡:

‡Use in-town rates only and include most recent rate sheets as supporting documentation in Section 4 of the priority points narrative.

List the percentage of utility bills collected and any rate increases for the past five years.

Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2012	101.65	0
2013	99.65	0
2014	99.92	7.9
2015	100.92	0
2016		0

Note: Percentage of Collection over 100 % due to court action and late bills received, carried over to following years.

6. Project Description

In the space below, please provide a description of the project. Include in this description the project purpose (e.g., to address I/I issues or drinking water contamination issues) and what the project entails (e.g., rehabilitation of 2,000 lf. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment (if applicable), and estimates of line length.

Number of New Connections Served by Project (if applicable): 0

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

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

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

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

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

7. Additional Information for Consideration

Please provide additional information about the project in the following space below. The additional information must fit in this space and must be provided in accordance with Supplemental Guidance for the Ranking of Applications & Providing Additional Information for Consideration. Note: This item does not apply to the Drinking Water State Revolving Fund program.

As with Water Districts I, II, and IV, Bertie County's Water District III water rates have risen to over 1.55% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. Implementation of an Asset Management Plan will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43% . This is the oldest district of the four, and taking the merger of old South Windsor System justifies even more the need to update the District's records with effort to continue to reduce the water loss thought this initiative.

8. Project Budget (for Construction Projects Only)

Complete the project budget by addressing the categories provided in the table below (Insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs not applicable			
<i>Contingency (10% of construction costs):</i>			
Construction Subtotal:			
Engineering Costs			
Engineering office computation and report			
Surveying			
Drafting/ CAD/ GIS			
Engineering Subtotal:			
Administration Costs			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other 5% local match			
Administration Subtotal:			
TOTAL PROJECT COST:			

Please provide a PE Seal for the estimate in the space to the right.

Certification by Chief Elected Official/Authorized Representative

Please read each statement and initial in the space to the left.

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

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

Completeness Checklist*

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

To be submitted before 6/15/16	Resolution by Governing Body of Applicant with Certification by Recording Officer (due 6/15/16)
	Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	Form LGC 108A (all programs except for CDBG-I)
	Form LGC 108C (Wastewater and Drinking Water Projects) or LGC 108D and 108E (Stormwater Projects)

*All forms are available separately on the DWI website.

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919.707.9160

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Application Signature

Please note: Original signatures are required for each application.

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Scott T. Sauer

County Manager

TYPED NAME

TYPED TITLE

DATE



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: D-2

DEPARTMENT: Soil and Water Conservation

SUBJECT: Discuss new lease for the federal NRCS office located on the 2nd floor of the County Administration Building

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

**GSA REQUEST
FOR LEASE
PROPOSALS
NO.**

**NRCS-57-4532-17-009
Windsor, N.C.**

**Offers due by
02/10/2017**

In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than **5:00 P.M. Eastern** on the date above. See "Receipt Of Lease Proposals" herein for additional information.

This Request for Lease Proposals ("RLP") sets forth instructions and requirements for proposals for a Lease described in the RLP documents. Proposals conforming to the RLP requirements will be evaluated in accordance with the Basis of Award set forth herein to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions herein.

The information collection requirements contained in this Solicitation/Contract, that are not required by the regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

**SMALL RLP
GSA FORM R103 (10/16)**

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SECTION 1 - STATEMENT OF REQUIREMENTS

1.01 GENERAL INFORMATION (SMALL) (AUG 2016)

A. This Request for Lease Proposals (RLP) sets forth instructions and requirements for proposals for a Lease described in the RLP documents. The Government will evaluate proposals conforming to the RLP requirements in accordance with the Basis of Award set forth below to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions below.

B. Included in the RLP documents are the GSA Form 3626 (U.S. GOVERNMENT LEASE FOR REAL PROPERTY (Short Form)) which serves as an offer form and lease contract award document Supplemental Lease Requirements document, and GSA Form 3517A (General Clauses).

C. The Offeror's executed GSA Form 3626 shall constitute a firm offer. No Lease shall be formed until the Lease Property Leasing Officer (RPLO) executes the GSA Form 3626 and delivers a signed copy to the Offeror.

