



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

**Monday, August 06, 2018**

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

### AGENDA

- 9:00 AM**      **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**      Opening Remarks - Chairman's Update
- ITEM 2**      Presentation of County Service Pins - August 2018
- ITEM 3**      Employee of the Month
- ITEM 4**      Public Comments
- ITEM 5**      Outer Banks Distillery Donation to Parks and Recreation
- ITEM 6**      VFW Award Presentation - Dare County EMT & North Carolina EMT of the Year
- ITEM 7**      North Carolina Governor's Highway Safety Program (GHSP)
- ITEM 8**      Golf Carts in Buxton
- ITEM 9**      Proposed Revisions to Chapter 99 Camping
- ITEM 10**     Annual Settlement and Charges to the Tax Collector
- ITEM 11**     Presentation of Certificate for Professional Designation
- ITEM 12**     Resolution to Advance 2021 Property Revaluation
- ITEM 13**     Recommended 2019 Capital Improvements Plan
- ITEM 14**     Consent Agenda
1. Approval of Minutes (07.16.18)
  2. Southern Albemarle Association, Annual Meeting Invitation List
  3. DCDHHS, Public Health Division - Tobacco Prevention Funding
  4. Resolution Approving Water Shortage Response Plan
  5. Approval of Stream Debris Removal Grant Contract

- ITEM 15** Board Appointments
1. A.B.C. Board
  2. Airport Authority
  3. Dare County Center Advisory Board
  4. Parks and Recreation Advisory Council
  5. Upcoming Board Appointments

**ITEM 16** Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 5:00 P.M. ON AUGUST 20, 2018



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



Presentation of County Service Pins - August 2018

**Description**

The following employees are scheduled to receive service pins this month:

1. Deborah Francisco, Emergency Medical Tech Captain, 15 Year Pin
2. Jeff Ambrose, Deputy Sheriff Master Officer, 15 Year Pin
3. James Harper, Deputy Sheriff Master Officer, 15 Year Pin
4. Amy Crawford, Administrative Specialist, 15 Year Pin
5. Aaron Felton, Deputy Sheriff, 20 Year Pin

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager



August 2018

## **Presentation of County Service Pins**

1. Deborah Francisco, Emergency Medical Tech Captain, 15 Year Pin  
-Presented by Jennie Collins
  
2. Jeff Ambrose, Deputy Sheriff Master Officer, 15 Year Pin  
-Presented by Doug Doughtie
  
3. James Harper, Deputy Sheriff Master Officer, 15 Year Pin  
-Presented by Doug Doughtie
  
4. Amy Crawford, Administrative Specialist, 15 Year Pin  
-Presented by Sandy Scarborough
  
5. Aaron Felton, Deputy Sheriff, 20 Year Pin  
-Presented by Doug Doughtie



*Employee of the Month*

**Description**

The Employee of the Month certificate will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined



*Public Comments*

**Description**

The Board of Commissioners will provide time on the agenda for Public Comments. Each regularly scheduled meeting begins with an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

In an effort to encourage public participation, the Board accepts public comments from 2 locations - - -

- Public Comments can be made at the Commissioners Meeting Room in Manteo.
- Public Comments can be made via a video link at the Fessenden Center in Buxton.

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Outer Banks Distillery Donation to Parks and Recreation*

**Description**

Outer Banks Distillery has selected Dare County Parks and Rec to receive this year's proceeds from the sale of one of their specialty rums. They plan to present a \$17,500 check to the staff of Rec Park in Kill Devil Hills to go towards the purchase of new playground equipment.

**Board Action Requested**

None

**Item Presenter**

Tim White, Parks & Recreation  
Outer Banks Distillery



*Presentation of Veterans of Foreign Wars Public Servant Awards for Dare County EMT of the Year and North Carolina State EMT of the Year to Advanced EMT Bill Laricos*

**Description**

Presentation of two VFW Public Servant Awards - Dare County EMT of the Year and North Carolina State EMT of the Year - to Advanced EMT Bill Laricos

**Board Action Requested**

None

**Item Presenter**

Dare County VFW Post 10950 Quarter Master Jim Norell and Commander Richard Probst



*North Carolina Governor's Highway Safety Program (GHSP)  
Local Government Grant Award*

**Description**

The Dare County Sheriff's Office requests to apply and receive a grant award of \$20,000.00 with no local matching funds.

**Board Action Requested**

Approval

**Item Presenter**

Sheriff J. D. "Doug" Doughtie

**North Carolina Governor's Highway Safety Program  
Agreement of Conditions**

This Agreement is made by and between the North Carolina Department of Transportation, hereinafter referred to as the "Department", to include the Governor's Highway Safety Program, hereinafter referred to as "GHSP"; and the applicant agency, for itself, its assignees and successors in interest, hereinafter referred to as the "Agency". During the performance of this contract, and by signing this contract, the Agency agrees as follows:

**A. Federal Provisions**

1. **Equal Opportunity/Nondiscrimination.** The Agency will agree to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, handicaps, and age. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252);
  - (b) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601)
  - (c) Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686);
  - (d) Non-Discrimination in Federally-assisted programs of the United States Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (49 CFR Part 21), hereinafter referred to as "USDOT", as amended;
  - (e) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, and 49 CFR Part 27; and
  - (f) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.);
  - (g) The Civil Rights Restoration Act of 1987, (Pub. L. 100-209);
  - (h) Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) and 49 CFR parts 37 and 38;
  - (i) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations;
  - (j) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
2. **Drug Free Workplace.** The Agency agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (41 U.S.C. 8103).
3. **Federal Grant Requirements and Contracts.** The Agency shall comply with the following statutes and implementing regulations as applicable:
  - (a) Highway Safety Act of 1966 (23 U.S.C. Chapter 4 -), as amended;
  - (b) Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94;
  - (c) Uniform Procedures for State Highway Safety Grant Programs (23 CFR part 1300);
  - (d) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 1201);
  - (e) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and all other relevant Federal regulations covering the Highway Safety Program;
  - (f) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 ([www.nhtsa.gov](http://www.nhtsa.gov)) and additions or amendments thereto.
4. **Political Activity (Hatch Act)** The Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
5. **Lobbying.**
  - (a) **Certification Regarding Federal Lobbying.** The undersigned certifies, to the best of his or her knowledge and belief, that:
    - (i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (II) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (III) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

- (b) **Restriction on State Lobbying.** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### 6. Audits.

- (a) **Audit Required.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR, Subpart F, §200.500. Guidance on determining Federal awards expended is provided in 2 CFR, Subpart F, §200.502.
- (b) **Single Audit.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single audit conducted in accordance with 2 CFR, Subpart F, §200.501, except when they elect to have a program-specific audit conducted in accordance with 2 CFR, Subpart F, §200.501, paragraph (c).
- (c) **Non-Governmental Entities.** Non-governmental entities (not-for-profit and for-profit entities) must adhere to North Carolina General Statute 143C-6.22 and 09 NCAC Subchapter 03M.

#### 7. Instructions for Lower Tier Certification.

- (a) By signing and submitting this proposal, the prospective lower tier participant (the Agency) is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1200.
- (b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (c) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (d) The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR Part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- (e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred,



suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- (f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
  - (g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
  - (h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  - (i) Except for transactions authorized under paragraph 7(e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies including suspension or debarment.
  - (j) **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.**
    - (i) The prospective lower tier participant (the Agency) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.
    - (ii) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
8. **Buy America Act.** The Agency and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.
9. **Prohibition On Using Grant Funds To Check For Helmet Usage.** The Agency and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
10. **Conditions for State, Local and Indian Tribal Governments.** State, local and Indian tribal government Agencies shall adhere to the standards established by 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments and additions or amendments thereto, for principles for determining costs applicable to grants and contracts with state, local and Indian tribal governments.
11. **Conditions for Institutions of Higher Education.** If the Agency is an institution of higher education, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR 220 Cost Principles for Educational Institutions for determining costs applicable to grants and contracts with educational institutions.

12. **Conditions for Non-Profit Organizations.** If the Agency is a non-profit organization, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR Part 230 Cost Principles for Non-Profit Organizations for determining costs applicable to grants and contracts with non-profit organizations.
13. **Conditions for Hospitals.** If the Agency is a hospital, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

## **B. General Provisions**

1. **Contract Changes.** This document contains the entire agreement of the parties. No other contract, either oral or implied, shall supercede this Agreement. Any proposed changes in this contract that would result in any change in the nature, scope, character, or amount of funding provided for in this contract, shall require a written addendum to this contract on a form provided by the Department.
2. **Subcontracts Under This Contract.** The Agency shall not assign any portion of the work to be performed under this contract, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this contract without the prior written concurrence of the Department. Any subcontract under this contract must include all required and applicable clauses and provisions of this contract. Subcontracting does not relieve the Agency of any of the duties and responsibilities of this agreement. The subcontractor must comply with standards contained in this agreement and provide information that is needed by the Agency to comply with these standards. The Agency must submit any proposed contracts for subcontracted services to the Governor's Highway Safety Program for final approval no less than 30 days prior to acceptance.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Agency of the Agency's obligations under this contract. Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 2 CFR Part 200 and North Carolina General Statute 143-128.4. Historically underutilized business defined; statewide uniform certification as it pertains to Historically Underutilized Businesses.
4. **Incorporation of Provisions in Subcontracts.** The Agency shall include the provisions of section A-1 through A-13 of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the regulations, or directives issued pursuant thereto. The Agency shall take such action with respect to any subcontract or procurement as the Department, the State of North Carolina, hereinafter referred to as the "State", the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA", or the Federal Highway Administration, hereinafter referred to as "FHWA", may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Agency becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Agency may request the Department or the State to enter into such litigation to protect the interests of the Department or the State. In addition, the Agency may request the NHTSA or FHWA to enter into such litigation to protect the interests of the United States.
5. **Outsourcing.** All work shall be performed in the United States of America. No work will be allowed to be outsourced outside the United States of America.
6. **Property and Equipment.**
  - (a) **Maintenance and Inventory.** The Agency shall maintain and inventory all property and equipment purchased under this contract.
  - (b) **Utilization.** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
  - (c) **Title Interest.** The Department and NHTSA retain title interest in all property and equipment purchased under this contract. In the event that the Agency fails or refuses to comply with the provisions of this Agreement or terminates this contract, the Department, at its discretion, may take either of the following actions:
    - (i) Require the Agency to purchase the property or equipment at fair market value or other mutually agreed to amount; or

- (II) Require the Agency to transfer the property or equipment and title of said property or equipment, if any, to the Department or to another Agency, as directed by the Department.
- (d) **Non-expendable Property.** Non-expendable property is defined as property or equipment having a value of \$5000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Department.
7. **Educational or Other Materials.** If allowed, any educational or other materials developed using funds from this contract must be reviewed and approved by the GHSP prior to their production or purchase. The cost of these materials is generally limited to a maximum of \$5.00 per item. The purchase of promotional items and memorabilia are not an allowable cost.
8. **Review of Reports and Publications.** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the GHSP prior to their release.
9. **Reimbursement.**
- (a) **General.** Payments are made on a reimbursement basis. There is no schedule of advance payments. Only actual allowable costs are eligible for reimbursement. Claims for reimbursement must be made a minimum of quarterly and no more than once a month via the Grants Management System. Claims for reimbursement not made within the three month threshold are subject to denial. The itemized invoice shall be supported by documentation of costs as prescribed by the Department. Reimbursements will not be processed if other required reports are incomplete or have not been submitted. Failure to submit complete reports by the required deadline may result in denial of reimbursement.
- (b) **Approval.** The Governor's Highway Safety Program and the Department's Fiscal Section shall approve the itemized invoice prior to payment.
- (c) **Unapproved Costs.** Any rejected or unaccepted costs shall be borne by the Agency. The Agency agrees that in the event the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.
- (d) **Final Claims for Reimbursement.** Final claims for reimbursement must be received by the GHSP within 30 days following the close of the approved contract period. Project funds not claimed by this date are subject to reversion.
- (e) **Expending Funds Under This Contract.** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.
10. **Project Costs.** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Department shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and prosecute to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.
11. **Program Income.** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with 2 CFR 200.307. Program income earned during the contract period shall be retained by the Agency and deducted from the federal funds committed to the project by the GHSP unless approved in advance by the Federal awarding agency as an addition to the project. Program income must be accounted for separately and the records made available for audit purposes.
12. **Project Directors.** The Project Director, as specified on the signature page of this Agreement, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of GHSP.
13. **Reports Required.**
- (a) **Quarterly Progress Reports.** Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP, on forms provided by the Department, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete Quarterly Progress Report, the Agency will be subject to having claims for reimbursement withheld. Once a Quarterly Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP.
- (b) **Final Accomplishments Report.** A Final Accomplishments Report must be submitted to the GHSP within fifteen (15) days of completion of the project, on forms provided by the Department, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an

incomplete Final Accomplishments Report, the Agency will be subject to having claims for reimbursement withheld. Once a Final Accomplishments Report that substantiates adequate progress is received, claims for reimbursement may be processed or denied at the discretion of GHSP.

- (c) **Audit Reports.** Audit reports required in Section A-6 above shall be provided to the Department within thirty (30) days of completion of the audit.

**14. Out-of-State Travel.**

- (a) **General.** All out-of-state travel funded under this contract must have prior written approval by the Governor's Highway Safety Program.
- (b) **Requests.** Requests for approval must be submitted to the GHSP, on forms provided by the Department, no less than thirty (30) days prior to the intended departure date of travel.
- (c) **Agency Travel Policy Required.** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the North Carolina General Assembly.
- (d) **Agenda Required.** Out-of-state travel requests must include a copy of the agenda for the travel requested.

**15. Conditions for Law Enforcement.** In addition to the other conditions provided for in this Agreement, grants to law enforcement agencies are subject to the following:

(a) **Certifications Required.**

- (i) **In-car Camera or Video System.** For any in-car camera or video system purchased under this contract, it is required that the operator of that equipment has successfully completed Standardized Field Sobriety Testing training (SFST). A copy of this certificate must be filed with GHSP prior to reimbursement of in-car camera or video systems.
- (ii) **Radar.** For any radar equipment purchased under this contract, it is required that the operator of that equipment has successfully completed Radar Certification Training. A copy of this certificate must be filed with GHSP prior to reimbursement of radar equipment.
- (iii) **Alcohol Screening Devices.** For any preliminary alcohol screening devices purchased under this contract, it is required that the operator of that equipment has successfully completed the Alcohol Screening Test Device training offered by the Forensic Test for Alcohol Branch.

- (b) **Report Required - Monthly Enforcement Data Report.** In addition to the reports mentioned above, law enforcement agencies engaging in enforcement activities must submit a Monthly Enforcement Data Report on the form provided by the Department no later than fifteen (15) days after the end of each month. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report that substantiates adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP.

**16. Conditions for Local Governmental Agencies.**

- (a) **Resolution Required.** If the Agency is a local governmental entity, a resolution from the governing body of the Agency is required on a form provided by the Department.
- (b) **Resolution Content.** The resolution must contain a commitment from the governing body to provide the local funds as indicated in this contract. Additionally, the resolution is required even if the funding is one hundred percent from federal sources, as it serves as recognition by the governing body of federal funding for purposes of Section A-6 above.

**17. Seat Belt Policy and Use.** Agency must adopt and enforce a seat belt use policy required for all seating positions unless exempted by state law.

**18. Text Messaging Policy.** Agency must adopt and enforce a policy banning text messaging while driving unless exempted by state law.

**19. Prohibited Interests.** No member, officer, or employee of the Agency during his or her tenure, and for at least one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof or therefrom.

**20. Continued Federal and State Funding.**

- (a) **Federal Funding.** The Agency agrees and understands that continuation of this project with Federal funds is contingent upon Federal funds being appropriated by the United States Congress specifically for that purpose. The Agency further agrees and understands that in the event funds originally

appropriated by Congress for these grants are subsequently reduced by further acts of Congress, funding to the Agency may be proportionately reduced.

- (b) **State Funding.** The Agency agrees and understands that continuation of this project with funds from the State of North Carolina is contingent upon State funds being appropriated by the General Assembly specifically for that purpose. The Agency also agrees that any state funds received under this contract are subject to the same terms and conditions stated in this Agreement.
21. **Performance.** All grants provided by the Governor's Highway Safety Program are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency, whose performance is deemed unsatisfactory by the GHSP, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Department to reduce or deny future funding.
22. **Resolution of Disputes.** Any dispute concerning a question of fact in connection with the work not disposed of by contract by and between the Agency and the Department, or otherwise arising between the parties to this contract, shall be referred to the Secretary of the North Carolina Department of Transportation and the authorized official of the Agency for a negotiated settlement. In any dispute concerning a question of fact in connection with the project where such negotiated settlement cannot be resolved in a timely fashion, the final decision regarding such dispute shall be made by the Secretary of the North Carolina Department of Transportation, with the concurrence of the Federal funding agency, and shall be final and conclusive for all parties.
23. **Department Held Harmless.**
- (a) **For State Agencies.** Subject to the limitations of the North Carolina Tort Claims Act, the Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
- (b) **For Agencies Other Than State Agencies.** The Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
24. **Records Access and Retention.** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the State, NHTSA, or FHWA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for five (5) years from the date of final payment from the Department or until all audit exceptions have been resolved, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, the Agency shall so certify to the Department, State, NHTSA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information. Pursuant to N.C.G.S. §147-64.7, the Department, the State Auditor, appropriate federal officials, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Agency insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of the State of North Carolina pursuant to the performance of this Agreement or to costs charged to this Agreement.
25. **Sanctions for Non-Compliance.** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurances in this contract, the Department may take any or all of the following actions:
- (a) Cancel, terminate, or suspend this contract in whole or in part;
- (b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- (c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- (d) Refer the case to the United States Department of Justice for appropriate legal proceedings.
26. **Cancellation, Termination, or Suspension of Contract.**
- (a) **By the Department.** For noncompliance with any of the said rules, regulations, orders or conditions, due to management deficiencies or criminal activity this contract may be immediately canceled, terminated, or suspended in whole or in part by the Department. For noncompliance not indicative of management deficiencies or criminal activity the Department shall give sixty (60) days written notice

to take corrective action. If the Agency has not taken the appropriate corrective action after sixty (60) days the Department may cancel, terminate, or suspend this contract in whole or in part.

- (b) **By mutual consent.** The Agency or the Department may terminate this contract by providing sixty (60) days advanced written notice to the other party.
- (c) **Unexpended funds.** Any unexpended funds remaining after cancelation or termination will revert to the Department.

**27. Completion Date.** Unless otherwise authorized in writing by the Department, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Project Contract by September 30 of the Federal fiscal year for which it was approved.

**28. E-Verify requirements.** If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

**29. Certification of Eligibility Under the Iran Divestment Act.** Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-55 et seq. requires that each Agency, prior to contracting with the State certify, and the undersigned Agency Authorizing Official on behalf of the Agency does hereby certify, to the following:

- (a) that the Agency is not now and was not at the time of the execution of the Contract dated below identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
- (b) that the Agency shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
- (c) that the undersigned Agency Authorizing Official is authorized by the Agency to make this Certification.

**30. Agency Fiscal Year.** The end date for the Agency's fiscal year is June 30, 2019.

**31. Signature.** By signing below, the Agency agrees to adhere to the terms and conditions of this Agreement.

AGENCY PROJECT DIRECTOR		
NAME	TITLE	ADDRESS
Edward Jack Scarborough	Deputy Sheriff Lieutenant	P. O. Box 757 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER (252) 475-0597
AGENCY AUTHORIZING OFFICIAL		
NAME	TITLE	ADDRESS
Robert L. Outten	County Manager	P. O. Box 1000 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER (252) 475-5811
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME	TITLE	ADDRESS
Jeff Deringer	Deputy Sheriff Major	P. O. Box 757 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER (252) 475-9176

North Carolina Governor's Highway Safety Program  
**LOCAL GOVERNMENTAL RESOLUTION**

WHEREAS, the Dare County Sheriff's Office (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Dare County Board of Commissioners (The Governing Body of the Agency) **Commissioners** (herein called the "Governing Body") has thoroughly considered the problem

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Dare County Board of Commissioners IN OPEN (Governing Body)

MEETING ASSEMBLED IN THE CITY OF Manteo, NORTH CAROLINA,

THIS 06 DAY OF August, 20 18, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Edward Jack Scarborough (Name and Title of Representative) is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ 20,000.00 (Federal Dollar Request) to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 0.00 (Local Cash Appropriation) as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Robert Woodard, Chairman (Chairperson/Mayor)

ATTESTED BY \_\_\_\_\_ (Clerk)

SEAL

DATE \_\_\_\_\_



*Golf Carts in Buxton*

**Description**

At the last meeting, the Board instructed me to research the use of golf carts in Buxton village. Attached with this cover sheet is a map which depicts the State maintained roads in Buxton. The applicable NC law allows the operation of golf carts on State-maintained roads with a 35 mph speed limit or less. The speed limit on NC 12 through Buxton is 35 mph. However, in speaking with Sheriff Doughty, it is his recommendation to not allow golf carts on NC 12 in Buxton. Chapter 100, Streets and Sidewalks, will need to be amended by the Board before golf carts can be operated in Buxton. It is my recommendation that a hearing on the matter be scheduled for August 20, 2018 at 5:30 p.m. Draft changes to Chapter 100 are also attached.

**Board Action Requested**

Motion to schedule a public hearing on August 20, 2018 at 5:30 p.m.

**Item Presenter**

Donna Creef, Planning Director



Chapter 100 STREETS AND SIDEWALKS (proposed language is underlined)

*Golf Carts on Streets and Roads in Specified Areas of Unincorporated Dare County.*

**100.30 Operation of Golf Carts**

- a. Golf carts may be operated on all streets and roads in Hatteras village west of and including Austin Road and Austin Lane where the speed limit is 35 mph or less.
- b. Golf carts may be operated on Bayview Drive and First Street in Stumpy Point village where the speed limit is 35 mph or less.
- c. Golf carts may be operated in the Village of Avon on the following streets where the speed limit is 35 mph or less: a) Harbor Road west of North End Road and the streets connected to Harbor Road located west of North End Road; b) the following streets and the streets connected to the following streets: North End Road, McMullen Road, Reef Drive, Old Main Road and Williams Road.
- d. Golf carts may be operated in Waves village in the St. Waves Subdivision on Sea Vista Court and Sea Vista Drive where the speed limit is 35 mph or less.
- e. Golf carts may be operated in Buxton Village on the following streets where the speed limit is 35 mph or less: Old Lighthouse Road; Cape Point Way, Diamond Shoals Drive, Buxton Back Road, Dippin Vat Road, Cross Way Road, Lost Tree Trail, Rocky Rollinson Rd, Webb Lane, Middle Ridge Trail, Crooked Ridge Trail, and Light Plant Road

**100.31 Definitions**

A golf cart is defined for the purposes of this subchapter as a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour. (Reference NCGS 20-4.01)

**100.32 Age Restriction**

No person less than the age of 16 may operate a golf cart on the streets of a specified area as authorized in subsection 100.30.

**100.33 Hours of Operation**

The operation of golf carts in those areas as specified in Subsection 100.30 shall be lawful during the hours of 7:00 a.m. to 5:00 p.m. eastern standard time and 6:00 a.m to 9:00 p.m. eastern (daylight) savings time until October 1 and from 6:00 a.m. to 8:00 p.m. until the end of eastern (daylight) savings time.

**100.34 Method of Operation**

All persons operating golf carts as authorized in subsection 100.30 shall do so in a responsible and safe manner and shall obey all traffic safety laws and traffic control signage.

**100.35 Violations**

Any person operating a golf cart in violation of this subsection shall be guilty of a Class 3 misdemeanor and shall be fined \$50.00 for each violation.



**§ 153A-245. Regulation of golf carts on streets, roads, and highways.**

(a) Notwithstanding the provisions of G.S. 20-50 and G.S. 20-54, a county may, by ordinance, regulate the operation of golf carts, as defined in G.S. 20-4.01(12a), on any public street, road, or highway where the speed limit is 35 miles per hour or less within the county that is located in any unincorporated areas of the county or on any property owned or leased by the county.

(b) By ordinance, a county may require the registration of golf carts, charge a fee for the registration, specify who is authorized to operate golf carts, and specify the required equipment, load limits, and the hours and methods of operation of golf carts. No person less than 16 years of age may operate a golf cart on a public street, road, or highway. (2009-459, s. 1.)



*Proposed Revisions to Chapter 99- Camping*

**Description**

Chapter 99, Parks and Recreation of the Dare County Code of Ordinances, includes language regarding open air camping. The Zoning Ordinance prohibits the use of recreational vehicles and equipment for housekeeping purposes. Section 99.15, as currently written conflicts, with the Zoning Ordinance. Revisions to correct this conflict are needed. Suggested revisions are attached. The Planning Board discussed these revisions at their July 9 meeting and voted to recommended adoption of the proposed revisions. Although Chapter 99 is not a land use ordinance, we generally hold hearings on proposed changes to County ordinances. Such a hearing could be scheduled for August 20, 2018 at 5:30 p.m.

**Board Action Requested**

Motion to schedule public hearing on August 20, 2018 at 5:30 p.m.

