



County of Dare

P.O. Box 1000 | Manteo, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

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

Monday, August 19, 2019

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

AGENDA

- 5:00 PM** **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Opening Remarks - Chairman's Update
- ITEM 2** Public Hearing -- Proposed Amendments to Section 22-581. Sand Dune Regulations
- ITEM 3** Public Comments
- ITEM 4** Presentation of Final Report on Buxton Frisco Sections of Hatteras Island Pathway
- ITEM 5** Proposed Zoning Amendments -- Housing Alternatives
- ITEM 6** Presentation of Capital Investment Fund Model and Discussion of Goals for Development of a Fund Balance Policy for the General Fund
- ITEM 7** Proposal for Development of Dredge Material Management Plan
- ITEM 8** Water Capital Improvements Plan for 2020 - 2026
- ITEM 9** Consent Agenda
1. Approval of Minutes
 2. Health & Human Services-Public Health Div. Additional Funding for the WIC Program
 3. Resolution Authorizing Conveyance of DC Water Department Equipment to the Town of Kill Devil Hills
 4. Reimbursement Resolution for Series 2020 Limited Obligation Bonds to Add EMS Equipment per the 2020 Approved CIP
 5. Tax Collector's Report
 6. Budget Amendment for State Appropriation for Dredge Forgivable Loan
 7. Request for Addition to State Maintained Secondary Road System
Carolina Court West
- ITEM 10** Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 9:00 A.M. ON SEPTEMBER 3, 2019



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



Public Hearing Proposed Amendments to Section 22-58.1 Sand Dune Regulations

Description

A public hearing on proposed revisions to Section 22-58.1 of the Zoning Ordinance is scheduled for 5:30 p.m. After the close of the hearing, the Board may choose to act on the proposed amendments. Draft motions are included on a separate attachment with the proposed language.

Board Action Requested

Conduct a public hearing and adopt revisions to Section 22-58.1 as recommended by the Planning Board.

Item Presenter

Donna Creef

SECTION 22-58.1 - SAND DUNE PROVISIONS (new text is underlined)

These regulations shall apply to any property featuring natural topography that requires grading and/or modification in order to utilize the property. Before any grading, shaping, or modification of existing natural topography occurs, an on-site meeting with the Dare County Planning Department and/or Building Inspector is required to assess the topography, discuss proposed activities, and proposed stabilization methods that will be required to address remnant slopes on the property.

1. Sand dunes and their existing contours shall not be damaged, destroyed, removed, or changed ~~except as specifically exempted below~~: unless in conjunction with the following activities:

a. The area required for the construction and installation of septic or wastewater improvements as authorized by the Dare County Health Department or North Carolina Department of Environmental Health.

b. Activities in conjunction with a Dare County building permit as authorized by the Dare County Building Inspector

c. Other land disturbing activities in conjunction with subdivision development or other ~~residential or commercial~~ development as authorized by the Dare County Planning Department, the Dare County Planning Board or the Dare County Board of Commissioners.

For activities ~~exempted under~~ outlined in Section 1 a, b and/or c, the following standards shall apply:

1. A site plan prepared by a NC licensed engineer or NC licensed surveyor shall be submitted depicting the existing grades and proposed grades ~~after the proposed land clearing activity~~ and areas where retaining walls are needed to stabilize remnant slopes.
2. A horizontal – vertical slope not to exceed 4' to 1' shall be maintained unless the dune-disturbing activity is intended to provide elevations that are consistent with abutting properties. Before any disturbing activities commence, silt fencing shall be placed at the bottom of slopes to prevent erosion of sediment onto adjoining properties and right of ways. Silt fencing shall remain in place until the final inspection of the property by the Dare County Planning Department. Depending on the vertical slope, temporary vegetative matting may be required to stabilize slopes until permanent stabilization measures are completed. Graded slopes must be vegetated or otherwise stabilized within 30 working days of completion of the work. Graded slopes shall be stabilized with retaining walls or other permanent stabilization improvements prior to issuance of the Certificate of Occupancy/Certificate of Completion by the Planning Department.

3. All components of retaining walls shall be located on the subject property and shall not encroach onto adjoining lots or right-of-ways, either aboveground or subsurface.
4. Sand shall not be removed from the site unless authorized by the Dare County Planning Department as part of the development activities.
5. Other proposals for sand dune disturbing activities not specifically exempted in Section 1 may be submitted for review as conditional uses subject to Planning Board review and Board of Commissioners approval.
6. Unauthorized dune-disturbing activities shall be considered a violation of this chapter and shall be subject to a fine of \$200 for each and every day the violation continues. Mitigation plans prepared by a NC licensed engineer or NC licensed surveyor shall be required for any unauthorized dune-disturbing activity.

These standards do not apply to those sand dunes that are protected by the NC Coastal Area Management Act and subject to those State regulations.

DRAFT MOTIONS FOR BOARD CONSIDERATION

Motion to adopt draft regulations: “I move to adopt the proposed amendments to Section 22-58.1 Dune Alteration Standards as recommended by the Planning Board. These amendments are consistent with the policies of the Dare County Land Use Plan as detailed in the finding of consistency statement prepared by Planning staff and included as part of this motion to adopt.”