1.02 AMOUNT AND TYPE OF SPACE AND LEASE TERM (SIMPLIFIED) (SEP 2013)

A. The Space shall be located in a modern quality Building of sound and substantial construction with a facade of stone, marble, brick, stainless steel, aluminum or other permanent materials in good condition and acceptable to the RPLO. If not a new Building, the Space offered shall be in a Building that has undergone, or will complete by occupancy, modernization or adaptive reuse for the Space with modern conveniences.

CITY, STATE	WINDSOR, N.C.
DELINEATED AREA	SEE ATTACHED DOCUMENT
SPACE TYPE(S)	OFFICE
MINIMUM SQ. FT.	598 RSF
MAXIMUM SQ. FT.	598 RSF
RESERVED PARKING SPACES (TOTAL)	2
INITIAL FULL TERM	15 YEARS
TERMINATION RIGHTS	120 DAYS
INITIAL TERM	15 YEARS
OPTION TERM	N/A
ADDITIONAL REQUIREMENTS	REFER TO ATTACHED DOCUMENTS

SECTION 2 - SOLICITATION PROVISIONS

2.01 PARTIES TO EXECUTE LEASE (APR 2015)

- A. If the Lessor is an individual, that individual shall sign the lease. A lease with an individual doing business as a firm shall be signed by that individual, and the signature shall be followed by the individual's typed, stamped, or printed name and the words, "an individual doing business as _____ [insert name of firm]."
- B. If the Lessor is a partnership, the lease must be signed in the partnership name, followed by the name of the legally authorized partner signing the same, and a copy of either the partnership agreement or current Certificate of Limited Partnership shall accompany the lease.
- C. If the Lessor is a corporation, the lease must be signed in the corporate name, followed by the signature and title of the officer or other person signing the lease on its behalf, duly attested, and, if requested by the Government, evidence of this authority to so act shall be furnished.
- D. If the Lessor is a joint venture, the lease must be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) of this provision for each type of participant. When a corporation is participating in the joint venture, the corporation shall provide evidence that the corporation is authorized to participate in the joint venture.
- E. If the lease is executed by an attorney, agent, or trustee on behalf of the Lessor, an authenticated copy of the power of attorney, or other evidence to act on behalf of the Lessor, must accompany the lease.

2.02 FLOOD PLAINS (JUN 2012)

A Lease will not be awarded for any offered Property located within a 100-year floodplain unless the Government has determined that there is no practicable alternative. An Offeror may offer less than its entire site in order to exclude a portion of the site that falls within a floodplain, so long as the portion offered meets all the requirements of this RLP. If an Offeror intends that the offered Property that will become the Premises for purposes of this Lease will be something other than the entire site as recorded in tax or other property records the Offeror shall clearly demarcate the offered Property on its site plan/map submissions and shall propose an adjustment to property taxes on an appropriate pro rata basis. For such an offer, the RPLO may, in his or her sole discretion, determine that the offered Property does not adequately avoid development in a 100-year floodplain.

2.03 THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE:

552.270-1 - INSTRUCTIONS TO OFFERORS – ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY (JUN 2011) – ALTERNATE II (MAR 1998)

52.215-5 - FACSIMILE PROPOSALS (OCT 1997)

SECTION 3 ELIGIBILITY AND PREFERENCES FOR AWARD

3.01 BASIS OF AWARD (OCT 2016)

- A. Lowest Price Technically Acceptable Approach. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP and Lease documents and is the lowest priced technically acceptable offer submitted, based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-1996 definition for office area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed."
- B. Price evaluation will be based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-1996 definition for office area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed."
- C. If an offer contains terms taking exception to or modifying any Lease provision, the Government will not be under any obligation to award a Lease in response to that offer.