**Item Presenter**

Donna Creef, Planning Director

CAMPING (new language is underlined, text for deletion in strikethrough)

## Section 99.15 DEFINITIONS

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

~~**IMMEDIATE FAMILY** Father, mother, brother, sister, son, daughter or grandparent.~~

**FAMILY** -- Persons related by blood or marriage

**NIGHT** That period of time each day from 1 hour after sunset until 1 hour before sunrise.

**OPEN AIR CAMPING** Any act of ~~living, residing or~~ sleeping at night in the open air ~~or in an automobile, other vehicle, a camper or mobile home.~~ The term **CAMPING IN THE OPEN AIR** includes, but is not limited to sleeping out of doors in a tent, sleeping bag, blanket, hammock. ~~or without any paraphernalia other than the clothes worn on the body.~~

## 99.16 OPEN AIR CAMPING RESTRICTED

No person shall engage in the act of open air camping ~~within the county,~~ in the unincorporated portions of Dare County, except as follows:

- (A) Open air camping is permitted on private property which is owned by the person engaged in the act of open air camping or by someone in the ~~immediate~~ family of the person engaged in open air camping. This exception applies to all members of the group or party of which the owner or member of the ~~immediate~~ family is a member.
- ~~(B) Any person may engage in the act of open air camping on private property with written permission of the owner of that private property, provided that the written permission signed by the owner, must be exhibited to any peace officer or police officer upon request.~~



***ANNUAL SETTLEMENT AND CHARGES TO THE TAX COLLECTOR***

**Description**

The Tax Collector reports to the Governing Board the Settlement for the 2017 taxes, both paid and unpaid. The Tax Collector also reports on the collection processing for the 2017 tax year.

**Board Action Requested**

Charge the Tax Collector to collect the 2018 taxes.

**Item Presenter**

Becky Huff, Tax Collector

## SETTLEMENT FOR 2017 TAX YEAR

To: Dare County Board of Commissioners  
 From: Becky Huff, Tax Collector  
 Date: August 6, 2018

July 1, 2017 - June 30, 2018					
Dare County 2017 Tax Bills	Levy	Collected	Uncollected	%Coll	
<b>County (C99,ADV,FTL'S)</b>	<b>\$60,402,326.92</b>	<b>\$60,084,062.06</b>	<b>\$318,264.86</b>	<b>99.47%</b>	
<b>Motor Vehicles</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	
Towns	Levy	Collected	Uncollected	%Coll	
<b>Kill Devil Hills</b>	<b>\$ 7,823,759.44</b>	<b>\$ 7,787,630.61</b>	<b>\$ 36,128.83</b>	<b>99.54%</b>	
Beach Nourishment	<b>\$ 502,212.22</b>	<b>\$ 501,356.60</b>	<b>\$ 855.62</b>	<b>99.83%</b>	
<b>Kitty Hawk</b>	<b>\$ 3,830,029.35</b>	<b>\$ 3,805,315.30</b>	<b>\$ 24,714.05</b>	<b>99.35%</b>	
Beach Nourishment	<b>\$ 502,564.89</b>	<b>\$ 500,790.16</b>	<b>\$ 1,774.73</b>	<b>99.65%</b>	
<b>Manteo</b>	<b>\$ 2,013,070.12</b>	<b>\$ 2,002,121.96</b>	<b>\$ 10,948.16</b>	<b>99.46%</b>	
<b>Southern Shores</b>	<b>\$ 2,891,747.73</b>	<b>\$ 2,885,429.55</b>	<b>\$ 6,318.18</b>	<b>99.78%</b>	
Special Assessment	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>Duck</b>	<b>\$ 3,360,936.67</b>	<b>\$ 3,357,689.75</b>	<b>\$ 3,246.92</b>	<b>99.90%</b>	
Beach Nourishment	<b>\$ 984,606.69</b>	<b>\$ 983,882.41</b>	<b>\$ 724.28</b>	<b>99.93%</b>	
<b>Nags Head</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	

The total county real estate and personal property **levy** for **2017** was **\$ 60,402,326.92**. This total includes all real estate, mobile homes, boats, rental personal property, and business personal property. It also includes properties in bankruptcy, properties with unknown owners, and properties in conflict regarding ownership.

The total **collected** by June 30, 2018 was **\$ 60,084,062.06** for a collection rate of **99.47%** on real estate and personal property taxes. All unpaid real estate and personal property taxes for the years 2007 through 2017 that are eligible are being processed for upload to the NC Debt Setoff program.

The total county **motor vehicle levy** was **\$ 0.00**. NC Motor Vehicle taxes are now being levied along with registration fees through the Tax & Tag Program of the NC Dept of Revenue. All 2007 thru 2012 Motor Vehicle delinquent taxes have been uploaded to Debt Setoff for Collection.

It is required each year that the Board, by motion, charge the Tax Collector to begin tax collections on current taxes based on the budgeted valuation of **\$ 12,873,834,444** and the gross county and municipal levies of **\$ 90,612,929.53**. This order will cover the **2018** taxes for Dare County and the towns of Kill Devil Hills, Kitty Hawk, Manteo, Southern Shores, and Duck.



**SETTLEMENT OF CURRENT AND PRIOR YEAR TAXES 2008 - 2017**

Includes Real Estate and Personal Property for **Dare County and all Towns**.

Totals **include** fire, rescue, sanitation, and community center taxes.

Totals **do not include** motor vehicles. MV taxes now collected by NCDOR.

**COLLECTION TOTALS FOR THE YEARS 2008 - 2017 as of June 30, 2018**

YEAR	LEVIES / ADJUSTMENTS	COLLECTED	UNCOLLECTED	% COLL
2017	90,133,248.77	89,640,561.02	492,687.75	99.45%
2016	84,074,551.69	83,859,630.39	214,921.30	99.74%
2015	83,104,956.47	82,972,627.75	132,328.72	99.84%
2014	79,479,253.61	79,386,111.04	93,142.57	99.88%
2013	77,857,316.67	77,788,436.67	68,880.00	99.91%
2012	71,827,334.21	71,766,934.56	60,399.65	99.92%
2011	70,415,708.94	70,354,024.51	61,684.43	99.91%
2010	69,810,582.99	69,765,099.88	45,483.11	99.93%
2009	65,216,935.55	65,182,696.95	34,238.60	99.95%
2008	64,564,636.23	64,537,312.59	27,323.64	99.96%
<b>TOTAL</b>	<b>756,484,525.13</b>	<b>755,253,435.36</b>	<b>1,231,089.77</b>	<b>99.85%</b>

**SPECIAL ASSESSMENT COLLECTIONS**

Collected 7/1/2017 - 06/30/2018

	<u>Collected 2017 Tax Year</u>	<u>Total Levies/Adjustments</u>	<u>Total Collected</u>	<u>Total % Coll</u>
<b>Kitty Hawk Woods</b>				
Water Assessment:	\$ -	\$ 269,440.02	\$ 268,646.82	99.71%
<b>Roanoke Island Water</b>				
Assessment:	\$ 394,162.56	\$ 4,877,385.00	\$ 3,488,023.30	71.51%
<b>Southern Shores</b>				
Special Assessment:	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	100.00%

**Zacchaeus Legal Services (Foreclosures)**

Collected 7/1/2017 - 06/30/2018

2002-2017 Tax Years Collected in FY 2017-2018	\$ 485,894.36
Total Taxes Collected through foreclosure process	\$ 1,532,599.38
Total cost to Dare County	\$ -

YEAR	UNCOLLECTED	UNKNOWNNS	BANKRUPTCY	COLLECTIBLE
2017	492,687.75	17,185.27	11,255.85	464,246.63
2016	214,921.30	8,008.58	16,072.85	190,839.87
2015	132,328.72	7,753.91	10,750.64	113,824.17
2014	93,142.57	8,383.88	9,872.09	74,886.60
2013	68,880.00	8,252.29	2,812.11	57,815.60
2012	60,399.65	13,403.24	2,128.07	44,868.34
2011	61,684.43	13,187.43	1,364.50	47,132.50
2010	45,483.11	12,813.72	0.00	32,669.39
2009	34,238.60	12,257.71	0.00	21,980.89
2008	27,323.64	11,632.16	0.00	15,691.48
<b>TOTAL</b>	<b>1,231,089.77</b>	<b>112,878.19</b>	<b>54,256.11</b>	<b>1,063,955.47</b>

<b>2017 TAX YEAR COLLECTION PROCESSING</b>	
<b>Second and Final Notice mailed to taxpayers</b>	<b>3708</b>
<b>Preforclosure letters mailed to taxpayers &amp; lienholders</b>	<b>177</b>
<b>Payment Plans for delinquent taxes</b>	<b>79</b>
<b>Attachments &amp; Garnishments</b>	<b>67</b>
<b>Phone Calls</b>	<b>322</b>
<b>New Owner Delinquent Tax Notices</b>	<b>17</b>
<b>NSF Legal Letters &amp; Notifications</b>	<b>47</b>
<b>Parcels in Bankruptcy</b>	<b>18</b>
<b>2017 Delinquent Taxes in Bankruptcy</b>	<b>\$ 11,255.85</b>
<b>Taxes collected through Debt Setoff</b>	<b>\$ 194.85</b>



Presentation of Certificate for Professional Designation

**Description**

This spring, Hosea Wilson, Assistant County Assessor, received a professional designation through the International Assoc of Assessing Officers (IAAO). The designation is for an Assessment Administration Specialist.

**Board Action Requested**

none

**Item Presenter**

Greta Skeen



Resolution to Advance 2021 Property Revaluation

**Description**

On June 6, 2016, a resolution was adopted to postpone the scheduled revaluation of real property from January 1, 2018 to January 1, 2021. Pursuant to G.S. 105-286(a)(3), the county desires to advance the scheduled 2021 revaluation one year to January 1, 2020 and follow a 5 year cycle for subsequent revaluations.

**Board Action Requested**

Board adoption of the resolution

**Item Presenter**

Robert L. Outten, County Manager/Attorney

**RESOLUTION OF THE DARE COUNTY BOARD OF COMMISSIONERS  
TO ADVANCE DARE COUNTY'S PROPERTY REVALUATION  
FROM JANUARY 1, 2021 TO JANUARY 1, 2020**

WHEREAS, the Dare County Board of Commissioners advanced its scheduled octennial revaluation of all real property in Dare County to January 1, 2010, and implemented subsequent revaluations on a five year cycle by Resolution adopted October 16, 2006; and

WHEREAS, G.S. 105-286 (a) (2) provides that any county desiring to conduct a revaluation of real property earlier than required by this subsection (a) may do so upon adoption by the Board of County Commissioners of a resolution so providing; and

WHEREAS, Dare County postponed its scheduled revaluation of real property from January 1, 2010 to an effective date of January 1, 2011 by Resolution adopted September 21, 2009; and

WHEREAS, Dare County postponed its scheduled revaluation of real property from January 1, 2011 to an effective date of January 1, 2013 by Resolution adopted April 19, 2010; and

WHEREAS, Dare County postponed its scheduled revaluation of real property from January 1, 2018 to an effective date of January 1, 2021, by Resolution adopted June 6, 2016; and

WHEREAS, Dare County desires to advance its scheduled revaluation of real property from January 1, 2021 to an effective date of January 1, 2020, and to continue on its five year cycle subsequent to 2020; and

WHEREAS, the reappraisal work will be conducted by the staff of the Dare County Assessor's Office as part of its program of work each year;

NOW, THEREFORE, BE IT RESOLVED, that the Dare County Board of Commissioners does hereby advance its scheduled revaluation of all real property in Dare County from January 1, 2021 to January 1, 2020, and will continue subsequent revaluations on a five year cycle; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded promptly by the Clerk to the Board to the Department of Revenue as required by G.S. 105-286.

ADOPTED, this 6th day of August 2018.

\_\_\_\_\_  
Robert Woodard, Chairman  
Board of County Commissioners

ATTEST:

\_\_\_\_\_  
Clerk to the Board



*Recommended 2019 Capital Improvements Plan*

**Description**

Please see the attached Item Summary

**Board Action Requested**

Approve the recommended CIP and authorize the County Manager to execute all necessary capital project ordinances and budget amendments with a following report.

**Item Presenter**

David Clawson, Finance Director

## **Item Summary: Recommended FY19 – FY23 Capital Improvements Plan**

The CIPC met July 16 and voted unanimously to recommend the attached as the FY19 through FY23 Capital Improvements Plan.

The recommended plan:

- With annual revenue growth of 1%, leaves projected Capital Reserve fund balances over the five years estimated at \$662,000, \$635,000, \$687,000, \$736,000, and \$1,217,000;
  - The CIPC set fund balance goals of \$650,000 for each year in order to maintain a reserve;
- Funds the total requested for each year by the Dare County Schools for local capital outlay (when combined with General Fund contributions)(project 2);
- Funds over the five years the total amount requested for CIP projects by the Dare County Schools (project 3);

The recommended plan funds the following projects:

- 1 - Completes replacement of HVAC units #2 through #10 at the Jail over 3 years (FY17-FY19) with \$80,500;
- 2 - Funds the total requested for each year by the Dare County Schools for local capital outlay;
- 3 - Funds over the five years the total amount requested for CIP projects by the Dare County Schools;
- 4 – Replaces HVAC units #12 and #13 at the Jail in FY20 with \$78,000;
- 5 – Delays the engineering, design and construction of C&D Landfill Cell #6 to begin with FY24 and an estimated opening date of 7/1/2026;
  - At 6/30/2018 Cell #4 was 82% full and Cell #5, at twice the capacity of Cell #4, was 5% full;
  - Cell #6 timing will be re-evaluated each year based upon use of cells #4 and #5;
- 6 and 8 – Provided \$101,530 in FY17 for radios for EMS so that each staff member on duty has a radio, and then replaces Sheriff, remaining EMS, and Emergency Management 800mhz radios in FY19 (the fall of 2018) via debt over 48 months at a combined \$1,025,361;
- 7 – Continues \$96,250 a year for three years (FY17 – FY19) for COA repairs and renovations;
  - Projects are to be reviewed with COA staff for necessity in light of project #12 below;
- 9 - \$188,950 spread over FY18 & FY19 (\$125,950) for various Building & Grounds facilities projects;
- 10 - \$82,872 in FY20 for a second backhoe loader for Recycling;
- 11 - \$241,250 in FY19 for a skid mounted knuckle boom unit and a roll-off truck for Public Works via debt in conjunction with projects 6 & 8.
- 12 & 12a - \$7,500,000 for a new building on the COA Dare County campus and \$1,000,000 for demolition and renovation costs at the Russell Twiford location to be deeded to the County;
  - \$1,500,000 of State bond funds are to be committed to the new building by COA;
  - The balance is recommended as a debt issuance to close after 7/1/2019 at \$7,175,000 (including debt costs of issuance);
- 14 - \$275,000 in FY19 to change the County servers to a Vsan Infrastructure;
- 15 - \$150,000 in FY19 for audio visual upgrades to the 2002 systems in the Courthouse;
- 17 - \$332,000 in FY20 for mobile data computers and vehicles locators for EMS;
- 18 - \$41,250 in FY19 to contract for a facilities study for Health & Human Services;
- 19 - \$2,009,200 in FY20 for Health & Human Services facilities improvements per the results of project 18; to be financed in conjunction with projects 12 and 12a;

- 20 - \$178,244 in FY19 to make site improvements at the old Administration Building site, including demolition of the building. The amount also includes demolition of the house behind the Manteo Library;
- 21 - \$75,000 in FY19 for a facilities study for the Animal Shelter.
- 22 - \$100,000 in FY21 for a facilities study for Public Works; and
- 23 - \$100,000 in each year to be used for facilities improvements for EMS.

Projects not recommended are:

- 13 - \$50,000 for fiber lines to Public Works and the Parks & Recreation at Wescott Park. The project was funded from the FY18 operating budget.
- 16 - \$244,811 for various facilities improvement. The items requested were operating costs or repairs and maintenance not eligible for the CIP and will have to be completed or requested from the operating budget.

Debt Issuances (amounts include costs of issuance):

- \$1,266,611 for #6 & #8 portable radios and #11 skid boom and roll-off truck with an issue date of ~10/1/2018 and first debt service in FY19 over a 4 year term.
- \$7,175,000 for #12 & #12a COA campus consolidation - \$7.5m for COA new construction, less \$1.5m COA state bond funds, plus \$1m for Russel Twiford campus demolition and renovation. Issue date to be ~9/1/2019 with first interest in FY20 and first principal in FY21 over a 15 year term with level principal.
- \$2,075,000 for #19 Health & Human Services facility improvements to be financed with project #12 & #12a with the same dates and terms.

The recommended CIP is attached:

- The projected Capital Reserve Fund activity and fund balances;
- The schedule of CIP projects at gross project amounts;
- The schedule of CIP projects at net project amounts (net of other sources and showing debt service); and
- A schedule of planned debt issuance.

The Board is requested to approve the recommended CIP and to authorize the County Manager to execute the necessary capital project ordinances and budget amendments with a report to the Board of those actions on a following board meeting's consent agenda.



**County of Dare**  
**Capital Improvements Plan and Capital Reserve Fund**  
**Fiscal Years 2019-2023**

	Actual					Estimated	Recommended				
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Beginning fund balance</b>	\$ 467,821	\$ 73	\$ 236,334	\$ 800,190	\$ 696,681	\$ 648,735	\$ 815,881	\$ 662,369	\$ 635,276	\$ 687,478	\$ 736,672
<b>Sources of Funds:</b>											
Net land transfer tax collections	\$ 4,625,259	\$ 5,052,745	\$ 6,208,881	\$ 6,310,197	\$ 6,571,356	\$ 7,058,435	\$ 7,111,936	\$ 7,183,055	\$ 7,254,886	\$ 7,327,435	\$ 7,400,709
LT tax to County @ 65%	\$ 3,006,418	\$ 3,284,284	\$ 3,990,322	\$ 4,101,628	\$ 4,271,381	\$ 4,587,983	\$ 4,622,758	\$ 4,668,986	\$ 4,715,676	\$ 4,762,832	\$ 4,810,461
Interest income	(363)	1,867	7,422	8,467	8,268	11,826	20,397	19,871	19,058	20,624	22,100
Other sources - E911 fund balance											
General Fund operating budget		179,402									
Other sources unused funds from prior projects/land sale				457,205							
<b>Total sources</b>	<b>\$ 3,006,055</b>	<b>\$ 3,465,553</b>	<b>\$ 3,997,744</b>	<b>\$ 4,567,300</b>	<b>\$ 4,279,649</b>	<b>\$ 4,599,809</b>	<b>\$ 4,643,155</b>	<b>\$ 4,688,857</b>	<b>\$ 4,734,734</b>	<b>\$ 4,783,457</b>	<b>\$ 4,832,561</b>
<b>Uses of Funds:</b>											
<i>From actions outside the CIP:</i>											
RECC/EOC Project				810,205							
<i>From prior capital improvement plans</i>											
2000 - debt service for S1998 COPs (Health & DSS)	100,000	-	-	-	-	-	-	-	-	-	-
2002 - debt service for S2002 COPs (Schools & SWTS)	195,300	225,000	206,500	225,000	252,962	-	-	-	-	-	-
2007 - debt service for S2007 COPs (Admin, HSO & KH land)	875,000	800,000	668,500	593,500	518,500	500,000	475,000	450,000	425,000	425,000	400,000
2008 - debt service for S2008 IF (COA, RISC & land)	945,000	875,000	825,000	800,000	775,000	750,000	700,000	650,000	625,000	625,000	600,000
2013 - CIP - paygo cash projects	1,358,503										
2013 - CIP - debt service for S2013C LOBs (helicopter & EMS)		300,000	275,000	250,000	200,000	200,000	150,000	125,000	100,000	100,000	75,000
2014 - CIP - debt service for various equipment		56,770									
2014 - CIP - paygo cash projects		972,522									
2015 - CIP - paygo cash projects			1,458,888								
2016 - CIP - paygo cash projects				1,992,104							
2016 - CIP - debt service for RECC/EOC, over planned FY17					100,000	103,000	93,000	80,000	67,000	67,000	65,000
2016 - CIP - debt service for CHSS HVAC Chiller					99,159	110,174	108,844	107,384	105,764	105,764	105,000
2017 - CIP - debt service for equipment financing					40,915	74,707	74,707	74,707	56,031	-	-
2017 - CIP - debt service for courthouse HVAC					24,125	218,478	218,478	218,478	218,478	109,239	
2017 - CIP - paygo cash projects					2,316,935						
2018 - CIP - paygo cash projects						2,476,304					
2019 - CIP - requested							2,976,638	3,010,381	3,085,259	3,302,259	3,106,732
<b>Total uses</b>	<b>\$ 3,473,803</b>	<b>\$ 3,229,292</b>	<b>\$ 3,433,888</b>	<b>\$ 4,670,809</b>	<b>\$ 4,327,596</b>	<b>\$ 4,432,663</b>	<b>\$ 4,796,667</b>	<b>\$ 4,715,950</b>	<b>\$ 4,682,532</b>	<b>\$ 4,734,262</b>	<b>\$ 4,351,732</b>
<b>Net increase/(decrease) for the year</b>	<b>(467,748)</b>	<b>236,261</b>	<b>563,856</b>	<b>(103,509)</b>	<b>(47,947)</b>	<b>167,146</b>	<b>(153,512)</b>	<b>(27,093)</b>	<b>52,202</b>	<b>49,195</b>	<b>480,829</b>
<b>Ending fund balance</b>	<b>\$73</b>	<b>\$236,334</b>	<b>\$800,190</b>	<b>\$696,681</b>	<b>\$648,735</b>	<b>\$815,881</b>	<b>\$662,369</b>	<b>\$635,276</b>	<b>\$687,478</b>	<b>\$736,672</b>	<b>\$1,217,501</b>

County of Dare, NC  
 Recommended Projects for Capital Improvements Plan 2019 - 2023

#	Description	Source	Gross Project Amount		Projects - Gross Project Amounts					Comments
					2019	2020	2021	2022	2023	
1	Jail HVAC Rooftop Units #1	Detention Center	\$80,500	Approved in prior CIP	\$ 80,500					
2	Local Capital Outlay	Dare County Schools	\$3,003,000	Approved in prior CIP	\$ 746,000	\$ 715,000	\$ 542,000	\$ 500,000	\$ 500,000	FY2015 adjustments end with FY2021
3	DCS Capital Improvements Plan	Dare County Schools	\$7,075,000	Requested	\$ 1,145,000	\$ 1,450,000	\$ 1,225,000	\$ 1,590,000	\$ 1,665,000	Changes to 2020 - 2023
4	Jail HVAC Rooftop Units #2	Detention Center	\$78,000	Approved in prior CIP		\$ 78,000				
5	C&D Landfill Cell #6	Public Works	\$0	Approved in prior CIP				\$ -	\$ -	Change opening date to 7/1/2026
6	EMS Portable Radios	EMS	\$124,768	Approved in prior CIP	\$ 124,768					
7	COA Renovations	COA	\$96,250	Approved in prior CIP	\$ 96,250					
8	LE & EM Portable Radios	Sheriff & EM	\$900,593	Approved in prior CIP	\$ 900,593					
9	Facilities Improvements	Facilities Maintenance	\$125,950	Approved in prior CIP	\$ 125,950					Do all in FY 2019
10	Backhoe Loader	Recycling	\$82,872	Approved in prior CIP		\$ 82,872				
11	Skid Knuckleboom & Roll-off Truck	Public Works	\$241,250	Approved in prior CIP	\$ 241,250					Change to skid boom and roll-off truck
12	COA Campus Consolidation	COA	\$7,500,000	Approved in prior CIP	\$ 75,000	\$ 3,790,000	\$ 3,600,000			\$35,000 from FY2018 in Gross Project Amount
12a	COA Campus Consolidation - R Twiford Site	CIPC	\$1,000,000	Approved in prior CIP			\$ 1,000,000			For County work at Russell Twiford site
13	Fiber at Public Works and Wescott Park	Information Technology	\$0	New request	\$ -					Done in FY 2018 operating budget
14	Server Vsan Infrastructure	Information Technology	\$275,000	New request	\$ 275,000					
15	AV Upgrades for Courtrooms	Information Technology	\$150,000	New request	\$ 150,000					
16	Facilities Improvements	Facilities Maintenance	\$0	New request		\$ -				Operating budget items not recommended
17	Mobile Data Computers & Vehicle Locators	EMS	\$332,000	New request		\$ 332,000				
18	DHHS Facilities Study	DHHS	\$50,000	New request	\$ 50,000					
19	DHHS Facilities Expansion	DHHS	\$2,009,200	New request		\$ 2,009,200				Finance project with #12
20	Old Administration Building Site Improvements	County Manager	\$178,244	New request	\$ 178,244					
21	Animal Shelter Facility Study	CIPC	\$75,000	New request	\$ 75,000					
22	Public Works Facility Study	CIPC	\$100,000	New request			\$ 100,000			
22	EMS Facility Improvements	CIPC	\$500,000	New request	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Totals by fiscal year			\$23,977,627		\$4,363,555	\$8,557,072	\$6,567,000	\$2,190,000	\$2,265,000	
<b>Reconciliation to Net:</b>			(1,425,000) #2 - less amount from General Fund		(300,000)	(300,000)	(300,000)	(275,000)	(250,000)	
			(124,768) #6 - less amount financed		(124,768)					
			(900,593) #8 - less amount financed		(900,593)					
			1,136,479 #6 & #8 debt service		213,254	284,339	284,339	284,339	70,208	
			(1,500,000) #12 - less State bond funds		(75,000)	(1,425,000)				
			(7,000,000) #12 & #12a less amount financed			(2,365,000)	(4,600,000)			
			2,587,625 #12 & #12a debt service			179,375	826,750	802,750	778,750	
			(8,750) #18 - federal & State grant		(8,750)					
			(2,009,200) #19 less amount finance			(2,009,200)				
			721,625 #19 debt service			21,875	240,250	233,250	226,250	
			(241,250) #11 less amount financed		(241,250)					
			267,474 #11 debt service		50,190	66,920	66,920	66,920	16,524	
Amounts per Net page			\$15,481,269		\$2,976,638	\$3,010,381	\$3,085,259	\$3,302,259	\$3,106,732	