Motion to adopt revised regulations – “I move to the following revisions be made to the draft language (insert specific changes) and that the revised language be adopted for Section 22-58.1 of the Zoning Ordinance. These amendments are consistent with the policies of the Dare County Land Use Plan as detailed in the finding of consistency statement prepared by Planning staff and included as part of this motion to adopt.”

No action is needed if the Board chooses to not adopt the proposed amendments.

ZONING AMENDMENT CONSISTENCY DETERMINATION

On August 19, 2019 the Dare County Board of Commissioners conducted a public hearing on a zoning text amendment to Section 22-58.1 of the Zoning Ordinance. This text amendment was initiated by the Dare County Planning Department in an effort to update the regulations to reflect current construction practices and provide better enforcement procedures.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning text amendment:

Land Use Compatibility Management Topic

Policy LUC #13

For those mining activities not subject to regulation by the State of North Carolina, Dare County shall rely on the dune alteration regulations of the Dare County Zoning Ordinance to ensure all dune alteration activities are minimal and meet the sloping standards to ensure safety and erosion control.

Implementation Strategy: Administration of Section 22-58.1 Dune Alteration Standards of the Dare County Zoning Ordinance

On July 8, 2019 the Dare County Planning Board voted to recommend favorable adoption of this text amendment. Based upon the recommendation of the Planning Board and a review of the policy, the Dare County Board of Commissioners finds the zoning amendment to be consistent with the 2009 Dare County Land Use Plan since the amendments are updating the current regulations concerning dune alteration and slope management. The amendments will provide better methods of administering and enforcing the regulations.

The Dare County Board of Commissioners hereby adopts the proposed amendments to Section 22-58.1 of the Zoning Ordinance as drafted by the Planning Department and recommended for approval by the Planning Board.



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Comments can be made at the Commissioners Meeting Room in Manteo or through an interactive video link at the Fessenden Center Annex in Buxton.

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo
Video Link - Fessenden Center Annex, 47017 Buxton Back Road, Buxton

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



Presentation of Final Report -- Buxton-Frisco Sections of HI Pathway

Description

The final report on the Buxton and Frisco sections of the Hatteras Island Pathway is complete and the consultant for the project will make a presentation on August 19, 2019. The report was prepared using a grant from NCDOT with the matching funds provided by the communities of Buxton and Frisco. This study was considered a feasibility study to identify the alignment of the various sections and estimated costs. It should be noted the report provides estimated costs based on NCDOT cost guidelines and the actual costs may be lower once specific engineered plans are prepared. The development of engineered plans is the next step in the process pending funding approval by NCDOT or other sources. The requested action is the acceptance of the plan by the Board, a resolution to do so is included in the packet for the Board's action.

Board Action Requested

Motion to accept final report on Buxton Frisco sections of Hatteras Island Pathway.

Item Presenter

Donna Creef

RESOLUTION ACCEPTING THE HATTERAS ISLAND PATHWAY
PLANNING REPORT FOR BUXTON AND FRISCO

WHEREAS, multi-use paths for bicycle and pedestrian use are important infrastructure components in communities and serve as alternative transportation routes, offer recreational opportunities for residents and visitors, and add to the overall health, wellness and quality of life of neighborhoods, and

WHEREAS, the Outer Banks National Scenic Byway Committee in conjunction with Dare County have been working over the past decade to make pathways along the entire length of NC 12 on Hatteras Island a reality; and

WHEREAS, there are portions of the pathway that remain unconstructed in Buxton village and Frisco village and a planning grant from NC Department of Transportation was secured by Dare County with matching funds from Buxton and Frisco communities. The purpose study was to identify alignment alternatives and other impacts associated with the construction of these portions of the Hatteras Island pathway; and

WHEREAS, work on the planning study began in 2018 and has been completed with the results of the study presented in a final report prepared by the NCDOT consultant hired to work with Dare County; and

WHEREAS, the final report identifies alignment alternatives that will serve as the basis for a more detailed engineering plan which is the next step in the process of constructing the Buxton-Frisco sections of the Hatteras Island pathway:

NOW THEREFORE BE IT RESOLVED the Dare County Board of Commissioners accepts the results of the final report for the 7.6 miles of the Hatteras Island pathway located in Buxton and Frisco villages and acknowledges the results of the planning study will serve as a basis from which more detailed engineering reports can be prepared for the construction of the Buxton-Frisco pathway.