The following are exempt from the Seismic Standards and all seismic leasing paragraphs, and the attachments can be deleted:

3.02 SEISMIC SAFETY – MODERATE SEISMICITY (OCT 2016)

- A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards will not be considered. If none of the offers is in compliance with the Seismic Standards, the RPLO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.
- B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
1. The offer includes a representation that the Building will have less than 10,000 ABOA SF of Space leased to the Federal Government upon commencement of the lease term (Seismic Form D),
 2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
 3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
 4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
 5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit, and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade, and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
 6. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).
- C. The RPLO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the RPLO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.
- D. **Definitions.** For the purpose of this paragraph:
- "ASCE/SEI 31" means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.PUBS.ASCE.ORG](http://www.pubs.asce.org).
 - "ASCE/SEI 41" means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.PUBS.ASCE.ORG](http://www.pubs.asce.org).
 - "Benchmark Building" means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
 - "Engineer" means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
 - "RP 8" means "*Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)*," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTP://WWW.WBDG.ORG/CCB/NIST/NIST_GCR11_917_12.PDF](http://www.wbdg.org/ccb/nist/nist_gcr11_917_12.pdf)

- “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
- “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
- “Tier 1 Evaluation” means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
- “Tier 2 Evaluation” means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
- “Tier 3 Evaluation” means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

3.03 SEISMIC SAFETY – HIGH SEISMICITY (SEP 2013)

- A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards must not be considered. If none of the offers is in compliance with the Standards, the RPLO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.
- B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
1. The offer includes a representation that the Premises will be in a one-story Building of steel light frame or wood construction with less than 3,000 ABOA SF of space in the Building (Seismic Form D).
 2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
 3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
 4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
 5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
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 - “RP 8” means “Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8),” issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTP://WWW.WBDG.ORG/CCB/NIST/NIST_GCR11_917_12.PDF](http://www.wbdg.org/ccb/nist/nist_gcr11_917_12.pdf)
 - “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
 - “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.

- "Tier 1 Evaluation" means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
- "Tier 2 Evaluation" means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
- "Tier 3 Evaluation" means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

3.04 HISTORIC PREFERENCE (SMALL) (SEP 2015)

The Government will give preference to offers of Space in Historic Properties and/or Historic Districts in accordance with GSAR 552.270-2 HISTORIC PREFERENCE (SEPT 2004).

3.05 ENERGY INDEPENDENCE AND SECURITY ACT (SMALL) (OCT 2016)

A. The Energy Independence and Security Act (EISA) establishes requirements for Government leases relating to energy efficiency standards and potential cost effective energy efficiency and conservation improvements.

B. If the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, Offerors are required to include in their lease proposal an agreement to renovate the Building for all energy efficiency and conservation improvements that it has determined would be cost effective over the Term of the Lease, if any, prior to acceptance of the Space

NOTE: Additional information can be found on <http://www.gsa.gov/leasing> under "Green Leasing."

C. The term "cost effective" means an improvement that will result in substantial operational cost savings to the landlord by reducing electricity or fossil fuel consumption, water, or other utility costs. The term "operational cost savings" means a reduction in operational costs to the landlord through the application of Building improvements that achieve cost savings over the Term of the Lease sufficient to pay the incremental additional costs of making the Building improvements.

D. Instructions for obtaining an ENERGY STAR® Label are provided at <http://www.energystar.gov/eslabel> (use "Portfolio Manager" to apply). ENERGY STAR® tools and resources can be found at <HTTPS://WWW.ENERGYSTAR.GOV/>. The ENERGY STAR® Building Upgrade Manual (<http://www.energystar.gov/>) and Building Upgrade Value Calculator (<http://www.energystar.gov/financialevaulation>) are tools which can be useful in considering energy efficiency and conservation improvements to Buildings.

E. If the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, the successful Offeror will be excused from performing any agreed-to energy efficiency and conservation renovations if it obtains the Energy Star Label prior to the Government's acceptance of the Space

F. If no improvements are proposed, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools why no energy efficiency and conservation improvements are cost effective. If such explanation is unreasonable, the offer may be rejected.

3.06 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS (SMALL) (OCT 2016)

A. The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106A) An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of the Section 106 compliance. B.