County of Dare, NC  
 Recommended Projects for Capital Improvements Plan 2019 - 2023

Cells that differ from Gross Project Schedule  
 Cells that differ from Gross Project Schedule for debt service

Recommended Projects - Net Project Amounts

#	Description	Source	Gross Project Amount		Recommended Projects - Net Project Amounts					Comments
					2019	2020	2021	2022	2023	
1	Jail HVAC Rooftop Units #1	Detention Center	80,500	Approved in prior CIP	80,500	-	-	-	-	
2	Local Capital Outlay	Dare County Schools	1,578,000	Approved in prior CIP	446,000	415,000	242,000	225,000	250,000	FY2015 adjustments end with FY2021
3	DCS Capital Improvements Plan	Dare County Schools	7,075,000	Requested	1,145,000	1,450,000	1,225,000	1,590,000	1,665,000	
4	Jail HVAC Rooftop Units #2	Detention Center	78,000	Approved in prior CIP	-	78,000	-	-	-	
5	C&D Landfill Cell #6	Public Works	-	Approved in prior CIP	-	-	-	-	-	Change opening date to 7/1/2026
6	EMS Portable Radios	EMS	-	Approved in prior CIP	-	-	-	-	-	Debt service shown in #8 per 2018 CIP
7	COA Renovations	COA	96,250	Approved in prior CIP	96,250	-	-	-	-	
8	LE & EM Portable Radios	Sheriff & EM	1,136,479	Approved in prior CIP	213,254	284,339	284,339	284,339	70,208	Debt - 4 year term 9/1/2018 per 2018 CIP
9	Facilities Improvements	Facilities Maintenance	125,950	Approved in prior CIP	125,950	-	-	-	-	Do all in FY 2019
10	Backhoe Loader	Recycling	82,872	Approved in prior CIP	-	82,872	-	-	-	
11	Skid Knuckleboom & Roll-off Truck	Public Works	267,474	Approved in prior CIP	50,190	66,920	66,920	66,920	16,524	Debt - 4 year term 9/1/2018 with \$6 & #8
12	COA Campus Consolidation	COA	2,587,625	Approved in prior CIP	-	179,375	826,750	802,750	778,750	Debt - 15 year term 9/1/2019 per 2018 CIP
12a	COA Campus Consolidation - R Twiford Site	CIPC	-	Approved in prior CIP	-	-	-	-	-	Debt service shown in #12 per 2018 CIP
13	Fiber at Public Works and Wescott Park	Information Technology	-	New request	-	-	-	-	-	Done in FY 2018 operating budget
14	Server Vsan Infrastructure	Information Technology	275,000	New request	275,000	-	-	-	-	
15	AV Upgrades for Courtrooms	Information Technology	150,000	New request	150,000	-	-	-	-	
16	Facilities Improvements	Facilities Maintenance	-	New request	-	-	-	-	-	Operating budget items not recommended
17	Mobile Data Computers & Vehicle Locators	EMS	332,000	New request	-	332,000	-	-	-	
18	DHHS Facilities Study	DHHS	41,250	New request	41,250	-	-	-	-	Federal & State grant
19	DHHS Facilities Expansion	DHHS	721,625	New request	-	21,875	240,250	233,250	226,250	Debt - 15 year term 9/1/2019 with project #12 & 12a
20	Old Administration Building Site Improvements	County Manager	178,244	New request	178,244	-	-	-	-	
21	Animal Shelter Facility Study	CIPC	75,000	New request	75,000	-	-	-	-	
22	Public Works Facility Study	CIPC	100,000	New request	-	-	100,000	-	-	
22	EMS Facility Improvements	CIPC	500,000	New request	100,000	100,000	100,000	100,000	100,000	
Totals by fiscal year			\$15,481,269		\$2,976,638	\$3,010,381	\$3,085,259	\$3,302,259	\$3,106,732	

**County of Dare, NC**  
**Recommended Projects for Capital Improvements Plan 2019 - 2023**

#	Description	Source	Gross Project Amount		Operating Costs				
					2019	2020	2021	2022	2023
1	Jail HVAC Rooftop Units #1	Detention Center	80,500	Approved in prior CIP					
2	Local Capital Outlay	Dare County Schools	3,003,000	Approved in prior CIP					
3	DCS Capital Improvements Plan	Dare County Schools	7,075,000	Requested					
4	Jail HVAC Rooftop Units #2	Detention Center	78,000	Approved in prior CIP					
5	C&D Landfill Cell #6	Public Works	-	Approved in prior CIP					
6	EMS Portable Radios	EMS	124,768	Approved in prior CIP					
7	COA Renovations	COA	96,250	Approved in prior CIP					
8	LE & EM Portable Radios	Sheriff & EM	900,593	Approved in prior CIP					
9	Facilities Improvements	Facilities Maintenance	125,950	Approved in prior CIP					
10	Backhoe Loader	Recycling	82,872	Approved in prior CIP					
11	Skid Knuckleboom & Roll-off Truck	Public Works	241,250	Approved in prior CIP					
12	COA Campus Consolidation	COA	7,500,000	Approved in prior CIP					(65,000)
12a	COA Campus Consolidation - R Twiford Site	CIPC	1,000,000	Approved in prior CIP					
13	Fiber at Public Works and Wescott Park	Information Technology	-	New request					
14	Server Vsan Infrastructure	Information Technology	275,000	New request					
15	AV Upgrades for Courtrooms	Information Technology	150,000	New request					
16	Facilities Improvements	Facilities Maintenance	-	New request					
17	Mobile Data Computers & Vehicle Locators	EMS	332,000	New request		37,000	37,000	37,000	37,000
18	DHHS Facilities Study	DHHS	50,000	New request					
19	DHHS Facilities Expansion	DHHS	2,009,200	New request		12,000	24,750	24,750	24,750
20	Old Administration Building Site Improvements	County Manager	178,244	New request					
21	Animal Shelter Facility Study	CIPC	75,000	New request					
22	Public Works Facility Study	CIPC	100,000	New request					
22	EMS Facility Improvements	CIPC	500,000	New request					
Totals by fiscal year			\$23,977,627		\$0	\$49,000	\$61,750	\$61,750	(\$3,250)

# **County of Dare, NC**

## **Recommended Fiscal Year 2019 through Fiscal Year 2023 Capital Improvements Plan**

### **Planned Debt Issuances**

Debt Issuances (amounts include estimated costs of issuance):

- \$1,266,611 for #6 & #8 portable radios and #11 skid boom and roll-off truck with issue date of ~10/1/2018 and first debt service in FY19 over a 4 year term.
- \$7,175,000 for #12 & #12a COA campus consolidation - \$7.5m for COA new construction, less \$1.5m COA state bond funds, plus \$1m for Russel Twiford campus demolition and renovation. Issue date to be ~9/1/2019 with first interest in FY20 and first principal in FY21 over a 15 year term with level principal.
- \$2,075,000 for #19 Health & Human Services facility improvements to be financed with projects #12 and #12a with the same date and terms.



*Consent Agenda*

**Description**

1. Approval of Minutes (07.16.18)
2. Southern Albemarle Association, Annual Meeting Invitation List
3. DCDHHS, Public Health Division - Tobacco Prevention Funding
4. Resolution Approving Water Shortage Response Plan
5. Approval of Stream Debris Removal Grant Contract

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

County Manager, Robert Outten



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., July 16, 2018**

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman  
Steve House, Rob Ross, Jim Tobin, Danny Couch

Commissioners absent: Jack Shea (excused absence due to illness)

Others present: County Manager/Attorney, Robert Outten  
Deputy County Manager/Finance Director, David Clawson  
Public Information Officer, Dorothy Hester  
Clerk to the Board, Gary Lee Gross

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).

Chairman Woodard called the meeting to order at 5:01 p.m. He invited Rev. Jerald Craddock to share a prayer, and then he led the Pledge of Allegiance to the flag. Chairman Woodard noted that Commissioner Shea had an excused absence due to illness

### ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website –

- Commended the Outer Banks Community Foundation for expanding their grant program to cover staff wages for non-profit organizations.
- Gave an update on improvements at the Oregon Inlet Campground where 23 campsites have received electricity and water with 24 more scheduled for next year.
- Provided details about the upcoming 100<sup>th</sup> anniversary of the Mirlo rescue and outlined activities planned for the celebration of this historic event.
- Encouraged people to see the inspiring live presentation of “Freedmen, Surfmen, Heroes” at the North Carolina Aquarium on Roanoke Island this summer. He noted that Joan Collins and Darrell Collins presented this program when the new bridge at Pea Island was dedicated earlier this year in honor of Captain Richard Etheridge.



- Expressed excitement about plans to expand the Dare County campus of the College of the Albemarle (COA) so that Dare County students can receive an Associate Degree without having to travel to Elizabeth City. Chairman Woodard reported that COA has signed an agreement with East Carolina University (ECU) whereby COA students will be able to transfer to ECU and use many of the University's facilities and services.
- Showcased a video update on construction of the new Bonner Bridge at Oregon Inlet.
- Presented a Certificate of Appreciation to John's Drive-In as a popular Outer Banks institution serving outstanding food and cherished memories for countless families. He commended John Tice, Jr., Mona and Tina for preserving the traditions of the family business that was started by their parents, Pat & John Tice, Sr., 40 years ago.
- Chairman Woodard honored Joe & Ann Lamb, the visionary founders of Joe Lamb, Jr. and Associates and recognized their 50 year old company for being a corporate role model in their commitment to community service and devotion to Dare County.

#### **ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS**

- 1) Susan Picataggi, Social Services, received a 15-year pin.
- 2) Laverna Brooks, Water Department, received a 15-year pin.

#### **ITEM 3 – EMPLOYEE OF THE MONTH – JULY 2018**

Shawn Hughes, Fleet Maintenance Supervisor, received the Employee of the Month award from Shanna Fullmer who described the many ways that Mr. Hughes is an asset to the Public Works Department.

#### **ITEM 4 – PUBLIC COMMENTS**

The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Following is a brief summary of citizen remarks, which can be viewed in their entirety in a video on the Dare County website –

*The following comments were made in Manteo –*

1. Cole Phelps – introduced himself as a candidate for the District One North Carolina Senate seat that includes Dare County. He explained why Dare County holds a special place in his heart and voiced his opposition to offshore drilling.
2. Jennifer Alexander – thanked the Board of Commissioners for their support of Dare County schools. She expressed gratitude for the local contribution that the Board provides for education, which she said is making a significant difference.
3. Rosemarie Doshier – reported that she attended the recent Planning Board meeting on affordable housing and noted that no County Commissioners were present. She said she would like to have seen Commissioner participation.

4. Jerald Craddock – voiced thanks for the work of Vice Chairman Overman and others on the problem that Manns Harbor residents are having with the overpopulation of bears. He encouraged the Board to proceed in working out a solution.

*The following comments were made in Buxton –*

5. Chris McCall – cited the need for sidewalks in the Village of Buxton. He explained that there are serious safety concerns and noted that multi-use pathways would accommodate cyclists and pedestrians traveling to the Cape Hatteras Lighthouse.

#### **ITEM 5 – JON MIDGETT CONSTRUCTION CS TEXT AMENDMENT REQUEST**

Planning Director Donna Creef explained that Elizabeth Robbins, on behalf of Jon Midgett Construction, has submitted a zoning text amendment request to add boat and small engine repairs to the list of permitted uses in the Commercial Services (CS) District. She provided background information about the request and noted that several members of the Planning Board felt that the requested use was consistent with other CS uses but it should be added as a “conditional” use and not a “permitted” use. Ms. Creef reported that the Planning Board motion failed to pass on a 3-3 vote, with one seat vacant on the panel. She added that those who voted against the motion indicated that noise was a factor in their decision. She also advised the Board that two emails from area residents have been received opposing the request. Elizabeth Robbins outlined reasons why her client’s request should be approved saying that it would be a less intensive use than other currently permitted uses such as marina operations, boat building and boat sales, and the servicing of automobiles and farm machinery. Commissioners discussed the request including potential noise issues and it was the consensus of the Board to schedule a Public Hearing to gather community input on the requested text amendment.

#### **MOTION**

Chairman Woodard motioned to schedule a public hearing for 5:30 p.m., August 20, 2018. Commissioner House seconded the motion.

VOTE: AYES unanimous

#### **ITEM 6 – NCDOT BUILD GRANT PROGRAM (Att. #1)**

At the onset of this agenda item Commissioner Couch asked to be recused from discussion and voting because of a potential pecuniary interest regarding this matter.

#### **MOTION**

Commissioner Tobin motioned to approve Commissioner Couch’s recusal request. Commissioner House seconded the motion.

VOTE: AYES unanimous

After voting on the recusal motion, Commissioner Couch exited the room at 6:06 p.m. and did not reenter until 6:12 p.m., when the agenda item was completed.

After Commissioner Couch departed from the room, the Planning Director informed the Board of a grant opportunity that may be available for multiuse pathways and tram facilities in Hatteras Village similar to what is planned for Ocracoke Village associated with NCDOT's passenger ferry service scheduled to operate between Hatteras and Ocracoke. She explained that no local match funds are necessary because Dare County is considered a rural county. A resolution was read by the County Manager. Via the video link to the Fessenden Center, Beth Midgett thanked the Board noting that this project will promote public safety and enhance the visitor experience. Dennis Robinson thanked Planning Director Donna Creef for pulling together this grant opportunity.

**MOTION**

Vice Chairman Overman motioned to approve a resolution supporting the grant request and authorize staff to submit the necessary paperwork.

Commissioner House seconded the motion.

VOTE: AYES unanimous (note: Commissioner Couch was recused from voting on this item)

**ITEM 7 – DEBRIS MANAGEMENT CONTRACT**

The County Manager outlined the process that was used to evaluate the four proposals the County received in response to the Request for Proposals (RFP) for debris management. It was reported that based upon FEMA's "best value" criteria, the Selection Committee recommends – Southern Disaster Recovery as the Primary Contractor & Crowder Gulf as the Secondary Contractor.

**MOTION**

Commissioner House motioned to approve the proposals submitted by Southern Disaster Recovery as Primary Contractor & Crowder Gulf as Secondary Contractor and authorize the County Manager to sign the Debris Management Form of Contract with each firm.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – PROPOSAL FOR PERMITTING RELATED TO THE NEW DREDGE**

The County Manager presented a proposal from Aptim Coastal Planning and Engineering of North Carolina concerning environmental and engineering consulting services associated with the County's efforts to obtain permits for the new dredge that is planned for Dare County. He described the scope of work for the project and noted that Oregon Inlet has unique permitting issues based on certain environmental documents that do not apply to the existing permits that are in place for Hatteras Inlet.

**MOTION**

Commissioner House motioned to approve the proposal and services agreement and authorize the County Manager to execute the necessary documents.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

### **ITEM 9 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room.

#### **MOTION**

Vice Chairman Overman motioned to approve the Consent Agenda:

- 1) Approval of Minutes (06.18.18) **(Att. #2)**
- 2) Reimbursement Resolution – FY2018-2019 Vehicle & Equipment Financing **(Att. #3)**
- 3) Transportation Department’s Drug & Alcohol Testing Policy for FY2018
- 4) DCDHHS, Public Health Division – Special Funding for WIC
- 5) 2018 Community Rating System Annual Reports
- 6) Tax Collector’s Report
- 7) Arts Council Lease

Commissioner House and Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

### **ITEM 10 – BOARD APPOINTMENTS**

#### 1) Airport Authority

Vice Chairman Overman motioned to reappoint Charles Davidson and Jack Shea.  
Commissioner House seconded the motion.

VOTE: AYES unanimous

#### 2) East Lake Community Center Board

Commissioner House motioned to reappoint Rosemarie Doshier.  
Commissioner Couch seconded the motion.

VOTE: AYES unanimous

#### 3) Game and Wildlife Commission

Vice Chairman Overman motioned to –

- o Reappoint – Phil Haywood, Dr. Andrew Horne, and Harvey Scarborough, Jr.
- o Appoint – James R. (Buddy) Shelton.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

#### 4) Library Board – East Albemarle Region

Commissioner House motioned to reappoint Elizabeth Gaimel.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

#### 5) Parks and Recreation Advisory Council

Vice Chairman Overman motioned to –

- o Reappoint – Anita Bills, Willer Spencer, Kathy Carden, Eddie Twyne, Kelli Harmon.
- o Appoint – Stephanie J. Harkness-Moxley, Robert Parrish, Amanda Hooper Walters.

Commissioner House seconded the motion.

VOTE: AYES unanimous

6) Veterans Advisory Council

Commissioner House motioned to –

- o Appoint Steve Goodheart to fill the vacancy caused by Carl Reiber's resignation.

Commissioner Ross and Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

7) Wanchese Community Center Board

Vice Chairman Overman motioned to reappoint Joyce Meekins and Robert Walton.

Commissioner House seconded the motion.

VOTE: AYES unanimous

8) Upcoming Board Appointments

The upcoming appointments for August, September, and October were announced.

**ITEM 11 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS**

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment –

Commissioner Tobin

- Reported that the recent Community Advisory Council meeting did not have a quorum.
- Presented a video showcasing the 4-H Service & Citizenship Workshop that was recently held in the Commissioner's Meeting Room. Commissioner Tobin thanked those who assisted with the workshop, which provided a valuable educational experience to an exceptional group of young people.
- Gave an update on the Request for Proposal phase that is now underway for the Dare County public/private partnership for a new dredge.
- Provided statistics related to the problem that Manns Harbor residents are having with bears roaming throughout their community, which poses serious safety concerns. The Board discussed the issue and the need for bear-resistant trash containers that can effectively be used by the Public Works Department. The County Manager reported on his conversation with NC Wildlife Resources about the bear over-population problem.

Commissioner Ross

- Explained that the Albemarle Commission is still working on the issue of office space and for the time being will remain at their existing facility in Hertford. He noted that there have been a couple of recent newspaper articles referencing an alleged conflict of interest, which is being addressed by the Commission's legal counsel and auditors.
- Reported that there was a reported violation of the Dare County animal tether ordinance recently in Colington and noted that the Sheriff is issuing a citation.
- Thanked the Dare County Capital Improvements Committee for moving forward in recommending that a study be done to determine what might be needed at the Dare County Animal Shelter.

### Commissioner House

- Provided details about the U.S. Coast Guard Appreciation Day to be held August 18<sup>th</sup> at Harkers Island where retired Coast Guard Chief Ira Lewis will be honored in celebration of his 100<sup>th</sup> birthday.
- Updated the Board on recent meetings held by the North Carolina Marine Fisheries Commission. Commissioner House also gave a briefing on recent action in Washington, D.C. regarding the reauthorization of the Magnuson-Stevens Act, which governs federal fisheries. He outlined an amendment to the bill requiring that the economic impact of a fishery be taken into consideration in making fisheries management decisions.
- Described a fundraising event being held July 28 at Manteo High School to benefit the SPCA and the school's athletic program.
- Commissioner House presented a video showcasing the Dare County Animal Shelter "Pet of the Week" and urged people to consider pet adoption.

### Vice Chairman Overman

- Congratulated the service pin recipients and the Employee of the Month.
- Voiced his concern about the serious safety issues associated with the bear over-population problem, which is a life threatening situation for the people of Manns Harbor. The Vice Chairman reported on his conversations with wildlife officials and said this problem needs to be properly addressed by the appropriate State and Federal agencies.

### Commissioner Couch

- Reported on the Change of Command Ceremony held recently at the Hatteras Civic Center when Coast Guard Senior Chief Petty Officer James Pond relieved Master Chief Petty Officer Christopher Wright as the Officer in Charge of Station Hatteras Inlet.
- Commissioner Couch shared a concern that law enforcement officials have voiced to him about pedestrian safety issues associated with the high volume of traffic that is occurring on Hatteras Island. He asked the Board to have the County Manager reach out to NCDOT to look into the possibility of having lighted pedestrian signs.
- Presented a request from a Hatteras Pines homeowner asking that golf carts be allowed in the Village of Buxton. Chairman Woodard called Planning Director Donna Creef to the podium and asked her to outline the procedural process for addressing golf cart requests. After discussing the issue, it was the consensus of the Board that Ms. Creef should meet with Commissioner Couch to determine which roads might be appropriate and bring a list back to the Board so that Commissioners can review specific streets and consider setting the matter for public hearing.

### Chairman Woodard

- Updated the Board about an encouraging new legislative development in Washington, D.C. related to the issue of offshore drilling, which he reported has the support of Congressman Walter Jones. Chairman Woodard noted that this is an important concern for Dare County and said he would continue to stay focused on this.

## MANAGER'S/ATTORNEY'S BUSINESS

1. The County Manager presented a renewal proposal from the Outer Banks Chamber of Commerce for implementation of Dare County's Economic Diversification plan. He outlined the components of the \$25,000 proposal, which he said is already budgeted. Mr. Outten noted that the Chamber has offered to add-on additional services for a Housing Initiative at an extra cost of \$10,000. Commissioners questioned Chamber President and CEO Karen Brown about aspects of the proposal to clarify whether the County would be paying for previous Chamber projects. She outlined the advantages of approving the proposal with the addition of the \$10,000 add-on for the Housing Initiative. Ms. Brown explained that it would allow the Chamber to allocate more resources and provide increased credibility in attracting potential partners and grant opportunities. While discussing the Housing Initiative, Chairman Woodard noted that he believes the term "affordable housing" is counterproductive. He added that attitudes will have to change and the municipalities need to have skin in the game. He promised to continue working with the Town Mayors advocating on this issue. The Chairman reminded everyone that the Board of Commissioners is committed to this issue and has asked the Dare County Planning Board to address it and we are waiting for their input. Commissioners discussed the Housing Initiative add-on and whether it should be done now or wait until the Planning Board gives its input so that benchmarks can better be determined, which resulted in the following motion - - -

### **MOTION**

Commissioner Ross motioned to approve the Economic Development Proposal submitted by the Outer Banks Chamber of Commerce in the amount of \$25,000 with the addition of a \$10,000 Housing Initiative add-on for a total of \$35,000.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

2. Mr. Outten briefed the Board on the readiness status of the Rodanthe emergency ferry dock. He thanked Ann Daisey, John Delucia, and Basnight Construction for their work at the site.

Public Information Officer Dorothy Hester provided information about the concerted effort that is underway to promote beach safety. She showcased a video urging everyone to "Love the Beach & Respect the Ocean." Ms. Hester also outlined a text to join emergency notification system to help residents and visitors stay informed about beach conditions.

Finance Director David Clawson updated the Board on the timeline for the closing for the County's refinancing, which has been approved by the Local Government Commission.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

### **MOTION**

Commissioner House motioned to adjourn the meeting.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 7:46 p.m., the Board of Commissioners adjourned until 9:00 a.m., August 6, 2018.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Gary Lee Gross, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Chairman  
Dare County Board of Commissioners





*Southern Albemarle Association, Annual Meeting Invitation List*

**Description**

The Southern Albemarle Association (SAA) is dedicated to the maintenance, enhancement, and advancement of roads, bridges, waterways, and airports in Beaufort, Dare, Hyde, Martin, Tyrrell, and Washington Counties.

The SAA has asked the Board of Commissioners to submit a list of 50 people from Dare County for the SAA to invite to their upcoming annual meeting.

The SAA recommends that the list include elected officials and others that have an interest in our airports, waterways, bridges, ferries, and roadways. The attached invitation list will be submitted to the SAA.

**Board Action Requested**

Approve Submitting the Invitation List to the Southern Albemarle Association

**Item Presenter**

Robert Outten, County Manager

## **Southern Albemarle Association (SAA)**

### **Dare County Invitation List - 2018**

50 Dare County names to be invited to the upcoming annual SAA meeting.

The SAA is dedicated to the maintenance, enhancement, and advancement of the roads, bridges, waterways, and airports in Beaufort, Dare, Hyde, Martin, Tyrrell, and Washington Counties.