BY: _____

DATE:

Robert L. Woodard, Chairman
Dare County Board of Commissioners

ATTEST: _____

Cheryl Anby
Clerk to the Board

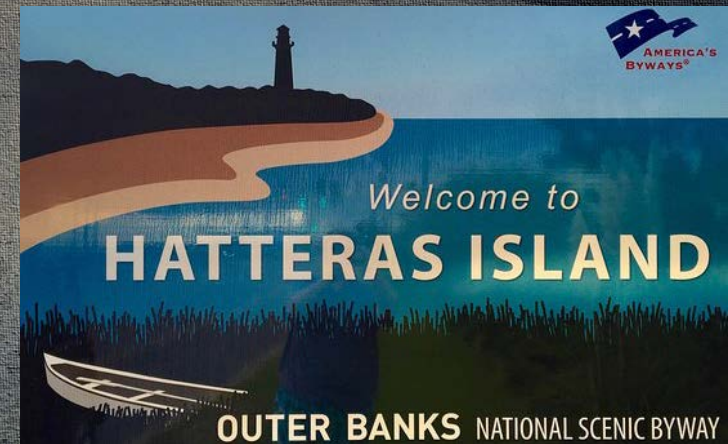


Hatteras Island Pathway

**Dare County
Board of Commissioners Meeting**

Presented by
Donna Creef, Planning Director
Brian Edwards, PROJECT MANAGER

August 19, 2019



Today's Presentation

- Purpose
- Process
- Proposed Concept
- Opinion of Costs
- Potential Phasing



Purpose

The purpose of this feasibility study is to examine opportunities and constraints and to develop a probable opinion of costs (including design, permitting, administration, and construction costs) to guide Dare County and local community partners in identifying next steps and phasing for future implementation of the proposed pedestrian improvements from Frisco to Buxton.

- ❖ Develop Initial Pathway Concept
- ❖ Document *potential* natural and human element challenges
 - Avoiding or minimizing challenges
 - Present tradeoffs for consideration
- ❖ Refine Pathway Concept
- ❖ Develop planning-level opinions of probable costs



Process



Process and Schedule

Feasibility Assessment

- Data collection / Site visit
- Base mapping of constraints/issues

Stakeholder Coordination

- Steering Committee meetings (4 in-person)(2 virtual)
- Public Meeting (1 in-person)

Refinement of Alternatives

- Tradeoffs and Evaluation criteria
- Locally-Proposed concept

Plan Development

- Draft FS Document
- Final FS Document

September 2018

1

Oct

2

Dec

January 2019

Feb

3

Apr

Jun

4

Aug

Document Challenges

Construction Elements

Proposed Alignment & Facility Type

Opinion of Costs

Steering Committee Meetings



Mtg #1: October 2018

- Project objectives review
- Identify safety or policy constraints
- Develop purpose & need
- Discuss evaluation criteria for success

Mtg #2: December 2018

- Alignment possibilities reviewed
- Challenges confirmation
- Refine evaluation criteria (decision matrix)

Mtg #3: March 2019

- Probable Costs Review
- Options/Tradeoffs evaluation
- Synthesize a locally-proposed concept

Mtg #4: August 2019

- Present Report to Board of County Commissioners
- Acceptance of report

Key Human and Environmental Challenges

Natural Environment

- ❖ **Topography** – relatively flat, positive overland drainage a key challenge
- ❖ **Floodplain/Floodway** – Multiple Stream or coastal inlet crossings
- ❖ **Coastal & Jurisdictional Wetlands** – GIS data shows multiple areas adjacent to R/W that are potential Coastal & Jurisdictional wetlands
- ❖ **Conservation Managed Areas** – Cape Hatteras National Seashore and Buxton Woods Coastal Reserve
- ❖ **Threatened and Endangered Species** – 66 threatened and endangered species of flora and fauna

Human Environment

- ❖ **Right-of-Way** – 58' to 130'
- ❖ **Secondary Road Intersections** – 35 along soundside and 43 along oceanside
- ❖ **Annual Average Daily Traffic** – 5,000 -10,000 AADT
- ❖ **Land Owners** – Various Private and Commercial Developments with minimal offsets and unrestricted access management and site parking
- ❖ **State Historic Preservation Sites** – Creeds Hill Life Saving Station deemed eligible
- ❖ **Cemeteries** – 8 along corridor
- ❖ **Public/Private Utilities** – Public Waterlines, Cape Hatteras Electric, Phone/Cable