B. If the Government determines that the leasing action could affect historic property, the Offeror of any Property that the Government determines could affect historic property will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA Qualifications Standards for Preservation Architects*. These standards are available at: <HTTP://WWW.GSA.GOV/HISTORICPRESERVATION>>Project Management Tools> Qualification Requirements for Preservation Architects

3.07 HUBZONE SMALL BUSINESS CONCERN: PRICE PREFERENCE AND COMPETITIVE RANGE DETERMINATION (SMALL) (SEP 2015)

A. Should the Government conduct discussions then prior to eliminating an Offeror that is a HUBZone small business concern (SBC) and which has not waived its entitlement to a price evaluation preference from the competitive range, the RPLO shall adjust the evaluated prices of all non-small business Offerors proposed for inclusion in the competitive range by increasing the prices by ten (10) percent, solely for the purpose of determining whether the HUBZone SBC Offeror should be included or excluded from the competitive range. Offerors who are not included in the competitive range will be notified in writing.

B. If after completion of the Price Evaluation, award is proposed to a non-small business Offeror, and there exists as part of the procurement another technically acceptable proposal submitted by a responsible Offeror that is a qualified HUBZone small business concern (SBC) which has not waived its entitlement to a price evaluation preference, the evaluated price of the non-small business Offeror's proposal shall be increased by ten (10) percent, solely for the purpose of determining whether award should be made to

the HUBZone SBC Offeror. In such a case, the proposals of the apparently successful non-small business Offeror and the HUBZone SBC Offeror shall be considered in light of the applied price preference, and award made to the lower priced offer. The RPLO shall document his/her application of the price preference and further consideration of the offers under this subparagraph.

3.08 HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (SMALL) (SEP 2015)

HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in the "HUBZone Small Business Concern: Price Preference and Competitive Range Determination" paragraph. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable should the HUBZone SBC be awarded the Lease. A HUBZone SBC Offeror acknowledges that a prospective HUBZone SBC awardee must be a qualified HUBZone SBC at the time of award of this contract in order to be eligible for the price evaluation preference. The HUBZone SBC Offeror shall provide the RPLO a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If it is determined, prior to award, that the apparently successful HUBZone SBC Offeror is not an eligible HUBZone SBC, the RPLO will reevaluate proposals without regard to any price preference provided for the previously identified HUBZone SBC Offeror, and make an award consistent with the solicitation and the evaluation factors set forth herein.

SECTION 4 HOW TO OFFER

4.01 RECEIPT OF LEASE PROPOSALS (SMALL) (OCT 2016)

A. Offeror is authorized to transmit its lease proposal as an attachment to an email. Offeror's email shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offeror's signed Lease proposal must be saved in a generally accessible format (such as portable document format (pdf)), which displays a visible image of all original document signatures, and must be transmitted as an attachment to the email. Only emails transmitted to, and received at, the Government's email address identified in the RLP will be accepted. Offeror submitting a Lease proposal by email shall retain in its possession, and make available upon Government's request, its original signed proposal. Offeror choosing not to submit its proposal via email may still submit its lease proposal, by United States mail, or other express delivery service of Offeror's choosing.

B. In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than **5:00 p.m. Eastern** on the following date at the following designated office and address, or email address:

Date: 2/10/2017

Office

Address:

Attn: Marcus
Patrick, 2901 E
Gate City Blvd,
Suite 2100,
Greensboro, N.C.
27401

Email Address:

marcus.patrick@
wdc.usda.gov

C. Offers sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers.

D. Offers transmitted through email shall be deemed late if received at the designated email address after the date and time established for receipt of offers unless it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one Working Day prior to the date specified for receipt of proposals.

E. Offers may be also deemed timely if there is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or if it was the only proposal received.

F. There will be no public opening of offers, and all offers will be confidential until the Lease has been awarded. However, the Government may release proposals outside the Government such as to support contractors to assist in the evaluation of offers. Such Government contractors shall be required to protect the data from unauthorized disclosure.

4.02 PROPOSAL CONTENTS FOR SMALL LEASES (OCT 2016)

The proposal shall consist of the following documents:

DOCUMENT NAME OR DESCRIPTION
U.S. Government Lease For Real Property (Short Form) (GSA Form 3626), completed and signed by Offeror
Supplemental Lease Requirements
Agency Specific Requirements, Dated X , initialed by Offeror
DR 3901-001, Dated and initialed by Offeror
DR 3902-001, Dated and initialed by Offeror
GSA 3516
General Clauses (GSA Form 3517A), initialed by Offeror
Representations and Certifications (GSA Form 3518-SAM), completed and signed by Offeror
Lessor's Annual Cost Statement (GSA Form 1217), completed and signed by Offeror
Security Requirements Level 1, initialed by Offeror
Fire Protection and Life Safety information and documents (See applicable Fire Protection and Life Safety paragraphs)
Auto CAD or ¼ scaled floor plans delineating the Premises proposed by the Offeror
Seismic Form(s) if applicable
Historic Property information and documentation, if applicable, per the Historic Preference paragraph
Registration in the System for Award Management (SAM). This registration service is free of charge. The North American Industry Classification System (NAICS) code for this acquisition is 531120, unless the real property is self-storage (#531130), land (#531190), or residential (#531110).
EISA compliance information (See applicable Energy Independence and Security Act paragraphs)
Evidence of ownership or control of Building or site
Authorization from the ownership entity to submit an offer on the ownership entity's behalf, if the offeror is not the owner of the Property
Small Business Subcontracting Plan, if applicable

4.03 FIRE PROTECTION AND LIFE SAFETY SUBMITTALS (SIMPLIFIED) (SEP 2013)

A. The Offeror must submit the Fire Protection and Life Safety (FPLS) Submittal Information in A.1 through A.5, unless the Building meets either exemption in sub-paragraph B or C below.

1. Completed GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B, as applicable).
2. A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a system is installed in the Building).
3. A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if a system is installed in the Building).
4. First generation plans scaled at a minimum of 1/8" = 1'-0" (preferred) shall be submitted for review and consideration. Plans submitted for consideration shall include floor plan(s) for which Space is being offered and floor plan(s) of the floor(s) of exit discharge (e.g., street level(s)). Each plan submitted shall include the locations of all exit stairs, elevators, and the Space(s) being offered to the Government. In addition, where Building exit stairs are interrupted or discontinued before the level of exit discharge, additional floor plans for the level(s) where exit stairs are interrupted or discontinued must also be provided.
5. A valid Building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the Building C of O is not available or the local jurisdiction does not issue a Building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered Space regarding compliance with all applicable local Fire Protection and Life Safety-related codes and ordinances must be provided.

B. If the Space offered is 10,000 RSF or less in area and is located on the 1st floor of the Building, Offeror is not required to submit to the Government the Fire Protection and Life Safety (FPLS) Submittal Information listed in A.1 through A.5 above.

C. If the Offeror provides a Building C of O obtained under any edition of the International Building Code (IBC), and the offered Space meets or will meet all the requirements of the Lease with regard to Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System prior to occupancy, then Offeror is not required to submit to the Government the FPLS Submittal Information in A.1 through A.5 above.

4.04 EISA SUBMITTALS (SMALL) (SEP 2015)

No later than the due date for final proposal revisions, the Offeror must submit to the RPLO:

1. Evidence of an Energy Star® label obtained within the 12 months prior to the due date of final proposal revisions, or
2. If the offered existing building will not have an ENERGY STAR® label by the date of final proposal revisions, a written statement addressing which energy efficiency and conservation improvements (can be made to the building must be submitted. If no cost-effective improvements can be made, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools why

no energy efficiency and conservation improvements are cost effective. This explanation will be subject to review by the RPLO. If the explanation is considered unreasonable, the offer may be considered technically unacceptable.

SECTION 5 ADDITIONAL TERMS AND CONDITIONS

5.01 MODIFIED PROVISIONS

The following provisions in this RLP have been altered.

CLAUSE NUMBER

1.02	AMOUNT AND TYPE OF SPACE AND LEASE TERM (SIMPLIFIED) (SEP 2013)
3.01	BASIS OF AWARD (SEP 2015)
3.05	ENERGY INDEPENDENCE AND SECURITY ACT (Small)(OCT 2016)
4.01	RECEIPT OF LEASE PROPOSALS (SMALL) (SEP 2015)
4.02	PROPOSAL CONTENTS FOR SMALL LEASES (SEP 2015)



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 6, 2017

AGENDA ITEM: D-3

DEPARTMENT: Planning and Inspections

SUBJECT: Discuss roadside litter pick up – any schedules of inmates/volunteers, and any ordinances requiring the covering of trash trucks entering and exiting the landfill

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---