### **Board of Commissioners, Elected Officials, and County Staff**

1. Robert Woodard, Chairman
2. Wally Overman, Vice-Chairman
3. Jack Shea, Commissioner
4. Steve House, Commissioner
5. Rob Ross, Commissioner
6. Jim Tobin, Commissioner
7. Danny Couch, Commissioner
  
8. Doug Doughtie, Sheriff
9. Vanzolla McMurrans-Smith, Register of Deeds
10. Dean Tolson, Clerk of Court
  
11. Robert Outten, County Manager
12. Donna Creef, Planning Director

### **Dare County Airport Authority**

13. David Twiddy, Chairman
14. David Daniels, Director

### **Dare County Boatbuilders Foundation**

15. John Bayliss, President

### **Dare County Municipalities – Mayors & Managers**

16. Town of Duck – Mayor Don Kingston & Manager Chris Layton
17. Town of Kill Devil Hills – Mayor Sheila Davies & Manager Debbie Diaz
18. Town of Kitty Hawk – Mayor Gary Perry & Manager Andy Stewart
19. Town of Nags Head – Mayor Bob Edwards & Manager Cliff Ogburn
20. Town of Manteo – Mayor Bobby Owens & Manager Kermit Skinner
21. Town of Southern Shores – Mayor Tom Bennett & Manager Peter Rascoe

### **Dare County Restaurant Association**

22. Dan Lewis, President

**Dare County Tourism Board**

- 23. Myra Ladd-Bone, Chair
- 24. Lee Nettles, Executive Director

**National Park Service**

- 25. David Hallac, Superintendent, Outer Banks Group

**NCDOT Board Member**

- 26. Allen Moran

**Dare County Waterways Commission**

- 27. David May
- 28. Ernie Foster
- 29. Dan Oden
- 30. Natalie Perry Kavanagh
- 31. Fletcher Willey
- 32. Steve Coulter

**Oregon Inlet Task Force Advisory Committee**

- 33. Mikey Daniels
- 34. Harry Schiffman
- 35. Bob Peele
- 36. Jamie Reibel
- 37. Jed Dixon

**Outer Banks Association of REALTORS**

- 38. President, Outer Banks Association of REALTORS
- 39. CEO, Willo Kelly

**Outer Banks Chamber of Commerce**

- 40. Karen Brown, President & CEO
- 41. Chair, Outer Banks Chamber of Commerce

**Outer Banks Homebuilders Association**

- 42. President, Outer Banks Homebuilders Association

**Outer Banks Hotel/Motel Association**

- 43. President, Outer Banks Hotel/Motel Association
- 44. Tonia Cohen, Secretary

**Outer Banks Scenic Byways**

- 45. Mary Helen Goodloe-Murphy

**Additional names of Dare County residents participating in the SAA**

46. Moon Tillett
47. Jean Tillett
48. Elaine Vann
49. Merlee Austin
50. Brandi Rheubottom



*DCDHHS  
Public Health Division  
Tobacco Prevention Funding*

**Description**

The Public Health Division has received a Memorandum of Agreement from Albemarle Regional Health Services for funding to develop strategies to prevent the use of new and emerging tobacco products, including E-Cigarettes by youth and people of child bearing age. This funding will be used for advertising on the negative effects of e-cigarettes, cigars, little cigars, hookah, exposure to secondhand smoke and aerosol from e-cigarettes and other tobacco products.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

N/A



## Memorandum of Agreement

Date: June 14, 2018

Subject: **451 Tobacco Prevention CDC-Core – Dare County**

Albemarle Regional Health Services has received funding through the North Carolina Department of Public Health, Chronic Disease and Injury Section Tobacco Prevention and Control Branch from the North Carolina General Assembly. This budget provides funding to develop strategies to prevent the use of new and emerging tobacco products, including e-cigarettes by youth and people of child bearing age.

By virtue of appropriate signatures on this agreement, Albemarle Regional Health Services agrees to provide technical assistance and resources through the services of the Tobacco Prevention Manager.

### Period of Performance:

July 1, 2018 – May 31, 2019

### Scope of Work & Deliverables:

1. Identify a staff member within the local health department to be an engaged member of the Tobacco Free Living Coalition and participate in meetings and trainings conducted and work between meetings (if applicable) to implement deliverables of the Core Annual Action Plan (AAP).
  - a. Prevent the use of all tobacco products, with a focus on new and emerging tobacco products, including electronic cigarettes, by youth and people of childbearing age
  - b. Eliminate exposure to Secondhand Smoke
  - c. Decrease tobacco use among adults and youth
  - d. Identify and eliminate tobacco-related disparities
2. Identify and involve key stakeholders to support the implementation of goals and deliverables.
3. Work with existing youth groups or establish new ones.
4. Work with schools to promote available best practice interventions and curriculum for tobacco use prevention and the risks of e-cigarette use.
5. Educate, parents, teachers, coaches, college-aged young people, civic and community leaders, dental and health care professionals, public health, mental health and substance abuse prevention professionals, and other influencers of youth about the risks of all tobacco product use, including e-cigarettes, among youth and young adults.
6. Ensure the 100% tobacco-free schools policies are being implemented effectively to prohibit all tobacco product use, including e-cigarettes and other emerging tobacco products.
7. Identify a policy strategy, to implement or improve, to reduce tobacco use by including e-cigarettes in the policy related to smoking and tobacco use.

Northeastern North Carolina Partnership for Public Health



- 8. Work with community partners in substance use prevention on educational efforts to reduce youth access to all tobacco products, including e-cigarettes cigars, little cigars, and hookah in retail settings.
- 9. Ensure that youth and young adults who use tobacco products receive tobacco use cessation messages and information on QuitlineNC services.
- 10. Attend or participate in tobacco related trainings, workshops or meetings.
- 11. Provide consistent and evidence-based messages about the health risks of all tobacco product use, including new and emerging tobacco products, such as e-cigarettes, cigars, little cigars, and hookah and exposure to secondhand smoke and aerosol from e-cigarettes and other tobacco products.

**Method of Accountability:**

The progress and performance of the Health Department will be monitored via participation of a selected Health Department representative at bi-monthly Coalition meetings as well as through a bi-monthly written report denoting progress to date related to the scope of work and deliverables.

**Budget and Justification:**

Approved Tobacco Free Living Project expenses;  
Amount will be \$5,550.00 for use in salary, supplies, educational supplies, media, trainings, and/or travel (mileage, reservations, registration, meals, and/or other: parking, ferry tolls) for Dare County.

This Memorandum of Agreement is effective on the date of signatures and will remain in effect for the duration of the funded Core grant period with Albemarle Regional Health Services.

  
 \_\_\_\_\_  
 R. Battle Betts Jr., MPA  
 Health Director  
 Albemarle Regional Health Services

6-18-18  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Sheila Davies, PhD  
 Health Director – Public Health Division  
 Dare County Dept. of Health & Human Services

\_\_\_\_\_  
 Date

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2017-2018

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

<b>Department:</b>
Human Services-Public Health

Revenues:

State/Federal-ARHS	103027	464718	55781	\$5,550
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Expenditures:

Advertising/Promotion	104600	525600	55781	\$5,550
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Explanation:

ARHS funding to be used for advertising on the negative effects of e-cigarettes, cigars, little cigars, hookah, exposure to secondhand smoke and aerosol from e-cigarettes and other tobacco products.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: _____ Entered by: _____ Reference number: _____
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Resolution Approving Water Shortage Response Plan

**Description**

The Dare County Water Department is requesting approval of the 2018 Water Shortage Response Plan by way of resolution. State wide Water Response Plans are required by NC General Statute 143-355.2 (a). The Water Shortage Response Plan includes the Dare County Regional System, the Dare County Rodanthe, Waves, and Salvo System, the Dare County Cape Hatteras System, and the Stumpy Point System.

**Board Action Requested**

Resolution that approves the Dare County Water Shortage Response Plan

**Item Presenter**

Ken Flatt

**RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN**

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

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Dare County Water Department, has been developed and submitted to the Dare County Board of Commissioners for approval; and

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

NOW, THEREFORE, BE IT RESOLVED by the Dare County Board of Commissioners of the Dare County Water Department that the Water Shortage Response Plan entitled, Water Shortage Response Plan dated March 5, 2018, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the County of Dare Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 6<sup>th</sup> day of August, 2018.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

ATTEST:

## Water Shortage Response Plan

### Dare County, North Carolina

March 5, 2018

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

#### I. Authorization

The Dare County Manager shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his or her absence, the Utility Director will assume this role.

Robert L. Outten  
Dare County Manager  
Phone: (252) 475-5800  
E-mail: [outten@darenc.com](mailto:outten@darenc.com)

Kenneth C Flatt  
Dare County Utilities Director  
Phone: (252) 475-5606  
E-mail: [kenf@darenc.com](mailto:kenf@darenc.com)

#### II. Notification

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through Municipal & County Government Information, PSA announcements and the Dare County website <http://www.darenc.com>, on local radio and cable stations. Declaration of emergency water restrictions or water rationing will be communicated on the Municipal & County Government Information, local radio station PSA's, and the Dare County Website.

#### III. Levels of Response

Five levels of water shortage response are outlined in the table below. The five levels of water shortage response are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures follow below.

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions I	Water users must abide required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Mandatory Reductions II	Customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month's water bill.
4	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.
5	Water Rationing	Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity.

In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including: irrigating landscapes a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; watering plants deeply to encourage root growth; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks.

In Stage 2, Mandatory Reductions I, all customers are expected to reduce their water use by 10% in comparison to their previous month's water bill. In addition to continuing to encourage all voluntary reduction actions, the following restrictions apply: irrigation is limited to a half inch per week between 8PM and 8AM; outdoor use of drinking water for washing impervious surfaces is prohibited; and all testing and training purposes requiring drinking water (e.g. fire protection) will be limited.

In Stage 3, Mandatory Reductions II, customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month's water bill. All non-essential uses of drinking water are banned and garden and landscape irrigation must be reduced to the minimum amount necessary for survival. Additionally, in Stage 3, a drought surcharge of 1.5 times the normal water rate applies.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month's water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to Dare County's Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

#### IV. Triggers

Dare County's water source is groundwater. The following measurements of well pumping times and well levels in relationship to pump intake levels trigger entry into corresponding water restriction stages.

<b>Stage</b>	<b>Well Operating Conditions</b>
1	Pumping Time >10 hrs. 20% reduction in seasonal normal distance from static water level and pump intake 20% increase pumping time for same output
2	Pumping Time >12 hrs. 40% reduction in distance from static water level and pump intake 40% increase pumping time for same output
3	Pumping Time >14 hrs. 60% reduction in distance from static water level and pump intake 60% increase pumping time for same output
4	Pumping Time >20 hrs. 80% reduction in distance from static water level and pump intake
5	Water level at pump intake elevation

#### Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

#### V. Enforcement

The provisions of the water shortage response plan will be enforced by the Dare County Water Department and police personnel. Violators may be reported to the dedicated water conservation hotline. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

<b>Water Shortage Level</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions (Stages 2 and 3)	Warning	\$250	Discontinuation of Service
Emergency Reductions	\$250	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

Drought surcharge rates are effective in Stages 3, 4 and 5.

## VI. Public Comment

Customers will have multiple opportunities to comment on the provisions of the water shortage response plan. First, a draft plan will be available at the Dare County Water Department Office, 600 Mustian St, Kill Devil Hills, NC for customers to view. A notice will be included in customer water bill notifying them of such. Also a draft plan will be published on the Dare County Website <http://darenc.com> and all subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Dare County's Board of Commissioners.

## VII. Variance Protocols

Applications for water use variance requests are available from the Dare County Water Department Office, 600 Mustian St., Kill Devil Hills, NC, 27948. All applications must be submitted to the Dare County Water Department for review by the Utilities Director or his designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

## VIII. Effectiveness

The effectiveness of the Dare County water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained and evaluation of demand reductions compared to the previous year's seasonal data.

## IX. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Dare County's Board of Commissioners. The Dare County Water Department is responsible for initiating all subsequent revisions.



*Approval of Stream Debris Removal Grant Contract with Department of Agriculture & Consumer Services  
Division of Soil and Water Conservation*

**Description**

Funding from state appropriations through the Disaster Recovery Act of 2016, received through Dare Soil & Water Conservation District to remove debris in canals/ditches resulting from past and recent hurricanes and tropical storms.

**Board Action Requested**

Grant approval

**Item Presenter**

Ann Daisey

**County of Dare, North Carolina  
Capital Project Ordinance**

**for  
DSWCD Stream Debris Removal Project FY2019**

BE IT ORDAINED by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1 The project is the Dare Soil and Water Conservation District Stream Debris Removal Project. The project is funded by financial assistance under the Disaster Recovery Act of 2016 through the North Carolina Department of Agriculture and Consumer Services (Grant Contract # 17-175-4010, Amendment # 01-2018, and Amendment # 02-2018).

Section 2 The following budget shall be conducted within the Capital Projects Funds (#61).

Section 3 The following amount is appropriated for the project:

Professional Services-Stream Debris Removal	615570-710805-00762	\$227,869
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Section 4 The following revenue is anticipated to be available to complete the project:

NCDSWC-Grant Proceeds	613025-422020-00762	\$117,500
NCDSWC-Grant Proceeds (Amd #1)	613025-422020-00762	\$ 83,696
NCDSWC-Grant Proceeds (Amd #2)	613025-422020-00762	\$ 26,673

Section 5 The Finance Officer is directed to report, on a monthly basis, as a part of the normal monthly financial reporting process currently in place, the financial status of the project.

Section 6 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer, and the Clerk to the Board of Commissioners.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Chairman, Board of Commissioners

[SEAL]

\_\_\_\_\_  
Clerk to the Board of Commissioners





Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

May 17, 2017

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
Manteo, NC 27954

**ACCEPTANCE OF AWARD NOTIFICATION**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services, we are pleased that you have accepted the Department's offer of \$117,500.00.

By accepting our offer of financial assistance, you have agreed to the specific stipulations, terms and conditions, and reporting requirements contained in the contract that you signed. Enclosed is a fully executed contract for your records.

If you have any questions regarding the contract, please feel free to contact David Williams at (919) 715-6103, or by email to [David.B.Williams@ncagr.gov](mailto:David.B.Williams@ncagr.gov). Invoices or matters regarding work to be performed should also be directed to Mr. Williams.

I would like to take this time to wish you success on your stream debris removal project.

Sincerely,

N. David Smith  
Chief Deputy Commissioner

Enclosure  
cc: Kathryn L. Caler, M.L.S., Grants Administrator



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

March 16, 2017

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
PO Box 1000  
Manteo, NC 27954

**NOTIFICATION OF FUNDING OFFER**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation. I am pleased to inform you that \$117,500.00 for your Stream Debris Removal Project was approved under the Disaster Recovery Act of 2016.

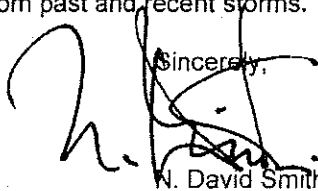
Two original contract packets must be completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed, dated, and witnessed, as applicable, before they are returned to the address provided below. By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions and specific reporting requirements. Please return the two completed packets to:

David B. Williams, Deputy Director  
NC Department of Agriculture & Consumer Services, Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

All authorized representative signatures must be in blue ink. Use the Contract Check Off List to ensure all attachments are included and are in the correct order for each contract packet.

One fully executed, original contract will be returned to you for your records. If you have any questions about your contract or any of the forms contained in your offer packet, please call David Williams at 919-715-6103, or feel free to send an email to David.B.Williams@ncagr.gov.

I would like to take this opportunity to thank you for participating in the Stream Debris Removal Project for removing stream debris resulting from past and recent storms.

Sincerely,  


N. David Smith  
Chief Deputy Commissioner

Enclosures  
cc: Kathryn L. Caler, M.L.S., Grants & Contracts Administrator

Email: David.Smith@ncagr.gov  
1001 Mail Service Center, Raleigh, North Carolina, 27699-1001  
(919) 707-3033 • Fax (919) 715-0026  
An Equal Opportunity Affirmative Action Employer



NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
Steven W. Troxler, Commissioner

**NCDA&CS Division of Soil & Water Conservation**

**CONTRACT "CHECK OFF LIST" for Grantee**

**INSTRUCTIONS: CHECK THE "YES" BOXES IN LEFT COLUMN FOR THE DOCUMENT TITLES THAT ARE BEING RETURNED WITH THE TWO SIGNED, DATED and WITNESSED COPIES OF THE CONTRACT, WITH SIGNATURES IN BLUE INK. BE SURE TO INCLUDE ALL THE OTHER DOCUMENTS SPECIFIED IN YOUR CONTRACT PACKAGE. IF "X NO" HAS BEEN CHECKED OFF FOR YOU, THAT DOCUMENT IS NOT REQUIRED FOR THIS GRANT PROGRAM OR PROJECT.**

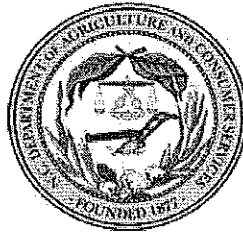
**GRANTEE ORGANIZATION NAME:** Dare Soil and Water Conservation District

**PROJECT TITLE/NAME:** Stream Debris Removal Project

**CONTRACT #:** 17-175-4010

<b>GOVERNMENTAL ENTITIES ONLY</b> Check one Box	<b>DOCUMENT TITLE</b> <b><i>ALL SIGNATURES MUST BE IN BLUE INK</i></b>	<b>DEPARTMENTAL USE - DOCUMENTS ATTACHED OR ON FILE</b>	<b>GRANTS &amp; CONTRACTS USE - DOCUMENTS ATTACHED</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract "Check Off List" for Grantee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Cover ( <b>To be signed, dated &amp; witnessed</b> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT A</b> - Scope of Work Description of Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT B</b> - General Terms & Conditions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT C</b> - Certifications and Assurances Section	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT D</b> - NC OpenBook Supplemental Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT E</b> - Signature Card	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT F</b> - W-9 Tax Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTACHMENT G</b> - Vendor Electronic Payment Form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Effective 7/14



Departmental Use Only	
CENTER:	<u>2975-4786</u>
ACCOUNT:	<u>536502</u>
AMOUNT:	<u>\$117,500.00</u>

**North Carolina Department of Agriculture and Consumer Services  
Division of Soil & Water Conservation  
Stream Debris Removal Project - Governmental**

**Contract # 17-175-4010**

This Contract is hereby entered into by and between the **North Carolina Department of Agriculture and Consumer Services, Division of Soil & Water Conservation** (the "Agency") and **Dare Soil and Water Conservation District** (the "Grantee"), and referred to collectively as the "Parties". The Grantee's federal tax identification number is 56-6000293 and is physically located in Dare County, and is further located at PO Box 1000 Manteo, NC 27954.

The purpose of this Contract is to remove from streams debris resulting from past and recent hurricanes, ice storms and tornadoes. The Grantee's project title is Stream Debris Removal Project. This Contract is funded by state appropriations from the Disaster Recovery Act of 2016. Funds awarded under this Contract must be used for the purposes for which they are intended.

The Grantee's fiscal year ends June 30.

**Contract Documents:**

This Contract consists of the Grant Contract and its attachments, all of which are identified by name as follows:

1. This Contract
2. Scope of Work (Attachment A)
3. General Terms and Conditions (Attachment B)
4. Certifications and Assurances Section (Attachment C)
5. NC Openbook Supplemental Information (Attachment D)
6. Signature Card (Attachment E)
7. W-9 Tax Information (Attachment F)
8. Electronic Payment Request Form (Attachment G)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

**I. Precedence Among Contract Documents:**

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph I, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**II. Effective Period:**

This Contract shall be effective on January 1, 2017 and shall terminate on December 31, 2019 with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions as described in Attachment B.

III. **Grantee's Duties:**

The Grantee shall provide the services as described in the Attachment **A: Scope of Work**.

IV. **Agency's Duties:**

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed **\$117,500.00**. This amount consists of: **\$117,500.00** in State funds.

a. There are no matching requirements from the Grantee.

b. There are no matching requirements from the Grantee; however, the Grantee has committed the following match to this project:

	In Kind	\$
	Cash	\$
	Cash and In-kind	\$
	Cash and/or In-kind	\$
	Other/Specify:	\$

c. The Grantee's matching requirement is \$000.00, which consists of:

	In Kind	\$
	Cash	\$
	Cash and In-kind	\$
	Cash and/or In-kind	\$
	Other/Specify:	\$

The contributions from the Grantee shall be sourced from non-federal funds.

The total contract amount with matching funds is **\$117,500.00**.

V. **Conflict of Interest Policy:**

The Agency has determined that the Grantee is a governmental agency and is not subject to N.C.G.S. § 143C-6-23(b). Therefore, the Grantee is not required to file a Conflict of Interest Policy with the Agency prior to disbursement of funds.

VI. **Statement of No Overdue Tax Debts:**

The Agency has determined that Grantee is a governmental agency and is not subject to N.C.G.S. § 143C-6-23(c). Therefore, the Grantee is not required to file a Statement of No Overdue Tax Debts with the Agency prior to disbursement of funds.

VII. **Reversion of Unexpended Funds:**

Any unexpended grant funds shall revert to the Agency within 60 days of the termination of this Contract.

VIII. **Reporting Requirements:**

(1) State [N.C.G.S. 143C-6-23]:

The Agency has determined that the Grantee is a governmental entity and is not subject to the State reporting requirements mandated by N.C.G.S. § 143C-6-23. Therefore, the Grantee does not have to file annual electronic reports with the NC Office of State Budget & Management.

(2) Agency Reporting Requirements:

a) The Grantee shall submit quarterly progress reports, with each report due on or before the last day of April, July, October, and January, continuing until the project is complete and final project report is

approved. The quarterly progress report is required even if no activity has occurred for the quarter and no reimbursement is requested for the quarter.

- b) The quarterly and final report shall include a narrative summary of the work completed each quarter and for the project to date and a summary of cash and in-kind expenditures for the quarter and total project.
- c) Grantee shall submit a Final Financial report and Final Invoice not later than 60 days after the expiration or termination of this Contract.

#### **IX. Payment Provisions:**

Upon execution of this Contract the Grantee shall submit to the Agency Contract Administrator a completed Request for Payment form, to be provided by the Agency. All Request for Payment forms should be received no more than monthly, a certified invoice showing expenditures and matching funds, if applicable, for the current period and cumulatively for the entire project and, upon approval by the Agency, shall receive payment within 30 days. Twenty percent (20%) of the total funds awarded under this Contract shall be retained by the Agency until both the final performance and financial reports are submitted by the Grantee and approved by the Agency.

Up to 12 percent (12%) of the funds awarded to the Grantee may be used to reimburse actual documented administrative expenses for the project, excluding any expenses pledged by the Grantee as match for this project and salary, benefits, and operating expenses that would normally have been paid by the Grantee.

If this Contract is terminated prior to the original end date, the Grantee may submit a final Request for Payment form. All unexpended funds shall be returned by the Grantee to the Agency within 60 days of the Contract termination date with a complete final financial report, accompanied by either a final invoice or a refund of any funds received but not expended. The Agency shall have no obligation to honor requests for payment based on expenditure reports submitted later than 60 days after termination or expiration of the contract period.

Reimbursement requests shall be completed on a "Request for Reimbursement" form furnished to the Grantee by the Agency. All reimbursement forms must include support documentation, including but not limited to; copies of invoices, individual time sheets and travel logs that have been signed by the employee and supervisor; salary registers or payrolls that include fringe benefits, hourly rates of pay, and signature of the Grantee's responsible financial person, cancelled checks and lease agreements.

Payment shall be made in accordance with the Contract Documents and as described in the Scope of Work, Attachment A.

Eligible expenditures for payment must be within the effective period noted in the Contract. Reimbursement may not be considered prior to the submission and final execution of the Contract.

All travel reimbursement shall be made in accordance with the current State rates, at the time of the expenditure, and shall be made in accordance with the "State Budget Manual".

Staff from the Division of Soil and Water Conservation or its designated agent will conduct a site visit and approve the work completed and submitted for reimbursement prior to releasing any payment to the Grantee. The Agency must determine that all work has been completed satisfactorily in accordance with the Best Management Practices for Selective Clearing and Snagging.

All matching funds, including in-kind and cash, must be spent concurrently with funds provided by the Contract. Both types of matching funds expended shall be accounted for on the monthly certified invoices.

Indirect costs are not allowable expenditures under this Contract.

#### **X. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrator are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

**For the Agency:**

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
David B. Williams Division of Soil & Water Conservation 1614 Mail Service Center Raleigh, NC 27699-1614 Telephone: 919-715-6103 Email: David.B.Williams@ncagr.gov	David B. Williams Division of Soil & Water Conservation 512 N. Salisbury Street, Room 417D Raleigh, NC 27604-1170

**For the Grantee:**

Grantee Contract Administrator	Grantee Principal Investigator or Key Personnel
Ann Daisey Dare Soil and Water Conservation District PO Box 1000 Manteo, NC 27954  Telephone: 252-475-5853 Fax: 252-449-0207 Email: daresw@darenc.com	Same

**XI. Supplementation of Expenditure of Public Funds:**

The Grantee assures that funds received pursuant to this Contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Grantee otherwise normally expends for salary and benefits for activities involved with specialty services and related programs. Funds received under this Contract shall be used to provide additional public funding for such services. The funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.

**XII. Disbursements:**

As a condition of this Contract, the Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- a. Will implement or already have implemented adequate internal controls over disbursements
- b. Pre-audit all invoices presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
  - Legality of disbursement
- c. Assure adequate control of signature stamps/plates
- d. Assure adequate control of negotiable instruments; and
- e. Have procedures in place to ensure that account balance is solvent and to reconcile the account monthly.

**XIII. Outsourcing:**

The Grantee certifies that it has identified to the Agency all jobs related to the Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Contract without providing prior notice to the Agency.

**XIV. N.C.G.S. § 133-32 and Executive Order 24:**

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State employee of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement or Contract, you attest, for your entire organization and its

employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employee of your organization.