Proposed Concept

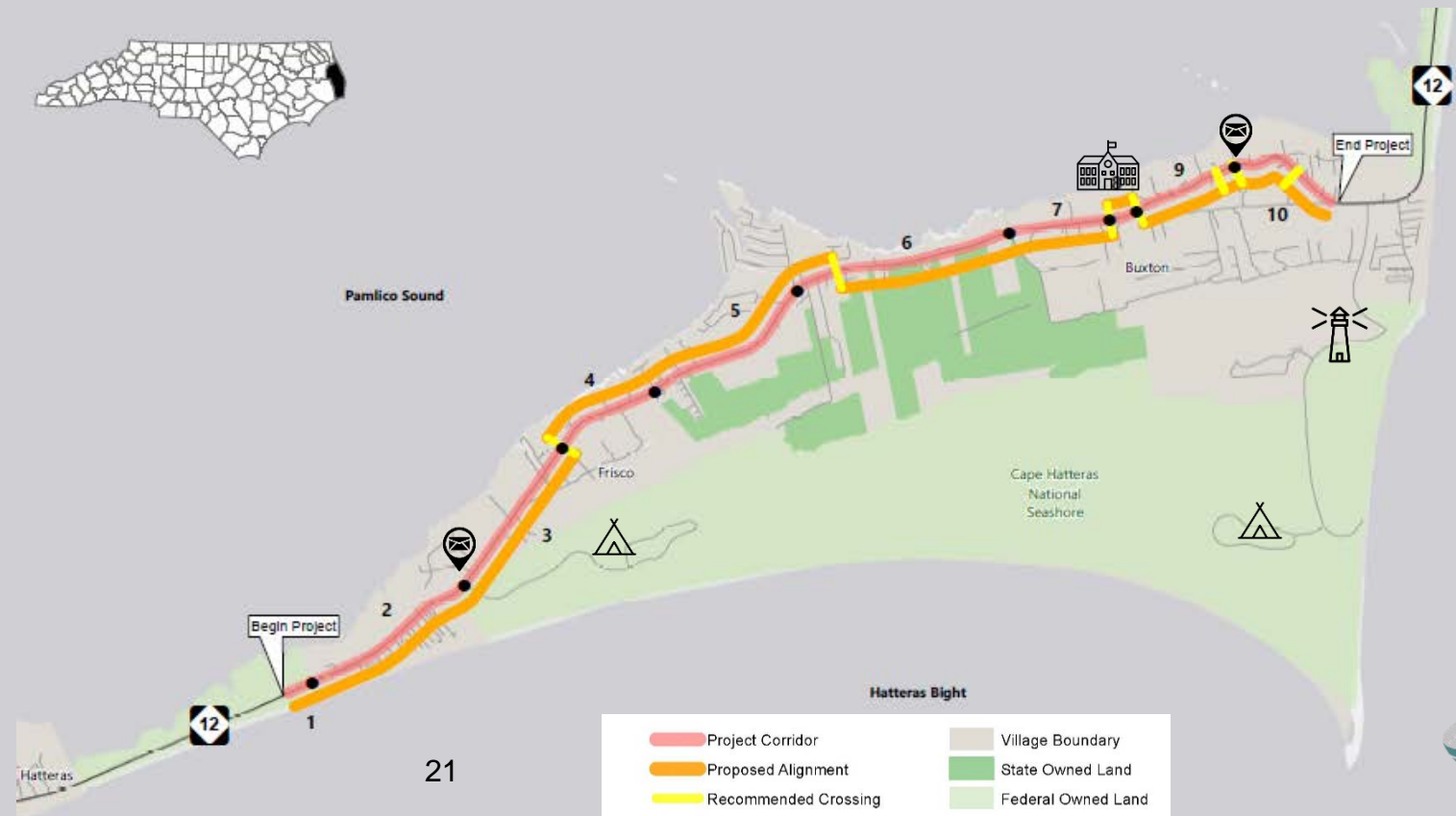


Alignment Alternatives

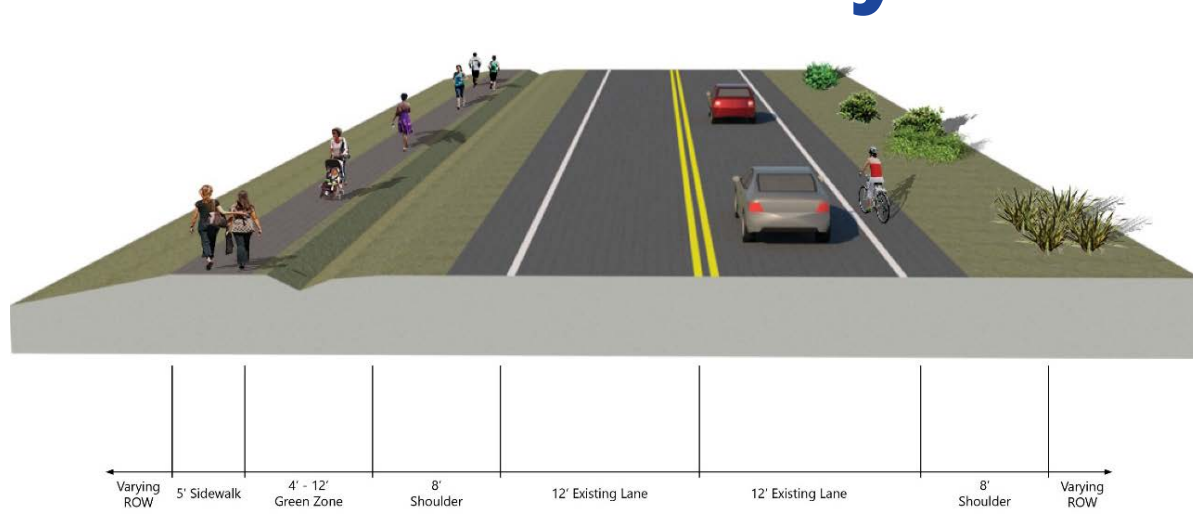
Due to the overall project length, the committee dissected the 7.6-mile project into multiple segments at key points along the corridor to aid in simplifying the project evaluation and to allow for future project phasing. As each of these segment points could potentially become a roadway pedestrian crossing, factors including roadway geometry, speed limit changes, roadway intersections (and consequently the AADT associated), and primary destinations were used to determine the appropriate segment termini points.

Alignment Segment Chart

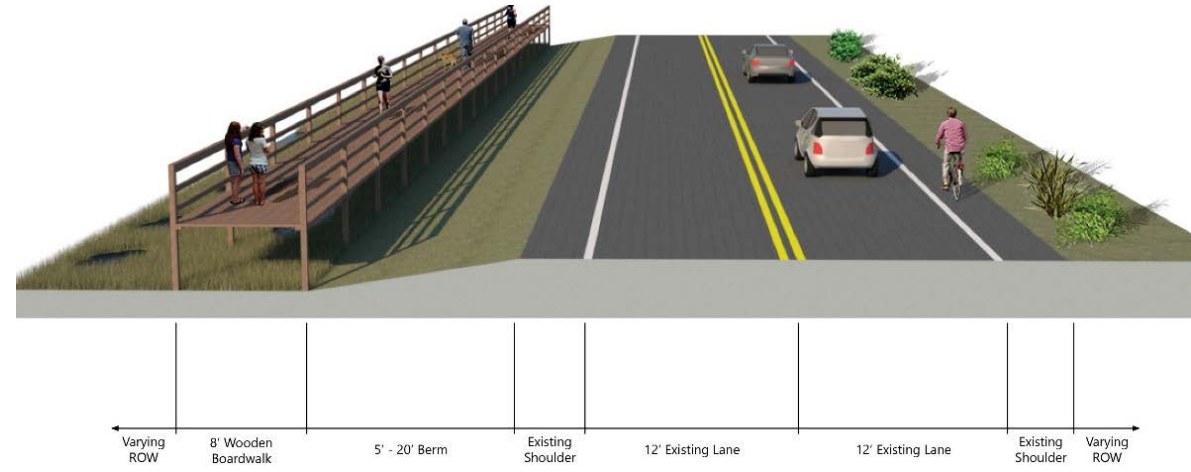
Segment #	Start Location	End Location	Path Location	Length (miles)
1	Frisco Bath House	Frisco Village Limits	Oceanside	0.16
2	Frisco Village Limits	Billy Mitchell Road	Oceanside	1.04
3	Billy Mitchell Road	Lovey Lane	Oceanside	1.04
4	Lovey Lane	Central Drive	Soundside	0.60
5	Central Drive	N Buccaneer Drive	Soundside	1.22
6	N Buccaneer Drive	Old Doctor's Road	Oceanside	1.36
7	Old Doctor's Road	School Athletic Complex	Oceanside	0.63
8	School Athletic Complex	Buxton Back Road West	Soundside	0.18
9	Buxton Back Road West	Crossway Road	Oceanside	0.66
10	Crossway Road	Buxton Back Road East	Oceanside	0.70



Alternative Facility Cross Sections



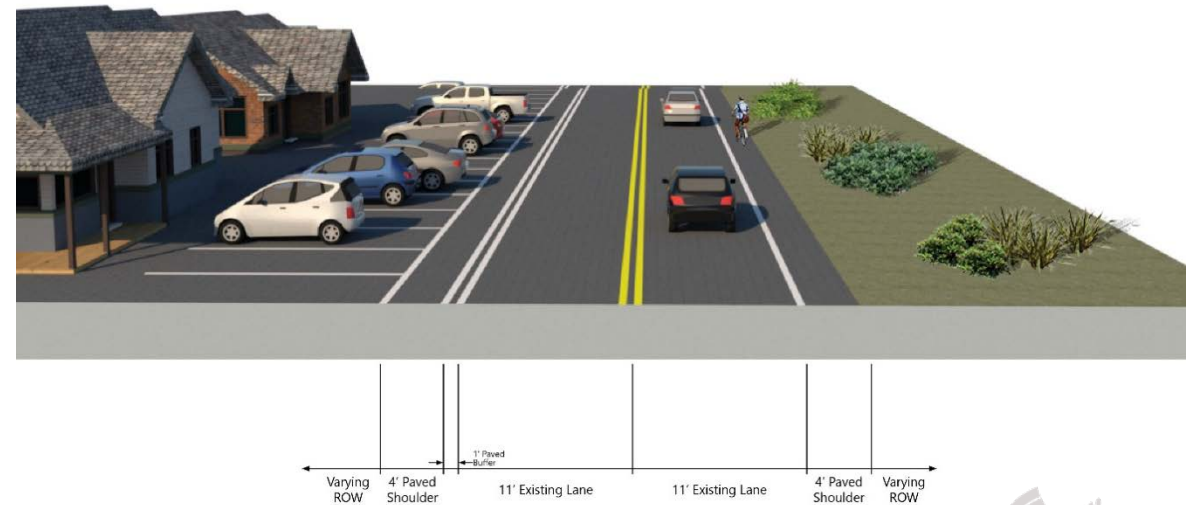
Section A – Offset Sidewalk



Section B - Boardwalk



Section C – Sidewalk with Curb and Gutter



Section D – Paved Shoulder

Opinion of Costs





Initial Assumptions of Opinion of Costs

- ❖ Accommodate pedestrian pathway improvements within ROW. No ROW costs or easement costs are included.
- ❖ 5' wide - 4" Thick Concrete Sidewalk (similar to Avon)
- ❖ 8' wide wooden boardwalk (similar to Rodanthe, Waves, Salvo)
- ❖ Wooden Beam Retaining Walls
- ❖ Rapid Flashing Beacons at Hwy 12 Crossings
- ❖ The integrity of the local establishments parking and traffic flows will not be impacted adversely
- ❖ Replacement Landscaping as needed.
- ❖ Project Specific Stormwater Quality/Peak Management Not Required per NCDEQ