**XV. Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

IN WITNESS WHEREOF, the Grantee and the Agency execute this contract in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which are retained by the Agency, the day and year first above written.

Grantee Dare Soil and Water Conservation District

*Ann H. Daisey* 4-7-17  
Signature of Authorized Representative Date  
Ann H. Daisey Community Conservationist  
Printed Name Title

**Witness:**

*Andriean Tillet-Hauck* 4-7-17  
Signature Date  
Andriean Tillet-Hauck Specialist  
Printed Name Title



**North Carolina Department of Agriculture and Consumer Services**

*N. David Smith* 5.17.2017  
Signature of Authorized Representative Date  
N. David Smith, Chief Deputy Commissioner



**Attachment A**

**ATTACHMENT A  
SCOPE OF WORK  
STREAM DEBRIS REMOVAL PROJECT**

Dare Soil and Water Conservation District (the “GRANTEE”) will complete stream debris removal activities including cutting and removing downed trees, broken tops, and woody/vegetative debris that impede or potentially impede water flow in the streams and tributaries included in Table A1 below (taken from the application submitted by the GRANTEE). The GRANTEE must use its best judgment to only remove debris resulting from Hurricane Matthew or Tropical Storms Hermine and Julia.

TABLE A1: Stream/Ditch Segments to be Repaired

Name/Description of Stream or Channel	Description of Damage and Planned Repair	Approximate Length of Channel (ft)	Number of Known Beaver Dams to Remove
Ferry Rd. ditch/canal	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	2,000	
River Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	3,500	0
Buffalo City Road Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	6,000	
Mill Tail Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	12,000	

The GRANTEE will ensure that all required permits are secured for each site before any work proceeds for that site.

The GRANTEE will ensure that it follows the Best Management Practices for Selective Clearing and Snagging to manage all woody debris removed from streams. These guidelines can be downloaded at <http://www.ncagr.gov/SWC/disasterresponse/documents/BestManagementPracticesforSelectiveClearingandSnagging.pdf>

**Attachment B**

**General Terms and Conditions**

**DEFINITIONS**

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein:

- (1) "Agency" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subagency of government. For other purposes in this Contract, "Agency" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and subgrantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include

amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.

- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or subgrantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or subgrantee during the performance of the grant.
- (10) "Grantee" has the meaning in G.S. 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in N.C.G.S. 143C-1-1(d)(18): Any of the following that is not a State agency: an individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in N.C.G.S. 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a

designated amount of public funds for a specific purpose.

- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both federal and State funds maintain their identity as they are subgranted to other organizations. Pursuant to N.C.G.S. 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.
- (17) "Subgrantee" has the meaning in G.S. 143C-6-23(a)(3): a non-State entity that receives a grant of State funds from a grantee or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (18) "Unit of Local Government" has the meaning in G.S. 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

### Relationships of the Parties

**Independent Contractor:** The Grantee is and shall be deemed to be an independent Contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Agency.

**Subcontracting:** The Grantee shall not subcontract any of the work contemplated under this Contract without prior written approval from the Agency. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the Contract documents are to be considered approved upon award of the Contract. The Agency shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Grantee shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.

**Subgrantees:** The Grantee has the responsibility to ensure that all subgrantees, if any, provide all information necessary to permit the Grantee to comply with the standards set forth in this Contract.

**Assignment:** No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any such person or entity, other than the Agency or the Grantee, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

### Indemnity

**Indemnification:** The Grantee agrees to indemnify and hold harmless the Agency, including any of its Divisions, and any of its officers, agents and employees, from liability of any kind, and from any claims of third parties arising out of any act or omission of the Contractor in connection with the performance of this Contract to the extent permitted by law.

### Default and Termination

**Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days notice to the other party, or as otherwise provided by law.

**Termination for Cause:** If, through any cause, the Grantee shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by

giving written notice to the Grantee and specifying the effective date thereof.

In that event, all finished or unfinished deliverable items prepared by the Grantee under this Contract shall, at the option of the Agency, become its property and the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of the Grantee's breach of this agreement, and the Agency may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined. The filing of a petition for bankruptcy by the Grantee shall be an act of default under this Contract.

**Waiver of Default:** Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Grantee and attached to the Contract.

**Availability of Funds:** The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statutes of limitation.

### Intellectual Property Rights

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this Contract are the exclusive property of the Agency. The Grantee shall not assert a claim of copyright or other property interest in such deliverables.

### Compliance with Applicable Laws

**Compliance with Laws:** The Grantee shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Grantee shall take affirmative action in complying with all federal and State statutes and all applicable requirements concerning fair employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability. For additional information see Title VI of the Civil Rights Act of 1964 (42 U.S.C., 2000d, 2000e-16), Title XI of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), and section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794).

**Executive Order 24:** In accordance with Executive Order 24, issued by Governor Perdue, and N.C.G.S. § 133-32, a vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, vendor, or grantee), is prohibited from making gifts or giving favors to any employee of the Agency of Agriculture and Consumer Services. This prohibition covers those vendors, contractors, and/or grantees who:

- (a) have a Contract with a governmental Agency; or
- (b) have performed under such a Contract within the past year; or
- (c) anticipate bidding on such a Contract in the future.

For additional information regarding the specific requirements and exemptions, vendors, contractors, and/or grantees are encouraged to review Executive Order 24 and N.C.G.S. § 133-32.

### Confidentiality

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Grantee under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency. The Grantee acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

## Oversight

**Access to Persons and Records:** The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all Contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the Contract to verify accounts and data affecting fees or performance).

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the Contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

## Miscellaneous

**Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters whether sounding in Contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Time of the Essence:** Time is of the essence in the performance of this Contract.

**Care of Property:** The Grantee agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Agency for loss of, or damage to, such property. At the termination of this Contract, the Grantee shall contact the Agency for instructions as to the disposition of such property and shall comply with these instructions.

**Amendment:** This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

**Travel Expenses:** Reimbursement to the Grantee for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates shall be used. International travel shall not be reimbursed under this Contract.

**Sales/Use Tax Refunds:** If eligible, the Grantee and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**Advertising:** The Grantee shall not use the award of this Contract as a part of any news release or commercial advertising.

**Indirect Costs Policy:** The Agency has adopted a "Zero" policy that indirect costs are unallowable expenditures in all State funded grant applications and/or grant guidance, informational or directional documents.

**Allowable Uses of State Funds:** Expenditures of State funds by any grantee shall be in accordance with the Cost Principles outlined in the Office of Management and Budget (OMB) CFR Title 2, Part 200 Uniform Administrative Requirements, as applicable. If the grant funding includes federal sources, the grantee shall ensure adherence to the cost principles established by the Federal Office of Management and Budget. [09 NCAC 03M.020]

**Attachment C**



## Certifications and Assurances

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### CERTIFICATIONS REGARDING LOBBYING, NONPROCUREMENT, DEBARMENT, SUSPENSION AND DRUG-FREE WORKPLACE

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 2 CFR, Subtitle B, Chapter IV, Part 417, "Nonprocurement Debarment and Suspension," Part 418, "New Restrictions on Lobbying," and Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)," and 2 CFR Part 180. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Agriculture & Consumer Services determines to award the covered transaction, grant, or cooperative agreement.

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#### 1. LOBBYING

As required by authority: 31 U.S.C. 1352 and U.S.C. 301 and implemented at 2 CFR Part 180, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 2 CFR Section 418.110, the applicant certifies that to the best of their knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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#### 2. NONPROCUREMENT DEBARMENT AND SUSPENSION

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180 and 2CFR Part 417, for prospective participants in primary covered transactions, as defined at 2 CFR 180.435 and Subpart C, 417.332, the applicant certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2. (a) (b) of this certification.
- d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default.
- e) Agree to include a term or condition in lower tier covered transactions requiring lower tier participants to comply with subpart C of the OMB guidance in 2 CFR part 180, as supplemented by subpart C of Part 417.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this certification.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subparts B, and C, for grantees:

The applicant certifies that it will:

- a) Make a good faith effort, on a continuing basis, to maintain a drug-free workplace. You must agree to do so as a condition for receiving any award covered by this part.
- b) Publish a drug-free workplace statement and establish a drug-free awareness program for your employees (see Sections 182.205 through 182.220); and
- c) Take actions concerning employees who are convicted of violating drug statutes in the workplace (see Section 182.225), including notification to any Federal agency on whose award the convicted employee was working and within 30 days take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- d) You must identify all known workplaces under your Federal awards (see Section 182.230).

The grantee must provide the location site(s) for the performance of work done in connection with the specific grant.

Place(s) of Performance (Street address, city, county, state, zip code)

Highway 64

Mainland Dare County near East Lake, NC 27953

Old Ferry Landing Rd.

Mainland Dare County East Lake, NC 27953

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182:


- A. As a condition of the grant, I certify that I will comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 421, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug Free Workplace Act of 1988 (Pub.L100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

B. I agree to notify the agency as required by 2 CFR 182.300(b) of any conviction for a criminal drug offense within ten days.

Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the Grantee, I hereby certify and state to the best of my knowledge and belief, that the Grantee will comply with the above certifications.

Dare Soil and Water Conservation District  
Grantee Organization Name

  
Signature of Authorized Representative

4-7-17  
Date

Ann H Daisey  
Printed Name of Authorized Representative

Community Conservationist  
Title

**Attachment D**

NC OpenBook Supplemental Information

**Instructions:** Complete the information below and return it to the Contract Administrator identified in your original contract. This information must be submitted as part of your contract. If you have questions, please contact the Contract Administrator or the Alternate Contact as reflected in your contract.

DUNS Number: 082358631  
 Contract Number: 17-175-4010 Amendment Number: \_\_\_\_\_  
 Grantee Name: Dare Soil and Water Conservation District  
 TAX ID Number: 56-6000293  
 Fiscal Year Ends: 6/30

1. Brief Description and Background/History of your Organization.

Be sure to include the number of years in existence, number of employees, mission and goals of your organization.
County government formed in 1870 currently having approximately 700 employees and providing an extensive range of services, including law enforcement and detention, emergency medical services, emergency management, garbage collection, recycling, planning, soil and water conservation, recreation and water.

2. Current project timeline: Begin 1/1/2017 End 12/31/2019

3. Expected outcomes and specific deliverables.

(Example: Expected Outcome: Aquaculture operation will remain in business. Deliverable: Healthy food made available for human consumption.)
Stream debris removal activities including cutting and removing downed trees, broken tops, and woody/vegetative debris that impede or potentially impede water flow in streams and tributaries.

4. The Grantee's WEB URL: www.darenc.com

5. \* Grantee County of Residence: Dare Congressional District#: 3  
 (CONGRESSIONAL DISTRICT # MUST BE IDENTIFIED)

6. \*\*County of Benefit: Single County:  Yes  No County Name: Dare  
 Statewide:  Yes  No  
 Regional:  Yes  No

7. If the answer to question number 6 is "Regional", list the counties receiving benefit.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

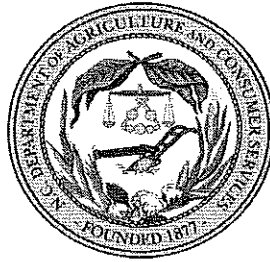
*Dare*

\*Grantee County of Residence: County in which grantee is located.

\*\*County of Benefit: Identified county or counties in which funding will be spent and/or food commodities will be received.

**Attachment E**

**Signature Card**



**CONTRACT & FINANCIAL DOCUMENTS**

**INSTRUCTIONS:** Please read and fill in the required information to the right of each field where applicable. Provide the requested printed and written signatures (in Blue Ink) of agency representatives in the designated areas. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents.

**SECTION I.**


Date:	5/12/2017
Legal Applicant Organization/Agency Name:	Dare Soil and Water Conservation District
Federal Tax Identification Number:	56-6000293

**SECTION II.**

**Certification:**

By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.

**GOVERNMENTAL ENTITIES**

<b>Authorized Governmental Official</b>	<b>Chief Fiscal Officer</b>
Print Name & Title: Ann Daisey, Community Conservationist	Print Name & Title:
Signature: 	Signature:

**Attachment F**



## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>County of Dare</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Governmental</b>	
Address (number, street, and apt. or suite no.) <b>PO Box 1000</b>		Requester's name and address (optional)
City, state, and ZIP code <b>Manteo, NC 27954</b>		
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
<b>Employer identification number</b>									
5	6	-	6	0	0	0	2	9	3

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Sally DeFosse</i>	Date ▶ <b>4/18/2017</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

**Exempt Payee**

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor* <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Attachment G**

**Office of the State Controller**

Return to: OSC Support Services Center  
 Address: 1410 Mail Service Center  
 Raleigh, NC 27699-1410  
 Email: [osc.support.services@osc.nc.gov](mailto:osc.support.services@osc.nc.gov)  
 Telephone: 919-707-0795  
 Fax: 919-981-5561



**Vendor Electronic Payment Form**

- New Add Request
- Change/Update Existing Account
- Inactivate Existing Account

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks, rather than by check. In addition to having the money deposited electronically, you also will be notified of the deposit either by fax or by e-mail. The fax or e-mail will provide you with all the information that would normally be on your check stub.

**We require you to submit a copy of a voided check, bank statement, or a letter from your bank for account verification.**

TAX ID # or SSN	5 6 6 0 0 0 2 9 3									
PAYEE NAME	County of Dare									
ADDRESS	PO Box 1000						SUITE/ROOM #			
(AS PRINTED ON YOUR INVOICE)	Manteo						NC	27954		
CONTACT	Sally DeFosse, Asst Finance Director						252-475-5733			
	NAME & TITLE						PHONE NUMBER			

**NEW FINANCIAL INFORMATION**

FINANCIAL INSTITUTION NAME:	PNC Bank									
NAME ON ACCOUNT:	County of Dare									
NEW ROUTING NUMBER:	0	5	4	0	0	0	0	3	0	
NEW ACCOUNT NUMBER:	5	3	2	3	7	5	9	6	1	2
ACCT TYPE:	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings									
REMIT E-MAIL ADDRESS	sallyd@darenc.com									

**PRIOR FINANCIAL INFORMATION (only required for updates)**

FINANCIAL INSTITUTION NAME:										
NAME ON ACCOUNT:										
ROUTING NUMBER:										
ACCOUNT NUMBER:										
ACCT TYPE:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings									
REMIT ADDRESS										

**ALL BOXES BELOW MUST BE REVIEWED AND CHECKED**

- I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). By signing form, you are affirming that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount is not subject to being transferred to a foreign bank account.
- I authorize the Office of the State Controller to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.
- I have attached a copy of a current voided check, current bank statement or included a bank letter on bank letterhead signed by a bank representative.

SIGNATURE: *Sally DeFosse* DATE: 4/18/2017



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

August 16, 2017

Ms. Ann Daisey, Community Conservationist  
Dare Soil and Water Conservation District  
PO Box 1000  
Manteo, NC 27954

**CONTRACT NUMBER: 17-175-4010**  
**AMENDMENT NUMBER: 01-2018**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the NC Department of Agriculture and Consumer Services, please find the enclosed fully executed amendment to your original contract. This amendment revises the scope of work and contract amount for the existing contract. The contract ending date remains unchanged.

If you have any questions regarding the amendment, please contact David Williams at 919-715-6103 or by email at [David.B.Williams@ncagr.gov](mailto:David.B.Williams@ncagr.gov).

I would like to take this opportunity to wish you continued success on your Stream Debris Removal Project.

Sincerely,

N. David Smith  
Chief Deputy Commissioner

Enclosures

cc: Kathryn L. Caler, M.L.S., Grants & Contracts Administrator



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

July 6, 2017

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
PO Box 1000  
Manteo, NC 27954

**AMENDMENT NUMBER: 01-2018**  
**CONTRACT NUMBER: 17-175-4010**

Dear Ms. Daisey:

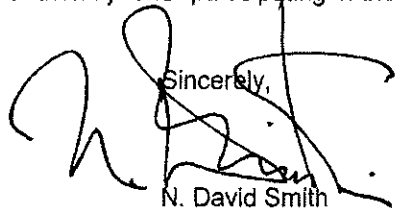
On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, it is with great pleasure that I offer to amend your existing agreement for the contract number 17-175-4010. The amendment is necessary to modify the scope of work and to add funds allocated to Dare Soil and Water Conservation District in response to your request for additional funds for the Stream Debris Removal Project initiated in 2017. Your project end date remains March 31, 2019.

Two original amendment packets must be printed, completed and returned to the NCDA&CS, making sure that the amendments and certain forms have been signed, dated, and witnessed. Signing these documents represents your understanding and acknowledgement that all other terms and conditions of the original contract are still in effect. Please return the two packets to:

David B. Williams, Deputy Director  
N.C. Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

One fully executed, original amendment will be returned to you for your records. If you have any questions about your amendment or any of the forms contained in your offer packet, please contact David Williams at (919) 715-6103, or [David.B.Williams@ncagr.gov](mailto:David.B.Williams@ncagr.gov).

I would like to take this opportunity to thank you for participating in the Stream Debris Removal Program.

Sincerely,  
  
N. David Smith  
Chief Deputy Commissioner

Enclosure  
cc: Kathryn L. Caler, M.L.S., Grants Administrator

Email: [David.Smith@ncagr.gov](mailto:David.Smith@ncagr.gov)  
1001 Mail Service Center, Raleigh, North Carolina, 27699-1001  
(919) 707-3033 • Fax (919) 715-0026  
An Equal Opportunity Affirmative Action Employer





NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
Steven W. Troxler, Commissioner

Division of Soil and Water Conservation/Stream Debris Removal Project Agreement

Contract Amendment Check Off List for Grantee

**INSTRUCTIONS:** Check the "Yes" boxes in the left column for the document titles that are being returned with the two signed, dated and notarized copies of the contract amendment with signatures in blue ink. Be sure to include all the other documents specified in your contract amendment package. If "No" has been checked off for you, that document is not required for this grant program or project. This form must be returned with your completed contract amendment package.

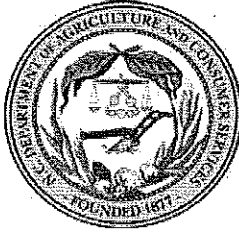
GRANTEE ORGANIZATION NAME: Dare Soil & Water Conservation District

PROJECT TITLE/NAME: Stream Debris Removal Project

CONTRACT #: 17-175-4010 AMENDMENT #: 01-2018

Check one Box	Document title	Division Use - Documents Attached or On File	Grants & Contracts Use - Documents Attached
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment "Check Off List" for Grantee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment Cover	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment A – Revised Scope of Work	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment B – Signature Card	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF NORTH CAROLINA  
COUNTY OF WAKE



Departmental Use Only
CENTER: 2975-4786
ACCOUNT: 536502
AMOUNT: \$201,196.00

**North Carolina Department of Agriculture and Consumer Services**

**Division of Soil and Water Conservation**

**Stream Debris Removal Program**

**Amendment Number: 01-2018**  
**Contract Number: 17-175-4010**

This document amends the contract bearing the effective date of January 1, 2017, between the North Carolina Department of Agriculture and Consumer Services, hereinafter referred to as the "Agency" and the **Dare Soil and Water Conservation District**, hereinafter referred to as the "Grantee."

The Grantee's tax ID number is 56-6000293. The Grantee's DUNS number is 082358631.

As provided for under the terms of the original contract, the Agency and the Grantee agree to amend the contract provisions as outlined below.

**1. Section III. Grantee's Duties**

The previous Section III is hereby amended by replacing the previous Attachment A: Scope of Work with the revised **Attachment A: Scope of Work**. The purpose of the replacement Scope of Work is to add additional segments for stream debris removal. These additional segments are over and above the specified in the original agreement.

**2. Section IV. Agency's Duties**

The previous Section IV is hereby deleted and replaced with the following:

The Agency shall pay the Grantee in the manner and in the amounts specified in the contract documents. The total amount paid by the Agency to the Grantee under this contract shall not exceed **\$201,196.00**. This amount consists of an increase of **\$83,696.00** in State funds.

The Grantee's matching requirement is, which consists of:

In Kind	\$
Cash	\$
Cash and In-kind	\$
Cash and/or In-kind	\$000.00
Other/Specify	\$

The total contract amount is **\$201,196.00**.

All other terms and conditions as set forth in the original contract document shall remain in effect for the duration of this amendment.


[ This contract is continued on the next page.]

**Signature Warranty:**

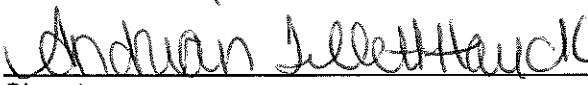
The undersigned represent and warrant that they are authorized to bind their principals to the terms of this amendment.

IN WITNESS WHEREOF, the Grantee and the Agency execute this amendment in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which is retained by the Agency.

Grantee : Dare Soil and Water Conservation District

 8/4/17  
Signature of Authorized Representative Date  
Ann H. Daisey Community Conservator  
Printed Name Title

**Witness:**

 8.4.17  
Signature Date  
Andrian Tillet-Hawck 8.4.17  
Printed Name Title



**North Carolina Department of Agriculture and Consumer Services**

 8.16.2017  
Signature of Authorized Representative Date

**ATTACHMENT A  
SCOPE OF WORK  
STREAM DEBRIS REMOVAL PROJECT**

Dare Soil and Water Conservation District (the “GRANTEE”) will complete stream debris removal activities including cutting and removing downed trees, broken tops, and woody/vegetative debris that impede or potentially impede water flow in the streams and tributaries included in Table A1 below (taken from the application submitted by the GRANTEE). The GRANTEE must use its best judgment to only remove debris resulting from Hurricane Matthew or Tropical Storms Hermine and Julia.

TABLE A1: Stream/Ditch Segments to be Repaired

Name/Description of Stream or Channel	Description of Damage and Planned Repair	Approximate Length of Channel (ft)	Number of Known Beaver Dams to Remove
Ferry Rd. ditch/canal	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	2,000	
River Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	3,500	0
Buffalo City Road Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	6,000	
Mill Tail Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	12,000	

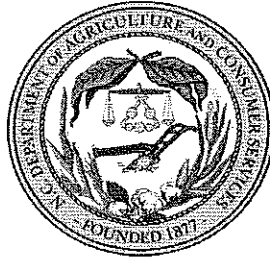
Avon-Harbor Rd	selective downed trees/vegetative debris	500	0
Avon-Landing Ln	selective downed trees/vegetative debris	300	0
Rodanthe-North Drain	selective downed trees/vegetative debris	700	0
Chicahauk POA	selective downed trees/vegetative debris	200	0
Mashoes Road	selective downed trees/vegetative debris	2,000	0
Stumpy Point-Back Canal	selective downed trees/vegetative debris	5,000	0
Hatteras-Kohler Rd.	selective downed trees/vegetative debris	115	0
Buxton-Rocky Rollinson Rd./Light Plant Rd.	selective downed trees/vegetative debris	200	0
Frisco-Buccaneer	selective downed trees/vegetative debris	600	0
Frisco-Sunset Strip	selective downed trees/vegetative debris	400	0

The GRANTEE will ensure that all required permits are secured for each site before any work proceeds for that site.

The GRANTEE will ensure that it follows the Best Management Practices for Selective Clearing and Snagging to manage all woody debris removed from streams. These guidelines can be downloaded at <http://www.ncagr.gov/SWC/disasterresponse/documents/BestManagementPracticesforSelectiveClearingandSnagging.pdf>

In the event the Grantee completes the work specified in the Scope of Work without exhausting the funds in the Contract, the Agency Contract Administrator may issue a Work Authorization to approve stream debris removal work for additional stream segments requested by the Grantee, not to exceed the funds available in the Contract.

## Signature Card



## CONTRACT &amp; FINANCIAL DOCUMENTS

INSTRUCTIONS: Please read and fill in the required information to the right of each field where applicable. Provide the requested printed and written signatures (in Blue Ink) of agency representatives in the designated areas. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents.	
SECTION I.	
Date:	8/4/2017
Legal Applicant Organization/Agency Name:	Dare Soil & Water Conservation District
Federal Tax Identification Number:	56-6000293
SECTION II.	
<p><b>Certification:</b>            By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.</p>	
GOVERNMENTAL ENTITIES	
<b>Authorized Governmental Official</b>	<b>Chief Fiscal Officer</b>
Print Name & Title: Ann Daisey, Community Conservationist	Print Name & Title:
Signature: 	Signature:



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

February 12, 2018

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
P.O. Box 1000  
Manteo, NC 27954

**CONTRACT NUMBER: 17-175-4010**  
**AMENDMENT NUMBER: 02-2018**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services, please find the enclosed fully executed amendment to your original contract. This amendment revises the scope of work and contract amount for the existing contract. The contract ending date remains unchanged.

If you have any questions regarding the amendment, please contact David Williams at (919) 707-3772, or by email at [david.b.williams@ncagr.gov](mailto:david.b.williams@ncagr.gov).

I would like to take this opportunity to wish you continued success on your Stream Debris Removal Project.

Sincerely,  


N. David Smith  
Chief Deputy Commissioner

Enclosures

CC: L.L. McMillan, Grants & Contracts Administrative Assistant



RECEIVED

FEB - 1 2018

EXTENSION DIVISION



NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
Steven W. Troxler, Commissioner

**NCDA&CS Division of Soil and Water Conservation/Stream Debris Removal Project Agreement**

**Contract Amendment Check Off List for Grantee**

**INSTRUCTIONS:** Check the "Yes" boxes in the left column for the document titles that are being returned with the two signed, dated and notarized copies of the contract amendment with signatures in blue ink. Be sure to include all the other documents specified in your contract amendment package. If "No" has been checked off for you, that document is not required for this grant program or project. This form must be returned with your completed contract amendment package.