Dare County - NC 12- Hatteras Island Pedestrian Improvements

Alternate Cross Section Typical Unit Costs per 100 LF

	Width	Unit	Quantity	Lower Rates		Higher Rates	
				Unit Price	Unit Sub-Total	Unit Price	Unit Sub-Total
Alternate A							
Silt Fence		lf	100	\$1.85	\$185.00	\$1.85	\$185.00
Broom Finish Concrete Sidewalk (4" depth)	5	sy	55	\$35.25	\$1,938.75	\$35.25	\$1,938.75
Uncontaminated Soil Removal and Disposal		cy	15.00	\$7.00	\$105.00	\$11.25	\$168.75
Alternate A Sub-total					\$2,230.00		\$2,290.00
Alternate B							
Wooden Boardwalk c/w piles, boardwalk, decking and handrails	8.5	sf	850	\$45.00	\$38,250.00	\$60.00	\$51,000.00
Alternate B Sub-total					\$38,250.00		\$51,000.00
Alternate C							
Silt Fence		lf	100	\$1.85	\$185.00	\$1.85	\$185.00
Broom Finish Concrete Sidewalk (4" depth 5' width)	5	sy	55	\$35.25	\$1,938.75	\$35.25	\$1,938.75
24" Concrete C&G		lf	100	\$18.50	\$1,850.00	\$18.50	\$1,850.00
Uncontaminated Soil Removal and Disposal		cy	130.00	\$7.00	\$910.00	\$11.25	\$1,462.50
Alternate C Sub-total					\$4,880.00		\$5,440.00
Alternate D							
Pavement Marking - Buffer		lf	100	\$1.00	\$100.00	\$2.00	\$200.00
Sawcut		lf	100	\$3.25	\$325.00	\$6.00	\$600.00
Type B25.0C asphalt base course (5")	5	tons	22.17	\$51.75	\$1,147.13	\$51.75	\$1,147.13
Type I19.0C asphalt intermediate base course (4")	5	tons	12.67	\$52.75	\$668.17	\$52.75	\$668.17
Type SF9.5B asphalt surface course(2")	5	tons	6.17	\$45.00	\$277.50	\$45.00	\$277.50
Removal of Ext. Asphalt Pavement		sy	55.56	\$8.00	\$444.44	\$9.00	\$500.00
Alternate D Sub-total					\$2,960.00		\$3,390.00

Cross Section Typical Unit Rates

- NCDOT statewide unit bid averages (2018)
- A 100-foot uniform linear section of each alternate section was analyzed to establish a unit rate per linear foot.



Opinion of Costs Section Alternates Unit Rate Table

	Low	High	Average	Cost / LF	Use:
Alternate A	\$2,230.00	\$2,290.00	\$2,260.00	\$22.60	\$22.60
Alternate B	\$38,250.00	\$51,000.00	\$44,625.00	\$446.25	\$450.00
Alternate C	\$4,880.00	\$5,440.00	\$5,160.00	\$51.60	\$52.00
Alternate D	\$2,960.00	\$3,390.00	\$3,175.00	\$31.75	\$32.00

Prelim

County: **Dare County**

Route NC-12
From MP 69.4 - MP 77.0
Typical Section

PROJECT COST
\$5,700,000

Prepared By: VHB Date: 7/31/2019
Requested By: NCDOT Date:

Dare County - NC 12- Hatteras Island Pedestrian Improvements

Opinion of Probable Costs Summary Sheet

Description	Quantity	Unit	Price	Amount
Alternate A - 5' separated Conc S/W	33090	LF	\$23.00	\$761,070.00
Alternate B - 8' Wooden Boardwalk	3429	LF	\$450.00	\$1,543,050.00
Alternate C - 5' S/W & 30" Curb	1555	LF	\$52.00	\$80,860.00
Alternate D - 5' Onstreet Asph. Path	1985	LF	\$32.00	\$63,520.00
NC-12 Crossings (RRFB, Signage and Markings)	10	EA	\$16,260.00	\$162,600.00
Roadway Intersection Crossings (24' wide)	43	EA	\$2,360.00	\$101,480.00
Gravel Driveway Crossings (12' wide)	135	EA	\$2,900.00	\$391,500.00
Wooden Retaining Wall (2'-4')	625	LF	\$120.00	\$75,000.00
Landscape Replacement	4815	LF	\$40.00	\$192,600.00
Contract Costs Sub-total				\$3,371,680.00

Misc. & Mob (35% Contingency) **\$1,200,000.00**

Lgth	7.59 Miles		
Contract Cost			\$4,571,680.00
Design Survey, Engineering Design, Permitting 15%			\$ 690,000.00
Construction Engineering and Inspection 5%			\$ 230,000.00
<u>NCDOT Oversight Costs 5%</u>			\$ 230,000.00
Construction Cost			\$5,721,680.00

Project Opinion of Costs

- VHB anticipates a total project cost of ~5.7 million dollars if construction were to occur this year.
- Project costs roughly **\$750,000 per mile of sidewalk.**
- Actual construction costs may decrease based on project specific construction plans.

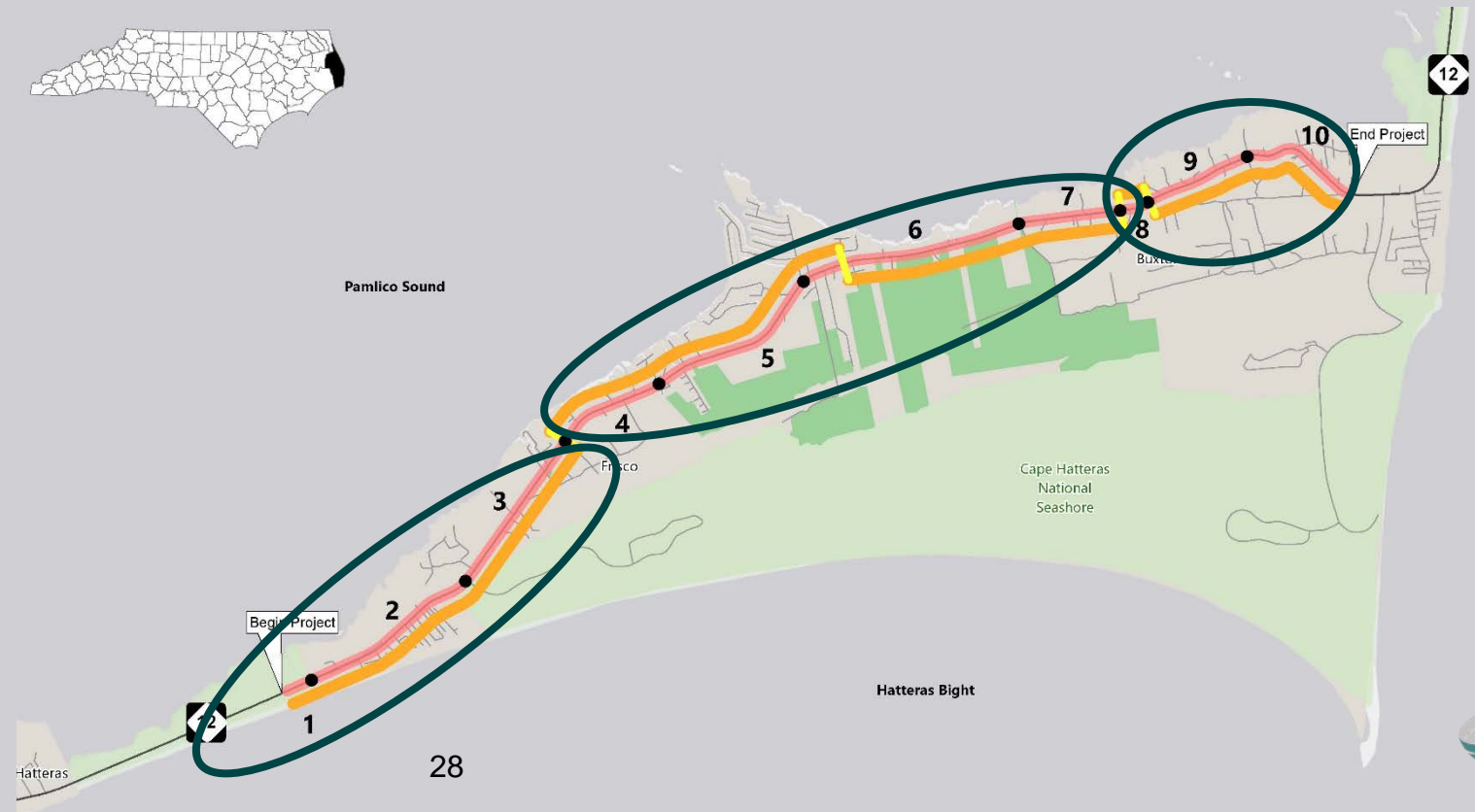


Potential Phasing



Potential Phasing

- Attendees at the Public House event were provided three potential phasing options to prioritize. Phases presented included segments 1-3 (Option 1), 4-7 (Option 2), and 8-10 (Option 3).
- Public responses indicated the central portion of the project is the highest priority since it provides a needed connection for Frisco village to the Cape Hatteras Secondary School
- Central portion, if connected to existing Buxton Back Road pathway, would provide an off-road pathway from Frisco to the Cape Hatteras Lighthouse
- Should full funding not be immediately available, the project could be phased.



Acknowledgments

Thank you to the Dare County Board of Commissioners, the Steering Committee, and residents of Dare County for their involvement and support in this planning process and commitment to the provision of pedestrian infrastructure. This feasibility study was funded through the North Carolina Department of Transportation Division of Bicycle and Pedestrian Transportation Planning Program along with a local match from contributions of the community, especially the Cape Hatteras Electric Cooperative.