**GRANTEE ORGANIZATION NAME:** Dare Soil & Water Conservation

**PROJECT TITLE/NAME:** Stream Debris Removal Project

**CONTRACT #:** 17-175-4010      **AMENDMENT #:** 02-2018

Check one box	Document title	Division Use - Documents Attached or On File	Grants & Contracts Use - Documents Attached
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment "Check Off List" for Grantee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment Cover	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment A- Revised Scope of Work	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment B - Signature Card	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

January 9, 2018

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
PO Box 1000  
Manteo, NC 27954

**CONTRACT NUMBER: 17-175-4010**  
**AMENDMENT NUMBER: 02-2018**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, it is with great pleasure that I offer to amend your existing agreement for the contract number 17-175-4010. The amendment is necessary to modify the scope of work and to add funds allocated to Dare Soil and Water Conservation District. Your project end date remains December 31, 2019.

Two original amendment packets must be printed, completed and returned to the NCDA&CS, making sure that the amendments and certain forms have been signed, dated, and witnessed. Signing these documents represents your understanding and acknowledgement that all other terms and conditions of the original contract are still in effect. Please return the two packets to:

David B. Williams, Deputy Director  
N.C. Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

One fully executed, original amendment will be returned to you for your records. If you have any questions about your amendment or any of the forms contained in your offer packet, please contact David Williams at (919) 707-3772, or [David.B.Williams@ncagr.gov](mailto:David.B.Williams@ncagr.gov).

I would like to take this opportunity to thank you for participating in the Stream Debris Removal Program.

Sincerely

N. David Smith  
Chief Deputy Commissioner

Enclosure  
cc: L.L. McMillan, Grants and Contracts Administrative Assistant

Email: [David.Smith@ncagr.gov](mailto:David.Smith@ncagr.gov)  
1001 Mail Service Center, Raleigh, North Carolina, 27699-1001  
(919) 707-3033 • Fax (919) 715-0026  
An Equal Opportunity Affirmative Action Employer

STATE OF NORTH CAROLINA  
 COUNTY OF WAKE



Departmental Use Only	
CENTER:	2975-4786
ACCOUNT:	536502
AMOUNT:	\$201,196.00
CENTER:	2975-4786-2017
ACCOUNT:	536502
AMOUNT:	\$26,673.00

**North Carolina Department of Agriculture and Consumer Services  
 Division of Soil and Water Conservation**

**Stream Debris Removal Program**

**Amendment Number: 02-2018  
 Contract Number: 17-175-4010**

This document amends the Contract bearing the effective date of January 1, 2017, between the North Carolina Department of Agriculture and Consumer Services, hereinafter referred to as the "Agency" and the Dare Soil and Water Conservation District, hereinafter referred to as the "Grantee."

The Grantee's tax ID number is 56-6000293. The Grantee's DUNS number is 082358631.

As provided for under the terms of the original Contract, the Agency and the Grantee agree to amend the Contract provisions as outlined below.

**1. Section III. Grantee's Duties**

The previous Section III is hereby amended by replacing the previous Attachment B: Scope of Work with the revised **Attachment A: Scope of Work**. The purpose of the replacement Scope of Work is to add additional segments for Stream Debris Removal. These additional segments are over and above the specified work in the original agreement.

**2. Section V. Agency's Duties**

The previous Section IV is hereby deleted and replaced with the following:

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed **\$227,869.00**. This amount consists of an increase of **\$26,673.10** in State funds.

The Grantee's matching requirement is, which consists of:

In Kind	\$
Cash	\$
Cash and In-kind	\$
Cash and/or In-kind	\$000.00
Other/Specify	\$

The total contract amount is **\$227,869.00**.


All other terms and conditions as set forth in the original contract document shall remain in effect for the duration of this amendment.

**Signature Warranty:**

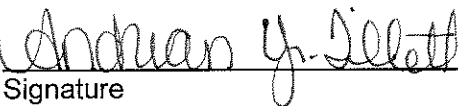
The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment.

IN WITNESS WHEREOF, the Grantee and the Agency execute this Amendment in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which is retained by the Agency.

Grantee: Dare Soil and Water Conservation District

 1/30/2018  
Signature of Authorized Representative Date  
Ann H Daisey Community Conservationist  
Printed Name Title

**Witness:**

 1-30-18  
Signature Date  
Andrian Y. Tillett Permit Specialist  
Printed Name Title



**North Carolina Department of Agriculture and Consumer Services**

 2.12.2018  
Signature of Authorized Representative Date

N. David Smith, Chief Deputy Commissioner

## SCOPE OF WORK STREAM DEBRIS REMOVAL PROJECT

Dare Soil and Water Conservation District (the "GRANTEE") will complete stream debris removal and restoration activities including cutting and removing downed trees, broken tops, woody/vegetative debris and sediment that impede or potentially impede water flow in the streams and tributaries included in Table B1 below (taken from the application submitted by the GRANTEE). The GRANTEE must use its best judgment to only remove debris resulting from Hurricane Matthew or Tropical Storms Hermine and Julia.

TABLE B1: Stream/Ditch Segments to be repaired

Name/Description of Stream or Channel	Description of Damage and Planned Repair	Approximate Length of Channel (ft)	Number of Known Beaver Dams to Remove
Ferry Rd. ditch/canal	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	2,000	
River Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	3,500	0
Buffalo City Road Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	6,000	
Mill Tail Rd. Area	Downed Trees and Vegetative Debris clogging ditches and canals. Remove downed trees from waterway by removing visible debris and snag/pull submerged debris from waterways.	12,000	
Avon-Harbor Rd	selective downed trees/vegetative debris	500	0

Avon-Landing Ln	selective downed trees/vegetative debris	300	0
Rodanthe-North Drain	selective downed trees/vegetative debris	700	0
Chicahauk POA	selective downed trees/vegetative debris	200	0
Mashoes Road	selective downed trees/vegetative debris	2,000	0
Stumpy Point-Back Canal	selective downed trees/vegetative debris	5,000	0
Hatteras-Kohler Rd.	selective downed trees/vegetative debris	115	0
Buxton-Rocky Rollinson Rd./Light Plant Rd.	selective downed trees/vegetative debris	200	0
Frisco-Buccaneer	selective downed trees/vegetative debris	600	0
Frisco – Sunset Strip	selective downed trees/vegetative debris	400	0
Dough's Creek	vegetation, downed trees	2,300	0

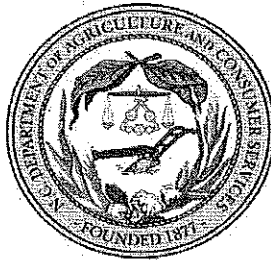
The GRANTEE will ensure that all required permits are secured for each site before any work proceeds for that site.

The GRANTEE will ensure that it follows the Best Management Practices for Selective Clearing and Snagging to manage all woody debris removed from streams. These guidelines can be downloaded at

<http://www.ncagr.gov/SWC/disasterresponse/documents/BestManagementPracticesforSelectiveClearingandSnagging.pdf>

In the event the Grantee completes the work specified in the Scope of Work without exhausting the funds in the Contract, the Agency Contract Administrator may issue a Work Authorization to approve stream debris removal work for additional stream segments requested by the Grantee, not to exceed the funds available in the Contract.

## Signature Card



## CONTRACT &amp; FINANCIAL DOCUMENTS

INSTRUCTIONS: Please read and fill in the required information to the right of each field where applicable. Signatures must match the Contract signatures. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents. If more than two people will sign for the organization, this form may be duplicated.

## SECTION I.

Date:	1/30/2018
Legal Applicant Organization/Agency Name:	Dare SWCD
Federal Tax Identification Number:	56-6000293

## SECTION II.

## Certification:

By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.

## NON-GOVERNMENTAL ORGANIZATIONS ONLY (Must match Contract signature)

Board Chair, Executive Director, etc.	Financial Representative, Treasurer, etc.
Print Name & Title:	Print Name & Title:
Signature:	Signature:

## GOVERNMENTAL ENTITIES (Must match Contract signature)

Authorized Governmental Official	Chief Fiscal Officer
Print Name & Title: Ann Daisey, Community Conservationist	Print Name & Title:
Signature: <i>Ann Daisey</i>	Signature:



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N. David Smith  
Chief Deputy Commissioner

July 18, 2018

Ms. Ann Daisey  
Dare Soil and Water Conservation District  
PO Box 1000  
Manteo, NC 27954

**CONTRACT NUMBER: 17-175-4010**  
**AMENDMENT NUMBER: 03-2019**

Dear Ms. Daisey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, it is with great pleasure that I offer to amend your existing agreement for the contract number 17-175-4010. The amendment is necessary to designate Dare County as the payee for state funds for this contract with no changes being made to the approved budget. Your project end date remains December 31, 2019.

Two original Amendment packets must be printed, completed and returned to the NCDA&CS, making sure that the Amendments and certain forms have been signed, dated, and witnessed. Signing these documents represents your understanding and acknowledgement that all other terms and conditions of the original contract are still in effect. Please return the two packets to:

David S. Hurley, Administrative Specialist  
N.C. Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

One fully executed, original Amendment will be returned to you for your records. If you have any questions about your Amendment or any of the forms contained in your offer packet, please contact David S. Hurley at (919) 707-3768, or [David.Hurley@ncagr.gov](mailto:David.Hurley@ncagr.gov).

I would like to take this opportunity to thank you for participating in the Stream Debris Removal Program.

Sincerely,

N. David Smith  
Chief Deputy Commissioner

Enclosure  
cc: Melissa Madrid, Grants Manager

Email: [David.Smith@ncagr.gov](mailto:David.Smith@ncagr.gov)  
1001 Mail Service Center, Raleigh, North Carolina, 27699-1001  
(919) 707-3033 • Fax (919) 715-0026  
An Equal Opportunity Affirmative Action Employer





**NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
Steven W. Troxler, Commissioner**

**[DIVISION NAME]**

**CONTRACT AMENDMENT "CHECK OFF LIST" for Grantee**

This form must be returned with your completed contract amendment package.

INSTRUCTIONS: Check the YES boxes in the left column for the document titles that are being returned with the two signed, dated and witnessed (for government entities) or notarized (for non-government entities) copies of the contract amendment with signatures in blue ink. Be sure to include all the other documents specified in your contract amendment package. If  NO has been checked off for you, that document is not required for this grant program or project.

**GRANTEE ORGANIZATION NAME:** Dare Soil and Water Conservation District

**PROJECT TITLE/NAME:** Stream Debris Removal Project

**CONTRACT #:** 17-175-4010                      **AMENDMENT #:** 03-2019

Check one Box	DOCUMENT TITLE <i><b>ALL SIGNATURES MUST BE IN BLUE INK</b></i>	DEPARTMENTAL USE - DOCUMENTS ATTACHED OR ON FILE	GRANTS & CONTRACTS USE - DOCUMENTS ATTACHED
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment "Check Off List" for Grantee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment Cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Attachment A</b> - Project Time Line and/or Revised Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Attachment B</b> - Signature Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Departmental Use Only	
CENTER:	<u>2975-4786</u>
ACCOUNT:	<u>536502</u>
AMOUNT:	<u>\$201,196.00</u>
CENTER:	<u>2975-4786-2017</u>
ACCOUNT:	<u>536502</u>
AMOUNT:	<u>\$26,673.00</u>

**North Carolina Department of Agriculture and Consumer Services**  
**Division of Soil and Water Conservation**  
**Stream Debris Removal Program**

**Amendment Number: 03-2019**  
**Contract Number: 17-175-4010**

This document amends the Contract bearing the effective date of January 1, 2017, between the North Carolina Department of Agriculture and Consumer Services, hereinafter referred to as the "Agency" and the **Dare Soil and Water Conservation District**, hereinafter referred to as the "Grantee."

The Grantee's tax ID number is 56-6000293. The Grantee's DUNS number is 082358631.

As provided for under the terms of the original Contract, the Agency and the Grantee agree to amend the Contract provisions as outlined below.

**1. Section XV. Designation of Payee**

Section XV is hereby added to designate Dare County as the payee for state funds for this contract.

As many soil and water conservation districts have entered into prior agreements with other governmental entities to administer all or a portion of their budget it is necessary to specify the payee for each activity described in the Scope of Work, Attachment B. Upon approval by the Agency of the required request for payment forms and supporting documentation, payments shall be issued to designated payees as follows:

Activity	Payee Name	Payee Fed Tax ID
<b>Stream Debris Removal Funds</b>	Dare County	56-6000293

All other terms and conditions as set forth in the original contract document and subsequent contract amendments shall remain in effect for the duration of this amendment.

**Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment.

IN WITNESS WHEREOF, the Grantee and the Agency execute this Amendment in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which is retained by the Agency.

**Grantee:** Dare Soil and Water Conservation District

---

Signature of Authorized Representative Date

---

Printed Name Title

**Witness:**

---

Signature Date

---

Printed Name Title



**North Carolina Department of Agriculture and Consumer Services**

---

Signature of Authorized Representative Date

N. David Smith, Chief Deputy Commissioner



Board Appointments

**Description**

The Dare County Board of Commissioners will consider the following Board Appointments:

ABC Board  
Airport Authority  
Dare County Center Advisory Board  
Parks and Recreation Advisory Council

Complete information about the appointments appear after this page. Upcoming Board Appointments for the next three months are listed at the end.

**Board Action Requested**

Make Board Appointments and Announce Upcoming Appointments

**Item Presenter**

Robert Outten, County Manager

## **Board Appointments – August 6, 2018**

### **A.B.C. Board**

- The following terms expire this month:  
James Clark, Bobby Owens, Joe Tauber
- James Clark, Bobby Owens and Joe Tauber would like to be reappointed.
- Applications have been received from:  
Merlee Austin, George Berry, Kenneth Brite, Bambos Charalambous,  
Carl Classen, Frances T. D'Ambra, Jr., Jeffrey Dowdy, Alfred Jackson, Daniel Lewis,  
Allen Moran, Nathaniel H. Sanderson, Tim Shearin, William Simmonds, Stephen Smith,  
Margaret Suppler, David Twiddy, Thomas Twiddy

### **Airport Authority**

- Fred Newberry's term expires this month
- He would like to be reappointed.
- Applications have been received from:  
Terrence McGinnis, A. Gordon (Don) Milbrath, William J. Overman, Jr.,  
Nathaniel Sanderson

### **Dare County Center Advisory Board**

- The following terms expire this month:  
Anastacia Davis, Mary Pendill, Flossie Tugwell, Tiffany Wescott
- All would like to be reappointed.
- Applications have been received from:  
Missy McPherson, Stephanie J. Harkness-Moxley

### **Parks and Recreation Advisory Council**

- Staff recommends George Barr be appointed to fill a vacant seat.
- Applications have been received from: George Barr, Lynette Ford, Vanzolla McMurrin

## UPCOMING BOARD APPOINTMENTS

<b>September 2018</b>	Health and Human Services Board
<b>October 2018</b>	Parks and Recreation Advisory Council
<b>November 2018</b>	Older Adult Services Advisory Council Rodanthe, Waves, Salvo Community Center Board Stumpy Point Community Center Board Youth Council



A.B.C. Board

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

August , 2018

**BOARD APPOINTMENT**

**A.B.C. BOARD**

(Three Year Term)

The A.B.C. Board retains authority to set policy and adopt rules in conformity with A.B.C. laws and Commission rules and can hire and fire local Board personnel.

**The following terms expire this month:**

**James Clark**

(Current Term 9/15 –8/87)

(Originally Apptd. 9/15)

**Bobby Owens**

(Current Term 8/15-8/18)

(Originally Apptd. 6/11)

**Joe Tauber**

(Current Term 9/15-8/18)

(Originally Apptd. 9/15)

**All would like to be reappointed**

Applications have been received from:

**Merlee Austin**

**George Berry**

**Kenneth Brite**

**Bambos Charalambous**

**Carl Classen**

**Francis T. D'Ambra, Jr.**

**Jeffrey Dowdy**

**Alfred Jackson**

**Daniel Lewis**



**Allen Moran**  
**Nathaniel H. Sanderson**  
**Tim Shearin**  
**William Simmonds**  
**Stephen Smith**  
**Margaret Suppler**  
**David Twiddy**  
**Thomas Twiddy**

**Other Members:**  
See attached list

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name MERLEE T. AUSTIN

Address 3588 Mill LANDING RD PO BOX 135

City/State/Zip WANCHESE, NC 27981

Email Address MERLEE.AUSTIN@LIVE.COM

Telephone Home: 252-473-2629

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: RETIRED CLERK OF COURT

Business Address: \_\_\_\_\_

Educational background:

High School

Business School

Business and civic experience and skills:

CLERK OF COURT OFFICE 30 yrs / 13 yrs Elected Clerk

Other Boards/Committees/Commissions on which you presently serve:

SO AIBEMARIE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
WARREN JUDGE	CO COMM	KITTY HAWK	261-8003
EDITH MEADS	CLERKS OFFICE	KILL DEVIL HILLS	441-4623
BOBBY OWENS	RETIRED	MANTO	473-2721

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8/20/15 Signature of applicant: Merle J. (Austin)

FOR OFFICE USE ONLY:

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

1

**APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES**

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice Dare County Veteran Advisory Board

3<sup>rd</sup> choice ~~Dare County Planning Board~~ <sup>Appd. 7/16</sup> Parks & Recreation Advisory Board

(GB)

Name: George H. Berry

Address: 239 North Dogwood Trail

City/State/Zip Southern Shores, NC 27949

Telephone Home: (252) 261-1278

Business: (703) 473-0528

Resident of Dare County:  yes  no

Occupation: CEO Starfish Services, Inc.

Business Address: Same as above

Educational background:

U of Utah 1972, Navy Postgraduate School 1978, Retired Navy Commander

Business and civic experience and skills:

National Security Intelligence support for over 45 years. Manage beach rental business over 20 years. Currently attending Vet Adv Board meetings. Member of OBX Home brewers Club.

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Have been attending VET advisory board since

Expiration Date of Terms: \_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Wally Overman, Commissioner			
Beverly Boswell, Commissioner			
Jack Shea, Commissioner			

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/29/16 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 6/29/16

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Fessenden Center - Appntd. 2/6/17

2<sup>nd</sup> choice ABC Board

3<sup>rd</sup> choice \_\_\_\_\_

Name Kenneth Brite

Address Box 95 39225 Tarpon Dr

City/State/Zip Avon, NC 27915

Email Address kbrite@msn.com

Telephone Home: 252-996-0432

Business: 252-995-4422

Resident of Dare County:  yes  no

Occupation: Paramedic

Business Address: PO Box 1000 Manteo NC

Educational background:

High School

Business and civic experience and skills:

Avon VFD Board member - 20 years, 7 years as President

Hatteras Island Rescue- 10 years; HI-CERT, since organized

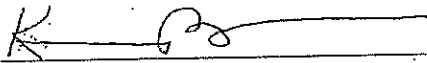
Other Boards/Committees/Commissions on which you presently serve:  
HI-LEPC; Radio Hatteras; CERT;

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Susan Gray	Fessenden Center		
Terence Sheehy	DCEMS	252-475-5727	
Gary Gross	DCBOC	252-475-5000	

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 5/7/16 Signature of applicant: 

FOR OFFICE USE ONLY:

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

### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice A.B.C. Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Bambos Charalambous

Address 530 W. Aycock Street

City/State/Zip Kill Devil Hills, NC 27948

Email Address Cyprus376@embarqmail.com

Telephone Home: cell 419-376-5306

Business: 252-480-6677

Resident of Dare County:  yes  no

Occupation: General Manager of Captain George's Seafood Restaurant

Business Address: 705 S. Croatan Hwy, Kill Devil Hills, NC 27948

Educational background:

GC School of Careers, Nicosia, Cyprus

Harry-Georgetown Community College, Conway, SC

Business and civic experience and skills:

leadership, dedication to any task, managed multi-units

high volume restaurants, results driven decision maker



Other Boards/Committees/Commissions on which you presently serve:

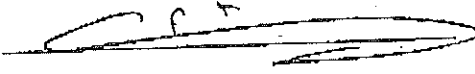
Board of Directors for the following: Dare County Tourism Bureau,  
Outer Banks Chamber of Commerce, Outer Banks Seafood Festival-  
Town of Kill Devil Hills Community Appearance Commission

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Raven Brown	President & CEO Outer Banks Chamber of Commerce	101 Town Hall Dr. Kill Devil Hills, NC 27949	252-441-8144
Lee Nettles	Executive Director Dare County Tourism Bureau	1 Visitors Center Circle Manteo, NC 27954	252-473-2138
Robert Woodard	Chairman of Dare County Board of Commissioners	P.O. Box 1000 Manteo, NC 27954	252-475-5000

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 7/5/16 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 7/6/16

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice Dare County Tourism Board

3<sup>rd</sup> choice \_\_\_\_\_

Name Carl Classen

Address 5204 Windsor Place

City/State/Zip Kitty Hawk, NC 27949

Email Address carl\_classen@outlook.com

Telephone Home: 252-261-2515

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired County Manager

Business Address: \_\_\_\_\_

Educational background:

M.P.A., Southern Cal.

B.S., Public Affairs, Southern Cal

Business and civic experience and skills:

Retired County and Town Manager - Camden, Hyde, Rutherford counties  
Member, First Flight Rotary Club - Southern Shores

Other Boards/Committees/Commissions on which you presently serve:

Grand Jury - exp 2017  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Bobby Outten</u>	<u>Dare County Manager</u>	<u>954 Marshall Collins Dr, Manteo</u>	<u>252-475-5800</u>
<u>Peter Rascoe</u>	<u>Southern Shores Town Manager</u>	<u>5375 So. Virginia Dare Trl, So. Shores</u>	<u>252-261-2394</u>
<u>Bill Rich</u>	<u>Hyde County Manager</u>	<u>30 oysters Creek Rd, Swan Quarter</u>	<u>252-926-3701</u>
	<u>or Kris Cahoon Noble, Ast County Manager</u>	<u>252-926-4180</u>	

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: Jan 13, 2017 Signature of applicant: 

FOR OFFICE USE ONLY:

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

**APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES**

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312.

Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: Francis T. D'Ambra Jr.

Address: 1211 Burside Rd.

City/State/Zip Manteo NC 27954

Telephone Home: 252-305-8660

Business: 252-469-7793

Resident of Dare County:  yes  no

Occupation: Retired Police Chief, Volunteer Chaplain Dare County Sheriff Office

Business Address: 962 Marshall L. Collins Drive, P.O. Box 757 Manteo NC 27954

Educational background:

B.S. Criminal Justice, Magna Cum Laude, Mount Olive College

A.A.S. Criminal Justice, Wake Technical Comm College

Business and civic experience and skills:

Former Chief of Police, Manteo, NC

L6 FCU Advisory Board

~~Other~~ Other Boards/Committees/Commissioners ~~presently~~ serving on:

Board, Committee, or Commission:

former, Chair, Dare County Juvenile Crime Prevention Council

Present, North Carolina Victims of Crime Compensation Commission,  
Governor, Appointee

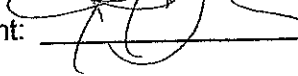
Expiration Date of Terms: 7-1-2015 - 6-30-2019

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Hon. Edgar L. Barnes	Chief Dist. Court Judge	159 Fearing Pl. Manteo, NC	252-305-9397
Hon. Dean Tolson	Clerk of Superior Court	Dare County office	252-216-7111
Mr. Jordan Hennessy	Legislative Asst. Sen. Bill Loefer		252-614-3606

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 9-1-2015 Signature of applicant: 

FOR OFFICE USE ONLY:

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

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name JEFFREY DOWDY

Address 61 DUCK WOODS DR

City/State/Zip KITTY HAWK, NC 27949

Email Address DOWDY@DOWDYOSBORNECPA.COM

Telephone Home: 252-715-0970

Business: 252-449-4404

Resident of Dare County:  yes  no

Occupation: ACCOUNTANT/CPA

Business Address: 103 WOODHILL DR P O BOX 9 NAGS HEAD, NC 27959

Educational background:  
BACHELOR OF BUSINESS ADMINSTRATION WITH CONCENTRATION IN ACCOUNTING

Business and civic experience and skills:  
SELF EMPLOYED BUSINESS OWNER FOR 25YEARS

SMALL BUSINESS TAX AND BUSINESS CONSULTING

Other Boards/Committees/Commissions on which you presently serve:  
**OUTER BANKS CHAMBER OF COMMERCE - TREASURER**

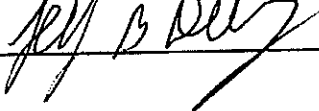
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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
MYRA LADD	ATLANTIC REALTY/REALTOR	KITTY HAWK, NC	252-449-5360
TERESA OSBORNE	DOWDY&OSBORNE/CPA	NAGS HEAD, NC	252-449-4404
JOHN BONE	RETIRED	KITTY HAWK, NC	252-753-9890

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 4/30/18 Signature of applicant: 

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FOR OFFICE USE ONLY:

Date received: 5/4/18

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Alfred Jackson

Address P.O. Box 2103

City/State/Zip Manteo, NC 27954

Email Address alfredjackson@bksobx.com

Telephone Home: 252-216-6048

Business: 252-261-7670

Resident of Dare County:  yes  no

Occupation: Owner of Pop-A-Lock

Business Address: P.O. Box 2106 Manteo NC 27954

Educational background:

Manteo High School

Business and civic experience and skills:

Licensed General Contractor, Licensed Locksmith

Past member Roanoke Island Fire Dept, Previous Employeeed as a Dare County Deputy



Other Boards/Committees/Commissions on which you presently serve:

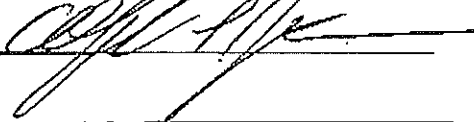
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Tony Duvall	Dare County Sheriff Lt.	106 Becks Ct Manteo NC 27954	252-475-0578
Terry Ballance	Retired Lt. Dare County Sheriff Office	114 Holly Ridge Road Manteo NC 27954	252-475-0475
Mike Kelly	Owner Kellys Resturant	Nags Head NC	252-202-4116

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8-20-2015 Signature of applicant: 

FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

- 1<sup>st</sup> choice Tourism Board
- 2<sup>nd</sup> choice ABC Board (when vacancy becomes available)
- 3<sup>rd</sup> choice Outer Banks Catch Executive Committee (when available)

Name Daniel Lewis

Address 122 Roanoke Drive

City/State/Zip Kill Devil Hills

Email Address dlewis@coastalprovisionsmarket.com

Telephone Home: 2524414105

Business: 2524893171

Resident of Dare County: y yes     no

Occupation: restauranteur

Business Address: 1 Ocean Blvd. Southern Shores 27949

Educational background:  
A.O.S Culinary Arts Cuinary Institute of America  
Level 2 Certification, Master Court of Sommeliers

Business and civic experience and skills:  
OBX business owner of three restaurants for past decade.  
President, Outer Banks Restaurant Association

Other Boards/Committees/Commissions on which you presently serve:

\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Ben Sproul	Dare County Board of Ed.		252-202-8837
Sheila Davies	Dare County Health Dept., Mayor Kill Devil Hills		252-475-0033
Scott Foster	restauranteur		252-489-3174

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/4/2015 Signature of applicant: 

FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

- 1<sup>st</sup> choice Planning Board      4.) Board of Adjustment
- 2<sup>nd</sup> choice ABC Board              5.) Equalization & Review
- 3<sup>rd</sup> choice Tourism Board        6.) Health & Human Services

Name Allen Moran

Address 381 Mother Vineyard Rd

City/State/Zip Manteo, NC 27954

Email Address allenm@darenc.com

Telephone Home: (252) 423-1309

Business: (252) 475-9222

Resident of Dare County:  yes       no

Occupation: Police Officer / Real Estate Broker / Restaurateur

Business Address: 7623 S. Virginia Dare Trl Nags Head, NC

Educational background:

NC licensed real estate broker, NC Justice Academy,

College of the Albemarle

Business and civic experience and skills:

Rotary International Community Service Chair (Manteo, 2012),

U.S. Restaurant Association Board Member

Other Boards/Committees/Commissions on which you presently serve:

NCDOT Board, Roanoke Island Community Center,  
Albemarle Regional Planning Organization,  
Peanut Belt Regional Planning Organization

#### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>RV Owens</u>	<u>Self-Employed</u>	<u>Manteo, NC</u>	<u>216-8079</u>
<u>Deog Daughtie</u>	<u>Sheriff (Dare)</u>	<u>KDH, NC</u>	<u>216-9898</u>
<u>Marc Basnight</u>	<u>Retired</u>	<u>Manteo, NC</u>	<u>216-6703</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 02/02/2016 Signature of applicant: 

FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice HEALTH & HUMAN SERVICES

2<sup>nd</sup> choice ABC BOARD

3<sup>rd</sup> choice AIRPORT BOARD

Name NATHANIEL H. SANDERSON

Address 136 PARTRIDGE TRAIL

City/State/Zip KILL DEVIL HILLS, NC, 27948

Email Address NAT SANDERSON3@gmail.com

Telephone Home: 252-441-5438

Business: CELL 252-216-8727

Resident of Dare County:  yes  no

Occupation: RETIRED

Business Address: —

Educational background:

JOSEPH P. KNAPP HS

OLD DOMINION UNIV

Business and civic experience and skills:

DIRECTOR DARE CO. EMERGENCY MAN (22 YRS)

CHAIRMAN DARE COMMUNITY CRIMELINE (20 YRS)

Other Boards/Committees/Commissions on which you presently serve:

N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
CLARENCE SKINNER	RETIRED	116 GARETH CIR MANTO	252-473-3888
BOBBY OUTTEN	DARE CO. MANAGER	PO BOX 1000 MANTO	252-202-9540
WAYNE GRAY	RETIRED USCG	123 OAK KNOLL DR NAGS HEAD	252-216-2175

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8-27-15 Signature of applicant: *M. Sanderson*

FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Earl C Shearin, Jr. (Tim)

Address 136 Cannon Trail

City/State/Zip Manteo, NC 27954

Email Address tim.shearin3@gmail.com

Telephone Home: 2524731730

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: \_\_\_\_\_

Educational background:

Graduate of ECU.

Business and civic experience and skills:

36 years with Belk. 5 years with Christmas Shop. Strong background in inventory and expense control.



Other Boards/Committees/Commissions on which you presently serve:

Health and Human Services Board

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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Jay Burrus	Health & Human Services		2524755511
Doug Doughtie	Sheriff		2522169898
Malcolm Fearing			2523058596

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8/29/15

Signature of applicant: Earl C. Shearin

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FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Waterways Commission

2<sup>nd</sup> choice Dare County Board of Adjustment

3<sup>rd</sup> choice ABC Board

Name William Simmonds

Address 147 W. Oak Knoll Dr

City/State/Zip Nags Head, NC 27959

Email Address wsimm1017@gmail.com

Telephone Home: 321-607-4241

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Recently retired NASA, Kennedy Space Center, Florida

Business Address: \_\_\_\_\_

Educational background:

BS Mechanical Engineering, Old Dominion University, Masters Engineering Management, George Washington University

Business and civic experience and skills:

Solid Waste Advisory Board - Hampton, Virginia, 1989-1992, Project Manager, (PM) KSC Railroad Bridge upgrades,

PM, Indian River Dredging Project, KSC, NASA & AF Barge and Wharf Terminal Improvement Project, Brevard County, Florida, Youth Science Fair Judge.

Other Boards/Committees/Commissions on which you presently serve:

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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Steve Milton, PM Chief, NASA	Mail Code LX-D1	John F. Kennedy Space Center, FL	32899 (321) 867-5965
Eric Anderson, Launch & Ops Div. Chief,	Mail Code VAE00	John F. Kennedy Space Center, FL	32899 (321) 867-5000
Ross A. Kearney, retired, former Mayor	Hampton of City,	328 Darby Ave. Hampton, Va.	23663 (757)-268-4081

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 08/03/2017 Signature of applicant: *William D. Lewis*

FOR OFFICE USE ONLY:

Date received: 8/9/17

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC Board

2<sup>nd</sup> choice Planning Board - At Large, Dist. 2

3<sup>rd</sup> choice Zoning Board of Adjustments

Name Stephen Smith

Address 321 Jean Ct

City/State/Zip Kill Devil Hills, NC 27948

Email Address target1982002@yahoo.com

Telephone Home: (252) 216-6820

Business: (252) 475-5980

Resident of Dare County:  yes  no

Occupation: Deputy Sheriff

Business Address: 962 Marshall C. Collins Dr.

Educational background:

B.A. Criminal Justice - UNC - Wilmington

M.P.A - Planning Concentration - ECU

Business and civic experience and skills:

12 years law enforcement, 4 years w/North Carolina Emergency Mgt.

4 years Planning/Code w/Town of Kitty Hawk

Other Boards/Committees/Commissions on which you presently serve:

None

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Beverly Boswell	Medical/DCBOC	KDH	(252) 216-9820
Doug Dougherty	DCSO	KDH	(252) 216-9898
Jordan Hennessy	Aide to Sen. Cook	Southern Shores	(252) 619-3100

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8-17-15 Signature of applicant: Stephen Smith

FOR OFFICE USE ONLY:

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

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Margaret Harrison Suppler \_\_\_\_\_

Address 8200 S. Old Oregon Inlet Rd. \_\_\_\_\_

City/State/Zip Nags Head, NC 27959 \_\_\_\_\_

Email Address misssybetty@aol.com \_\_\_\_\_

Telephone Home: 252.441.7160 \_\_\_\_\_

Business: 252.256.1379 \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Chief Financial Officer, Vertical Security Solutions, Inc. \_\_\_\_\_

Business Address: \_\_\_\_\_

Educational background:  
The University of North Carolina at Chapel Hill, '81  
\_\_\_\_\_

Business and civic experience and skills:  
Chair, UNC-TV, Dare County Arts Council treasurer, RIHA Board member.  
\_\_\_\_\_

Understanding of finance, and of organizations' impacts on citizens, & visitors.  
\_\_\_\_\_

Other Boards/Committees/Commissions on which you presently serve:  
Vice-Chair, Town of Nags Head Board of Adjustments, Outer Banks

Hotline Board Member, Town of Nags Head FOCUS Committee

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.


Name	Business/Occupation	Address	Telephone
Renee Cahoon,	Owner, Cahoon's Market,	Nags Head	473-8113

Carole Sykes,	Owner, Sam & Omies,	Nags Head	441-7366
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Lynn Bryant,	Executive Director, OBX Hotline,	Manteo	473-5121
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I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 09/09/2015

Signature of applicant: 

FOR OFFICE USE ONLY:

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

### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name David Twiddy

Address 111 Fort Hugar Way

City/State/Zip Manteo NC 27954

Email Address dstwiddy@gmail.com

Telephone Home: 252.473.3827

Business: 252.423.1538

Resident of Dare County:  yes  no

Occupation: Dare County Schools Transportation Director

Business Address: 1013 Driftwood Dr Manteo

Educational background:

Manteo High School

Business and civic experience and skills:

I have worked for DCS for 28 yrs. Was the Fire Chief for Manns Harbor for 15 yrs.

I am currently the tradeshow coordinator for NCPTA, I have been President for NCPTA;





APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice ABC Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Thomas Twiddy

Address PO Box 209

City/State/Zip Manns Harbor, NC 27953

Email Address acemechanicalobx@charter.net

Telephone Home: 252-473-5063

Business: 252-449-9300

Resident of Dare County:  yes  no

Occupation: Building Contractor

Business Address: 110W Gray Eagle St Nags Head, NC 27959

Educational background:

High School Graduate

Business and civic experience and skills:

Retired NCDOT Owner of a Building, Electrical, Plumbing contracting business and a wastewater management company

Former member of the Dare Count Soil and Water conservation board



Other Boards/Committees/Commissions on which you presently serve:

\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Mark Vrablic	Etheridge Seafood Manager	Wanchese	252-305-2718
Dan Bieby	Resturant Owner	Nags Head	252-441-7332
Malcolm Fearing	Insurance Co Owner	Manteo	252-305-8596

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8/18/15 Signature of applicant: *Thomas J. Jurek*

FOR OFFICE USE ONLY:

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

**A.B.C. BOARD**  
(Three Year Term)

**This Board consists of a Chairman and 4 members appointed by county governing authority.  
They retain authority to set policy and adopt rules in conformity with ABC laws and Commission rules.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Ray White, CH P.O. Box 922 Manteo, NC 27954 441-4464	8-19	Reapptd. 8-89 through 8-07 Apptd. 5-08 Reapptd.8-10,13, 16
<b>Bobby Owens</b> P.O. Box 505 Manteo, NC 27954 252-256-0668	8-18	Apptd. 6-11 Reapptd.8-12,15
Fields Scarborough, Sr. P.O. Box 1691 Manteo, NC 27954 473-5833	8-20	Apptd. 8-14 Reappts 8-17
<b>Joe Tauber</b> 205 Eagle Dr. Kill Devil Hills, NC 27948 410-491-9735	8-18	Apptd. 9-15
<b>James Clark</b> 1508 Small Ct. Kill Devil Hills, NC 27948 252-715-0602 (H) 252-207-2912 (O)	8-18	Apptd. 9-15

**NOTES:**

**MEETING INFO:** 3<sup>rd</sup> Tuesday each month, 9:00 a.m., ABC Store in Manteo

**CONTACT INFO:** Ray White, Chairman  
Ted Toler, ABC Supervisor

**MEMBERS COMPENSATED:** No

Rondall Tillett replaced David Mizelle 8/94.  
Aubrey Heath appointed to fill unexpired term of Leon Daniels 8/94.  
Carl Hayes replaced Aubrey Heath 8/98.

Guy Midgett replaced Ray White 8/07.

Ray White appointed to fill unexpired term of Guy Midgett 5/08.

Bobby Owens appointed to fill unexpired term of Rondal Tillett 6/11.

Fields Scarborough, Sr. replaced Carl Hayes 8/14.

\*\*At their meeting on 8/3/15, the Dare County Bd. Of Commissioners voted to increase the size of the ABC Board from 3 to 5 members.

Joe Tauber was appointed 9/8/15.

James Clark was appointed 9/8/15.

**REVISED 8/17**



Airport Authority

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

August 2018

**BOARD APPOINTMENT**

**AIRPORT AUTHORITY**

(Four Year Term)

**The Airport Authority Board is responsible for maintaining and operating airports owned by the Authority or Dare County. They provide air transportation services to the aviation traveling public and other aviation related services.**

**The following term expires this month:**

**Fred Newberry**

(Current Term 1/16-8/18)

(Originally Apptd. 1/16)

He would like to be reappointed.

Applications have been received from:

Terrence McGinnis

A. Gordon (Don) Milbrath

William J. Overman, Jr.

Nathaniel H. Sanderson

Other Members:

See attached list

### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312.

Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority Committee

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: Terrence T. McGinnis

Address: 121 For Hugar Way

City/State/Zip Manteo, NC 27954

Telephone Home: (252) 473-5718

Business: (252) 480-8888

Resident of Dare County:  yes  no

Occupation: School Administrator

Business Address: 3020 S. Wrightsville Ave, Nags Head, NC 27959

Educational background:

1979 Bachelor of Arts Sociology, Towson State University, Baltimore MD

1991 Elementary Education Certification, East Carolina University, Greenville NC

1996 Master of Arts Education Administration and Supervision, East Carolina University Greenville NC

Business and civic experience and skills:

Manteo Lions Club, 1988-1994 (Past President)

\_\_\_\_\_



Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Expiration Date of Terms: Not applicable

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Trip Hobbs	Dare County Schools	3020 S. Wrightsville Ave, Nags Head, NC	252 480-8888
Troy Haupt	Outer Banks Hospital	4800 S. Croatan Hwy, Nags Head, NC	252 475-3953
Teresa Osborne	Dowdy & Osborne	103 W. Wood Hill Dr., Nags Head, NC	252 449-4404

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 2/3/15 Signature of applicant: 

FOR OFFICE USE ONLY:

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

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to [janicew@darenc.com](mailto:janicew@darenc.com)

Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice Waterways Commission

3<sup>rd</sup> choice Planning Board

Name A. Gordon (Don) Milbrath

Address 2711 S. Virginia Dare Trail

City/State/Zip Nags Head NC 27959

Email Address milbrathdon@gmail.com

Telephone Home: 252/441-2108

Business: 303/908-1579

Resident of Dare County:  yes  no

Occupation: Consultant/Restaurateur

Business Address: Colorado

Educational background:

BS In Business Admin, UNC at Chapel Hill

numerous graduate level courses incl. National Defense Unisversity, Naval War College

Business and civic experience and skills:

resume available upon request. Chairman Greenwood Village (CO)

Planning Board, President, Special Tax District (CO)

Other Boards/Committees/Commissions on which you presently serve:

Nags Head Board of Adjustments

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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Charles Evans, Attorney, Manteo, 252/256-0545</u>			
<u>Melanie Smith, Business Owner, Kill Devil Hills, 252/441-5418</u>			
<u>Kevin Zorc, Fire Chief, Nags Head, 252/441-5909</u>			

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 9/20/17 Signature of applicant: A. Gordon [Signature]

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FOR OFFICE USE ONLY:

Date received: 9/20/17

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice Planning Board

3<sup>rd</sup> choice Veterans Advisory Council

Name William J. Overman, Jr.

Address 110 Puddle Lane

City/State/Zip Manteo, NC 27954-9595

Email Address fbear6ranch@earthlink.net

Telephone Home: 252-473-2126

Business: —

Resident of Dare County:  yes  no

Occupation: Retired U.S. Navy

Business Address: —

Educational background:

B.S. Wake Forest University

Post Grad U of Pitt

Business and civic experience and skills:

Airport Authority early 2000s

Albemarle Commission

First Fit society Bd 20 yrs

1<sup>st</sup> Fit military Officers Ass. (MOAA) Local chapter 4 yrs Pres

MOAA State President & Bd of Directors

4<sup>th</sup> Branch Bd (Federal co-chair)

Boy Scouts

Other Boards/Committees/Commissions on which you presently serve:

NONE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
CLARENCE SKINNER			
Dr. CHARLES DAVIDSON			
day wheels			

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/26/17 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 1/26/17

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice HEALTH & HUMAN SERVICES

2<sup>nd</sup> choice ABC BOARD

3<sup>rd</sup> choice AIRPORT BOARD

Name NATHANIEL H. SANDERSON

Address 136 PARTRIDGE TRAIL

City/State/Zip KILL DEVIL HILLS, NC, 27948

Email Address NAT SANDERSON3@gmail.com

Telephone Home: 252-441-5438

Business: CELL 252-216-827  
8727

Resident of Dare County:  yes  no

Occupation: RETIRED

Business Address: —

Educational background:

JOSEPH P. KNAPP HS

OLD DOMINION UNIV

Business and civic experience and skills:

DIRECTOR DARE CO. EMERGENCY MAN (22 YRS)

CHAIRMAN DARE COMMUNITY CRIMELINE (20 YRS)

Other Boards/Committees/Commissions on which you presently serve:

N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
CLARENCE SKINNER	RETIRED	116 GAZETH CIR MANTEO	252-473-3888
BOBBY OUTTEN	DARE CO. MANAGER	PO BOX 1000 MANTEO	252-202-9540
WAYNE GRAY	RETIRED USCG	123 OAK KNOLL DR NAGS HEAD	252-216-2175

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 8-27-15

Signature of applicant: *M. Sanderson*

FOR OFFICE USE ONLY:

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

**AIRPORT AUTHORITY**

(Four Year Term)

**The Airport Authority's mission is to manage the operation, maintenance and improvement of air services and facilities for the use, convenience, and benefit of the air traveling public.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
George Henderson, Sec. P.O. Box 606 Manteo, NC 27954 473-2791	7-19	Reapptd. 7-87 91,95,99,03, 07,11,15
Joseph Blakaitis P.O. Box 8212 Duck, NC 27949 261-7513 (H), 973-723-4434 (C)	7-19	Apptd. 7-15
George H. Wood 224 Colington Ridge Kill Devil Hills, NC 27948 441-0239	7-19	Apptd. 11-01 Reapptd. 7-03, 07,11,15
**Wally Overman 549 Skyco Rd. Manteo, NC 27954 473-3433	4-22	Apptd. 1/15 Reapptd. 4/18
Charles Davidson 3618 Old Nags Head Woods Rd. Nags Head, NC 27959 715-0662 (H), 548-9141 (C) (Commissioner Appointee)	7-22	Apptd. 7-15 Reapptd. 7/18
Fred Newberry 267 N. Dogwood Trail Southern Shores, NC 27949 252-564-5108 (H)	8-18	Apptd. 1-16
David Twiddy, V. Ch. 104 Weir Point Dr. Manteo, NC 27954	7-19	Apptd. 6-13 Reapptd. 7-15



William Pope  
4108 Lindbergh Ave.  
Kitty Hawk, NC 27949  
255-0834 (H)

4-19

Apptd. 4-15

Comm. Jack Shea, Treas  
290 Wax Myrtle Trail  
261-4158

7-22

Apptd. 10/13  
Reapptd. 4/15,  
7/18

**Notes:**

Meeting Date – 4<sup>th</sup> Weds. Of each month, 7:00 p.m. at the Dare County Airport

\*\* denotes Commissioner Representative

Louise Dollard replaced Clarence Skinner who resigned 8/86.  
John Watkins replaced Dwight Wheless who resigned 4/87.  
Phelpie Edmondson resigned 8/86.  
Russell Langley replaced Orman Mann who resigned 10/84.  
Tommie Gray replaced Russell Langley who resigned 8/86.  
Ellis Gray, Jr. replaced Lionel Shannon who resigned 3/87.  
Phil Olear replaced Ellis Gray who resigned 2/90.  
Charles Elms replaced Jim Welch who resigned 2/90.  
William D. Smith replaced Ken Mann who resigned 2/90.  
Lester Scarborough replaced Phil Olear ?.  
Louise Dollard replaced Harold Gray?.  
Clarence Skinner replaced Sonny Ambrose 1/93.  
Sammy Smith replaced Lester Scarborough?.  
Glenn Futrell replaced Charles Elms 12/93.  
Paul Breaux replaced Mearl Meekins 3/94.  
Al Jones replaced R.D. Sawyer, Jr. 4/94.  
Davis Balance replaced John Watkins 4/94.  
Charles Davidson replaced Louise Dollard 8/94.  
Dwight Burrus replaced Paul Breaux 8/94.  
Jack Overman replaced Dwight Burrus 2/96.  
Eugene Thomas replaced Davis Balance 10/96.  
Alvin Hibbs replaced Clarence Skinner 2/94.  
Jay Wheless replaced Glenn Futrell?.  
Richard Johnson replaced Sammy Smith 4/99.  
Olin Davis replaced Al Jones 7/99.  
Warren Judge replaced Richard Mapp 7/99.  
Connie Brothers replaced Eugene Thomas 2/01.  
Linda Willey filled unexpired term of Warren Judge 2/01.  
Bill Plyler filled unexpired term of Olin Davis 11/01.  
George Wood filled unexpired term Alvin Hibbs 11/01.  
Jack Shea replaced Jack Overman 7/02.  
David Jack Kenny filled unexpired term of Bill Plyler 1/06.  
Steven C. Evans filled seat left vacant by Jay Wheless 4/07.

Jon David Harden replaced Connie Brothers 4/07.  
Dwight Burrus filled unexpired term of David Jack Kenny 1/08.  
Phelpie Edmondson apptd to fill unexpired term of David Harden (resigned1/11) 4/11.  
Ali Breaux replaced Steven Evans 8/11.  
Deke Bolte filled unexpired term of Dr. Charles Davidson 6/13.  
David Twiddy filled unexpired term of Ali Breaux 6/13.  
10/13 - Comm. Jack Shea was appointed as the Commissioner representative to fill the unexpired term of Richard Johnson. Mr. Shea was originally appointed to the Airport Authority in July 2002.  
10/13 – Max Dutton was appointed to fill the unexpired term of Jack Shea.  
12/14 – Beverly Boswell was appointed to fill unexpired term of Max Dutton.  
1/15 – Wally Overman was appointed to replace Beverly Boswell.  
4/15 – William Pope replaced Phelpie Edmondson.  
7/15 – Joseph Blakaitis replaced Linda Willey.  
7/15 – Charles Davidson filled unexpired term of Dwight Burrus.  
9/15 - Wally Overman and Jack Shea switched seats, making Wally Overman the Commissioner representative and Jack Shea a regular member.  
11/15 – Jack Thomson filled unexpired term of the late Deke Bolte.  
1/16 – Fred Newberry filled unexpired term of the late Jack Thomson.

**REVISED 7/18**



*Dare County Center Advisory Board*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

August 2018

**BOARD APPOINTMENTS**  
**DARE COUNTY CENTER ADVISORY BOARD**  
(Staggered/Three Year Term)

The following terms expire this month:

**Anastacia Davis**  
(Current Term 8/15-8/18)  
(Originally Apptd. 8/15)

**Mary Pendill**  
(Current Term 8/15-8/18)  
(Originally Apptd. 8/14)

**Flossie Tugwell**  
(Current Term 8/15-8/18)  
(Originally Apptd. 8/10)

**Tiffany Wescott**  
(Current Term 8/15-8/18)  
(Originally Apptd. 8/15)

All would like to be reappointed.

Applications have been received from:

**Missy McPherson**  
**Stephanie J. Harkness-Moxley**

Other Members: See attached list

**DARE COUNTY CENTER ADVISORY BOARD**  
**Nominating Committee Recommendations**

**May 8, 2018**

Rodney and I, as the nominating committee for the Dare County Advisory Board would like to make a motion to:

Re-appoint Anastacia Davis, Tiffany Wescott Mary Pendill and Flossie Tugwell for three year terms.

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Game and Wildlife Commission - District 1 Appt 7/17

2<sup>nd</sup> choice Parks and Recreation Advisory Council - Appt 7/16

3<sup>rd</sup> choice Dare Center Advisory Council

Name Missy T. McPherson

Address 119 Margaret Ct

City/State/Zip Manteo, NC 27954

Email Address missysecu@hotmail.com

Telephone Home: 252-473-6831 & Cell 252-216-6831

Business: 252-473-1292

Resident of Dare County:  yes  no

Occupation: Sr. Financial Service Officer I

Business Address: SECU- 938 US Hwy 64, Manteo, NC 27954

Educational background:

Manteo High School Graduate and a BS in Business Management  
and Organizational Development Mount Olive University

Business and civic experience and skills:

mortgage loan originator, tax prep, lending supervisor, insurance agent,

President Dare Co. Shrinettes, President Manteo High Football Moms, President Manteo High School Athletic Booster Club

Other Boards/Committees/Commissions on which you presently serve:

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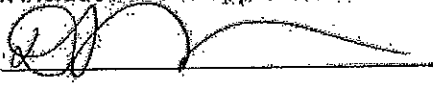
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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Dean Tolson	Dare County Clerk of Court	117 Sherwood Dr Manteo, NC	252-216-7114
Jim Lewis	Pastor Ark Church	122 Baum Bay Dr KDH, NC	252-573-9349
Chris Lee	Marine Patrol Officer	106 Club View Ct KDH, NC	252-305-0749

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/21/19 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 6/21/19

**APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES**

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Parks and Recreation

2<sup>nd</sup> choice Dare County Center Advisory Board

3<sup>rd</sup> choice Roanoke Island Community Center Board

Name Stephanie J. Harkness-Moxley

Address 152 Brakewood Rd

City/State/Zip Manteo, NC 27954

Email Address smoxley@madriver.com

Telephone Home: 843-540-2358 (cell)

Business: 252-573-8248

Resident of Dare County:  yes  no

Occupation: Paralegal

Business Address: 207 Queen Elizabeth Ave., Ste. 101, Manteo, NC 27954

Educational background:

Bachelor of Arts in International Studies from The Ohio State University

Post Graduate work in Paralegal Studies at Technical College of the Lowcountry

Business and civic experience and skills:

Please see attached resume.



Other Boards/Committees/Commissions on which you presently serve:  
Manteo MS PTO: Volunteer Cord.; Premier Soccer Manteo, Inc.: Secretary;

Outer Banks Youth Soccer Assoc.: Secretary, Director Concessions;

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Josh Deal	Atlantic Flooring, owner	502 Hwy 64, Manteo	305-4037
Susan Harman-Scott	Attorney	207 QE Ave., Ste. 101, Manteo	573-8248
Diane Bognich	Finance Officer, OBX Inc.,	1 Vist. Ctr. Cir., Manteo	256-0588

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 5/4/2018 Signature of applicant: *Stephanie Harman-Meyers*

FOR OFFICE USE ONLY:

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

## Stephanie Harkness-Moxley

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152 Brakewood Rd  
Manteo, NC 27954

(843) 540-2358  
smoxley@madriver.com

As I integrate into my new community, I hope to expand my participation in community and civic organizations.

### **Susan Harman-Scott, Attorney at Law, PLLC Manteo, NC – June 2016 to Present**

Paralegal for single practitioner office. Research and implement new technologies and case management software. Primary point of contact for clients, associated parties, and general public. Maintain and organize client files. Prepare documents for court and perform supporting research and background.

### **McDougall Law Firm**

#### **Beaufort, SC – July 2015 to June 2016**

Litigation Paralegal supporting assigned attorneys with responsibilities for the maintenance and organization of files from opening of case to final disposition. Point of contact for clients, associated parties. Prepare all court documents, correspondence, evidence and supporting documentation, research and background.

### **Bennett Law Firm, LLC**

#### **Ridgeland, SC – July 2014 to July 2015**

Litigation Paralegal in boutique law firm, supporting attorney in all stages of case development for civil litigation, family, simple probate and minor criminal matters.

### **Tupper, Grimsley, & Dean, P.A. Beaufort, SC - July 2011 to July 2014**

Insurance Defense Litigation Paralegal supporting assigned attorneys with responsibilities for the timely and accurate preparation of documentation through all stages of a case including the initial response to new actions, discovery, mediation, and settlement or trial.

### **LowCountry Legal Volunteers**

#### **January 2011 to July 2011**

Unpaid Student Intern: paralegal for a non-profit legal aid organization focusing mainly on family law issues for the under-served of Beaufort County.

### **Lost Penguin Deli**

#### **Bluffton, SC - October 2006-July 2010**

Responsible for all aspects of small business ownership including business development and creation of social media and traditional advertising programs, inventory control and human resources.

**Certifications:** North Carolina Notary Public, Commission expires 7/7/2021

**Computer Proficiencies:**

Microsoft Office Suite including Entourage and Outlook for both Windows XP and Mac OS X (Mavericks) platforms; Word Perfect, LexisNexis, Westlaw, eCopy, TABS 3, Clio, Office365 and DropBox; iPad and iPhone mobile computing platforms for office connectivity while off site.

**Education:**

The Ohio State University, Bachelor of Arts: International Relations

Technical College of the Lowcountry, Paralegal Certificate from an ABA credentialed program, Honor graduate

**Community Involvement:**

Manteo Middle School Parent Teacher Organization: Volunteer Coordinator 2017-present

Premier Soccer Training Manteo, Inc.: Board of Directors, Secretary 2017- present

Outer Banks Youth Soccer Association: Board of Directors, Secretary, Director of Concessions 2017-present

Lower Coastal Soccer Academy: Board of Directors, Secretary 2011-2016; Developmental Coordinator 2014-2016; Team Manager for '04 travel team 2011- 2016

Beaufort Water Festival: Volunteer with Young Lawyers Association during Beaufort's premier festival 2011-2015

**DARE COUNTY CENTER ADVISORY BOARD**

**(Three Year Term)**

**This Board advises and promotes goals and policies to enhance  
Dare County Center operations and community outreach.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Rob Ross 105 East Sand Fiddler Court Nags Head, NC 27959 <a href="mailto:Rob.ross@darenc.com">Rob.ross@darenc.com</a> 2166869	8/20	Apptd. 6/17
Paula Oliver 109 Rial Court Manteo, NC 27954 473-2944 (H) 423-0668 (Cell) CAPS@Charter.Net	8/20	Apptd. 8/17
Flossie Tugwell P.O. Box 896 Nags Head, NC 27959 473-5993	8/18	Apptd.8/10 Reapptd. 8/12, 15
Mary Pendill 129 Dogwood Circle Manteo, NC 27954 473-3589	8/18	Apptd. 8/14 Reapptd. 8/15
John D. Sibunka 132 Gareth Circle Manteo, NC 27954 473-3300	8/20	Apptd. 8/10 Reapptd. 8/14, 8/17
Lynda Hester, CH. P.O. Box 457 Manteo, NC 27954	8/19	Apptd. 8/10 Reapptd. 8/13, 16
Mitchell Bateman P.O. Box 100 Wanchese, NC 27981 473-3350	8/20	Apptd.8/14 Reapptd. 8/17

Rodney Benson 309 Agona St. Manteo, NC 27954 336-906-0593	8/19	Apptd. 3/15 Reapptd. 8/16
Samantha Brown 2621 S. Bridge Lane Nags Head, NC 27959 207-2933(H) 305-1414 (O)	8/20	Apptd. 12/16 Reapptd. 8/17
Sara J. Hester-Smith PO Box 762 Manteo, NC 27954 489-6554 sjoihester@gmail.com	8/19	Apptd. 12/17
Daniel Otte' 185 The Dogwoods Manteo, NC 27954 473-1883(H), 473-8883 (Cell)	8/19	Apptd. 8/16
Tiffany Wescott P.O. Box 2148 Manteo, NC 27954 216-6341	8/18	Apptd. 8/15
Anastacia Davis P.O. Box 1097 Manteo, NC 27954 473-5687	8/18	Apptd. 8/15

**NOTES:**

**MEETING INFO:** 2<sup>nd</sup> Tuesday -monthly, (except June, July, Aug.) 9 a.m., Dare Center Meeting Room

**CONTACT INFO:** Lynda Hester, Chairman  
Sandy Scarborough, Director of Dare Center

**MEMBERS COMPENSATED:** No

Flossie Tugwell filled unexpired term of Betty Blanchard 8/10.

John Sibunka filled unexpired term of Doris Young 8/10.  
Lynda Hester was appointed as an additional member 8/10.  
John Robbins filled unexpired term of Jimmie Williams 6/12.  
Suzy Barrett filled unexpired term of Catherine McCabe 2/13.  
Ann Groves replaced James Harris 9/13.  
Brooke McCord appointed to fill unexpired term of Malcolm Fearing 9/13.  
Mitchell Bateman replaced Isabel Cooper 8/14.  
Mary Pendill filled unexpired term of Betty Mann 8/14.  
Margarette Umphlett replaced Virginia Tillett 12/14.  
Tiffany Wescott replaced Suzy Barrett 8/15.  
Anastacia Davis replaced Fred Brumbach 8/15.  
Jean Councill replaced James Brown 8/16.  
Daniel Otte' replaced John Robbins 8/16.  
Samantha Brown filled unexpired term of Brook McCord 12/16.  
Robb Ross replaced Margarette Umphlett 6/17  
Paula Oliver replaced Bea Basnight 8/17  
Sarah Hester-Smith appointed to fill unexpired term of Jean Farr Councill who resigned 12/17

**REVISED 12/17**



Parks and Recreation Advisory Council

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

**August 2018**

**PARKS AND RECREATION ADVISORY COUNCIL**  
(Three Year Term)

The Parks and Recreation Advisory Council reviews and advises the Parks and Recreation Department in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County.

**Staff recommends George Barr be appointed to fill a vacant seat.**

**Applications have been received from:**

**George Barr**  
**Lynette Ford**  
**Vanzolla McMurrin**

Other Members: See attached list



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Parks and Recreation Advisory Council

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name George Barr

Address 107 N Budleigh St. PO Box 564

City/State/Zip Manteo, NC 27954

Email Address sailcamaraderie@yahoo.com

Telephone Home: 804-387-4995

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: \_\_\_\_\_

Educational background:

BA Political Science, Middlebury College w/ teaching secondary history certification

Business and civic experience and skills:

30+ year career in retail senior management for JCPenney, Lafayette Radio and Circuit City Stores

for 23 years. Director of Sales & Management Training & Director of Internet Business

Other Boards/Committees/Commissions on which you presently serve:

none

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Carl Jordan	Town of Manteo	PO Box 246 Manteo, NC 27954	252-305-4800
Barry Wikre	Maritime Musuem	104 Fernando Street Manteo, NC 27954	(252) 475-1750
Kermit Skinner	TownMgr.	PO Box 246 Manteo, NC 27954	252 473-2133

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 7/25/18 gb Signature of applicant: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date received: 7/25/18

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Roanoke Island Community Center Board

2<sup>nd</sup> choice Parks and Recreation

3<sup>rd</sup> choice Juvenile Crime Prevention (depends on work schedule)

Name Lynette Ford

Address 104 Elsie Daniels Lane

City/State/Zip Manteo, NC 27954

Email Address fordly@daretolearn.org / lynetteford5748@gmail.com

Telephone Home: (252) 305-5748

Business: (252) 449-7000 Ext 2466

Resident of Dare County:  yes  no

Occupation: History Teacher

Business Address: First Flight High School

Educational background:

B.A. History (LSU), Associate Degree (COADARE); Manteo High School Graduate

Business and civic experience and skills: FFHS TEACHER

Monday Night Alive tutor? Volunteer (10 yrs), OBX Marathon volunteer  
I enjoy being a public servant. Familiar with the community and their needs.

Other Boards/Committees/Commissions on which you presently serve:

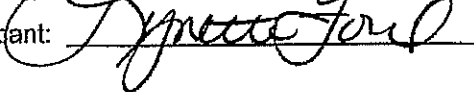
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Paul Charon	Lost Colony Brewery	Manteo	(252) 305-3666
Virginia Tillett		Manteo	(252) 473-2753
Jane Midgett	school board receptionist	Manteo	(252) 473-8995

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 3/16/18 Signature of applicant: 

FOR OFFICE USE ONLY:

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

# Lynette Ford

Current Address:

P.O. Box 2563  
Manteo, N.C. 27954  
252-305-5748

[lynetteford2000@yahoo.com](mailto:lynetteford2000@yahoo.com)

[lynetteford5748@gmail.com](mailto:lynetteford5748@gmail.com)

[fordly@daretolearn.org](mailto:fordly@daretolearn.org)

Permanent Address:

104 Elsie Daniels Lane  
Manteo, N.C. 27954

## Summary

Highly dedicated and resourceful Community Service Worker with a stellar record of community involvement and conflict resolution. I am adept at helping community members in finding creative and productive solutions for any issues. I am a strong multitasker and able to handle a number of simultaneous questions and problems with high accuracy and efficiency.

## Highlights

- Community service experience
- Strong familiarity with community
- Excellent ability to coordinate community service
- High organization and presentation skills
- Outstanding creative thinking and problem-solving abilities
- Oral and written communication skills

**OBJECTIVE:** To work in the community I grew up in and to give back to the people who help me grow. I would like to be a humble servant, serving my great community.

**ACTIVITIES:** I worked with Monday Night Alive for 10 years. MNA is a program which helps students (k-12) with school work.

**EDUCATION:** **B.A. -- History**  
Elizabeth City State University  
Elizabeth City, N.C. 27909  
Graduation Date: May 5, 2007 **GPA: 3.4**  
**Associate in Art Degree**  
College of Albemarle Dare campus  
Graduation Date May 2004  
Effective teacher training 2008

**SPECIAL SKILLS:** Microsoft Works, PowerPoint  
Positive attitude towards work  
Adaptability towards environment  
Positive attitude towards learning  
Work well with people

**WORK  
EXPERIENCE:**

- 2017-Present** First Flight High  
100 Veterans Dr, Kill Devil Hills, NC 27948  
(252) 449-700 ext 2466  
History Teacher  
American History  
Apex Civics  
World History
- 2008-Present** Full Moon Café  
208 Queen Elizabeth Ave  
Manteo, N.C. 27954  
(252) 473-6666  
Server
- 2008** Coastal Staffing Services  
4601 N Croatan Hwy Kitty Hawk, N.C. 27949  
(252) 255- 1800
- 2007- 2008:** Sound Feet Shoes Powells Point, NC  
Assistant Manager Duck Store #6. Worked also in Kitty Hawk #5  
(252)491-2858 (252)261-0490 (252) 441-0715
- 2000-2007:** Weeping Radish Restaurant and Brewery, Manteo, N.C. 27954  
**Opening and closing manager**, Whenever needed  
Pub tender, Waitress, Cook, and Customer Service  
(252) 473-1157
- 1995-1999:** **Manager of Nine West Shoes**, Tanger Outlet Mall Nags Head, N.C. 27959  
Customer Services  
Manual Operation of the store  
Visual Merchandising  
(252) 441-8488
- 1995-1997:** **3rd Key of Colours and Scents**, Tanger Outlet Mall Nags Head, N.C.27959  
Customer Services, Visual Merchandising and  
Manual Operation of the store

**1993-1995:**            **Wallet Works, Tanger Outlet Mall Nags Head, N.C. 27959**

**AWARDS:**            National Collegiate Minority Leadership Award 2002  
SGA Vice President 2002-2003  
SGA President 2003-2004  
Vice Chancellor List (2004)  
Dean List (2004, 2007)  
Honor Roll (2005 – 2006)  
Phi Alpha Theta 2006  
Honor Roll 2007  
Substitute Teaching Certification 2008

**REFERENCES:**    Paul Charron  
Lost Colony Brewery & Café  
Downtown Manteo, N.C. 27954  
(252) 305- 3666  
(252) 473-6666

Jane Midgett  
**Dare County School Board and Education**  
Manteo.N.C.27954  
(252) 473-  
(252) 480-8888

Virginia Tillett  
Former County Commissioner/Educator  
Manteo, N.C. 27954  
(252) 473-2753

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Land Transfer Tax Appeals Board

2<sup>nd</sup> choice Parks and Recreation Advisory Council

3<sup>rd</sup> choice Youth Council

Name Vanzolla McMurrin

Address 1034 George Daniels Road

City/State/Zip Manteo, NC 27954

Email Address vanzollam@darenc.com

Telephone Home: 252-473-5255

Business: 252-475-5969

Resident of Dare County:  yes  no

Occupation: Dare County Register of Deeds

Business Address: 962 Marshall C. Collins Dr., Manteo, NC 27954

Educational background:

Manteo High School Graduate.

Business and civic experience and skills:

I am the Register of Deeds and we deal with the land transfer tax everyday. I want to be on this committee so I will

know of any changes that might affect our office, & I want to assist in any way and learn more about any Board I'm on.



Other Boards/Committees/Commissions on which you presently serve:  
 Vital Records Committee, Automation Technology Committee,  
 Strategic Long Range Planning Committee, all for NCARD

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Marion Midgett	retired	Manteo, NC	473-3057
James Coefield	retired	Duck, NC	261-5623
Carrie Holmes	retired	Manteo, NC	NC 473-5285

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/26/2018 Signature of applicant: Kanzella McMurran

FOR OFFICE USE ONLY:

Date received: 6/27/18

**PARKS AND RECREATION ADVISORY COUNCIL**  
(Three Year Term)

This Advisory Council reviews and advises Parks and Recreation in its efforts to promote, organize, plan, and coordinate activities and programs for youth and adults in Dare County.

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Tim Cafferty P.O. Box 1220 Kitty Hawk, NC 27949 255-0066(H) 255-0482(O)	10-18	Apptd. 6/06 Reapptd. 10/06,09,12, 15
Anita Bills P.O. Box 608 Frisco, NC 27936 995-7892(H), 202-1412(O)	7-21	Apptd. 7/11 Reapptd. 7/14, 18
Willer Spencer P.O. Box 1495 Manteo, NC 27954 256-2880	7-21	Apptd. 7/15 Reapptd. 7/18
Amanda Hooper Walters 1202 9 <sup>th</sup> Avenue Kill Devil Hills, NC 27948 202-9923 Manda.hooper@icloud.com	7-21	Apptd. 7/18
Missy McPherson 119 Margaret Court Manteo, NC 27954 473-6831 (H) 216-6831 ©	12-20	Apptd. 7/16 Reapptd, 12/17
Kathy Carden, CH. P.O. Box 3492 Kill Devil Hills, NC 27948 449-0840(H), 441-6340(O)	7-21	Apptd. 11/07 Reapptd. /08,11,14,18
<b>Vacant</b>	7-18	
<b>Vacant</b>	12-17	
Deon Simmons 222 Brakewood Dr. Manteo, NC 27954 475-1627 (H), 202-9737 (O)	7-19	Apptd. 7-13 Reapptd. 7-19

George Berry 238 N. Dogwood Trail Southern Shores, NC 27949 261-1278 (H) 703-473-0528 (O)	3-19	Apptd. 7-16
Robert Parrish 4416 Seascape Drive Kitty Hawk, NC 27949 252-333-9476 Robert@parrishinsure.com	7-21	Apptd. 7/18 Reapptd.
Eddie Twyne P.O. Box 11 Manteo, NC 27954 305-2291	7-21	Apptd. 7/15 Reapptd. 7/18
Stephanie J. Harkness-Moxley 152 Brakewood Road Manteo, NC 27954 843-540-2358(Cell), 573-8248(O) smoxley@madriver.com	7-21	Apptd. 7/18 Reapptd.
Kelli Harmon 723 Pirates Way Manteo, NC 27954 910-286-1660	7-21	Apptd. 7/15 Reapptd. 7/18
Danny Couch 47297 Dippin Vat Road PO Box 1001 Buxton, NC 27920 <a href="mailto:dannyc@darenc.com">dannyc@darenc.com</a> 252.216.7383		Apptd. 2/17

**NOTES:**

**MEETING INFO:** Every other month beginning in January  
Meets at KDH Rec. Park, 8:00 a.m.  
Meets once a year at the Dare Center, 11:30 a.m.  
Meets once a year at the Fessenden Center, 11:30 a.m.

**CONTACT INFO:** Tim White, Public Services Director

**MEMBERS COMPENSATED:** No

Bob Wells replaced Steve Evans 2/90.  
Ray Hollowell replaced Andy Meekins 2/90.  
Peg Casey replaced Mike Leffler 2/90.  
Jake McCleave replaced Peg Casey.

**On October 21, 1991, DCBC moved to have 7 member board.**

Lisa Wheless replaced Glenn Lucas 3/92.

David Stowe replaced Carol Anderson 6/93.

**Advisory Council was enlarged from 7 members to 13 members July 19, 1993.**

Bill Walker replaced Jake McCleave 11/94.  
Ollie Jarvis filled unexpired term of David Stowe 11/94.  
Rex Simpson filled unexpired term of Lisa Wheless 11/94.  
Tim White replaced Ollie Jarvis 7/95.  
Bobby Outten replaced Karolyn Quidley 7/95.

**DCBC increased membership from 13 to 14 8/7/95.**

(Ollie Jarvis reaptd. For 1 year.)  
Andy Ward filled unexpired term of Ron Bennett 10/95.  
Jeff Absher replaced Tim White 7/96.  
Kyle O'Neal replaced Belinda Willis 4/98.  
Mitchell Bateman replaced Rex Simpson 8/98.  
Dan Ottavio filled unexpired term of Debi DesRoches 4/99.  
Mike France filled unexpired term of Ray Hollowell 4/99.  
Wilhelmina McCleave filled unexpired term of Mary Pendill 4/99.  
Bo Taylor and Jeff Absher will be replaced in September 1999.  
Susan Boncek replaced Bo Taylor 12/99.  
Charlena Davenport replaced Jeff Absher 12/99.  
Ray Evans fill unexpired term of Wilhelmina McCleave 12/99.  
Timmy Midgett replaced Andy Ward 10/00.  
Mel Covey apptd. To fill unexpired term of Kyle O'Neal 12/01.  
Samantha DeLucia appointed to fill unexpired term of Bobby Outten 5/02.  
Crystal Blackmon replaced Charlena Davenport 11/02.  
Ben Whitehurst apptd. to fill unexpired term of Mike France 1/04.  
Jimmy P. Brown fill unexpired term of Ray Evans 4/04.  
Allen Forman apptd. to fill unexpired term of Bill Walker 11/04.  
Bob Sanders replaced Robert Wells 7/05.  
Kelleeta Govan replaced Kathy Burrus 7/05.  
Ralph Horne replaced Ben Whitehurst 7/05.  
Ed Futtrell replaced Dan Ottavio 7/05.  
Tim Cafferty filled unexpired term of Al Forman 6/06.  
Ronnie Roach replaced Samantha DeLucia 6/06.  
Kathy Winstead filled unexpired term of Bob Saunders 11/07.  
April Oden replaced Ollie Jarvis 10/08.  
Mel Covey moved to a northern beach representative and filled unexpired term of Ronnie Roach who resigned.  
Susan Gray filled unexpired term of Mel Covey 10/08.  
Scott Midgette replaced Pete Hunter 7/09.  
Anita Bills replaced April Oden 7/11.  
Tod Clissold replaced Ed Futrell 7/11.  
Melinda Maher replaced Ralph Horne (deceased) 7/11.  
Jack Painter replaced Crystal Blackmon 4/12.  
Mel Covey resigned 7/12.  
Eddie Twyne replaced Timmy Midgett 7/15.  
Willer Spencer filled vacancy (Tod Clissold) 7/15.  
Kelli Harmon filled vacancy (Mel Covey) 7/15.  
Missy McPherson appointed to fill vacant seat last held by Susan Boncek 7/16.  
George Berry appointed to fill vacant seat last held by Susan Gray 7/16.  
Melinda Maher resigned 12/16.  
Jack Painter resigned 1/17.  
Chairman Woodard appointed Danny Couch as Commissioner Appointee 2/20/17  
Jimmy Brown passed away 1/18

Kathy Winstead remarried, her name changed to Kathy Carden 6/18  
Robert Parrish replaced Scott Midgette, Stephanie J. Harkness-Moxley replaced  
Keletta Govan, Amanda Hooper Walters filled a vacancy 7/18

**REVISED 7/18**



*Upcoming Board Appointments*

**Description**

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

## Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next 3 months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list.

### September 2018

1. Health and Human Services Board

The Health and Human Services Board serves as the policy making, rule making and administrative board for Dare County's Department of Health and Human Services. 3 terms expiring

### October 2018

1. Parks and Recreation Advisory Council

The Advisory Council reviews and advises Parks and Recreation in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County. 1 term expiring

### November 2018

1. Older Adult Services Advisory Council

The Council advises Dare County in its efforts to promote, organize, plan and coordinate services and programs for residents and visitors to Dare County who are 55 years of age and older. 3 terms expiring

2. Rodanthe, Waves, Salvo Community Center Board

This Board operates and maintains the Rodanthe, Waves, Salvo Community Center facility and amenities for the use and benefit of all members of the villages. 2 terms expiring

3. Stumpy Point Community Center Board

This Board operates and maintains the Stumpy Point Community Center facility and amenities for the use and benefit of all members of the Stumpy Point Community. 1 term expiring

4. Youth Council

A community-based youth volunteer organization whose mission is to provide wholesome activities, civic projects and special events for their peers and to serve as the "voice" of youth to local governments on issues of interest to Dare County youth. 7 terms expiring

-----**Instructions for Obtaining and Submitting Applications**-----

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Janice Williams at 475-5800.



**COMMISSIONERS' BUSINESS**

**MANAGER'S / ATTORNEY'S BUSINESS**