Key Partners

Dare County
Outer Banks National Scenic Byway
The North Carolina Department of Transportation (NCDOT) Division 1
NCDOT Division of Bicycle and Pedestrian Transportation (DBPT)
Albemarle Rural Planning Organization
US National Park Service
Cape Hatteras Electric Cooperative

Steering Committee

Donna Creef (Dare County)
Noah Gillam (Dare County)
Mary Helen Goodloe-Murphy (Outer Banks Scenic Byway Committee)
Suzanne Stark (Outer Banks Scenic Byway Committee)
John Vine-Hodge (NCDOT DBPT)
Brooks Braswell (NCDOT Division 1)
Gretchen Byrum (NCDOT Division 1)
Angela Welsh, (Albemarle Rural Planning Organization)
Sabrina Henry (US National Park Service)
David Hallac (US National Park Service)
Laura Ertle (Cape Hatteras Electric Cooperative)
Susan Flythe (Cape Hatteras Electric Cooperative)
Natalie Kavanagh (Community Member)
GeeGee Rosell (Community Member)

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Brian Edwards | bedwards@vhb.com | 919.439.2839



Proposed Zoning Amendments-- Housing Alternatives

Description

The study of additional amendments to the Dare County Zoning Ordinance continues with another set of alternatives identified by the Planning Department and recommended by the Planning Board. A more detailed staff report on these four alternatives is attached. Should it be the consensus of the Board to move forward on any or all of these alternatives, then a public hearing on the draft amendments is needed. If a hearing is scheduled, then our past practice has been to hold land use hearings at the second monthly board meeting, which would be September 16.

Board Action Requested

Schedule a public hearing on housing alternatives -- "I move to schedule a hearing on proposed housing amendments on September 16, 2019 at 5:30 p.m.

Item Presenter

Donna Creef

STAFF REPORT -- ZONING AMENDMENTS FOR HOUSING

DATE: AUGUST 19, 2019

FROM: DONNA CREEF, PLANNING DIRECTOR

Earlier this year, I presented the Board with several alternatives for amending the Zoning Ordinance to address housing issues. The alternatives were referred to the Planning Board for further study. Listed below are four alternatives that have been discussed by the Planning Board over the past few months and were recommended for approval at their August 12, 2019 meeting.

1. Cluster Home Developments – This alternative would extend cluster home regulations to include eight other zoning districts that were not included in the 2018 amendments. The eight districts are NH, RS-1, R-1, SNC, VR, WR1, ELR, and ELNH. These districts are more traditional single-family districts that do not allow duplex structures. The MP-1 zoning district for Martin's Point, BNH for the old Coast Guard station in Buxton, the R-1A for Baum Bay Harbor Subdivision and the R-4 zoning district for Colington Harbour Subdivision are not on this list since these areas are already platted developments and are not likely candidates for cluster home developments. Adding cluster homes to these other eight districts should not pose any problem with covenants. In order to implement this alternative, Section 22-31.1 Cluster Home Developments would need to be amended to add the other districts and then the eight other districts would need to be amended to add cluster home development as conditional uses. In recognition of the more restrictive nature of these eight districts, the draft language recommended by the Planning Board sets a minimum lot size of 30,000 square feet versus the 20,000 square feet minimum lot size for other zoning districts identified in Section 22-31.1 last year. The current cluster home regulations limit structures to 1,200 square feet of heated space and there is no recommendation to increase this square footage limitation for these other eight districts just the overall minimum size for parcels.
2. Educational housing alternative – This alternative would adopt regulations for educational housing opportunities in twenty-five zoning districts. The twenty-five districts selected for this alternative allow duplex and/or or multifamily structures and are not the more traditional single family zoning districts. Educational housing projects must be affiliated with Dare County, UNC-CSI, College of Albemarle or Dare County Board of Education. Such projects would be reviewed as conditional use permits. Please note, currently the R-1 district allows university campuses as a conditional use. This use was added to the R-1 district when the UNC-Coastal Studies Institute was originally proposed. The R-1 language specifically allows housing as part of an university campus.

3. Conditional Use Subdivisions – The third alternative is for conditional use subdivisions which are subdivisions featuring reduced lots sizes of 12,500 square feet in exchange for a dwelling size limitation of 1,200 square feet of conditional space. The current minimum lot size is 15,000 square feet for lots served by central water. This alternative is proposed for twenty-eight zoning districts and includes a minimum parcel size of three acres. The draft language also precludes the grouping of existing platted lots for redevelopment as a conditional use subdivision. This alternative is not a wholesale change to the minimum lot sizes for newly platted lots but would be applied only as a conditional use subdivision with limitations on the dwelling size. The current minimum lot size of 15,000 square feet has been in place since in 1982. A lot size of 15,000 square feet equals a density of 2.9 units per acre, a lot size of 12,500 square feet equals 3.5 units per acre. The Section 22-31 regulations for group developments allow a density greater than 15,000 square feet for subdivisions. Although “lots” are not sold in group housing developments just the footprint of the structure, the resultant density can be greater than associated with a traditional subdivision. Development restrictions could be applied to the lots to ensure they are used for year-round housing construction and not as vacation rental homes.

4. Workforce Housing Units – This alternative, if adopted, would establish regulations to would allow the construction of housing units in conjunction with a commercial use similar to the accessory dwelling units allowed for residential districts. The proposal would allow workforce housing units in seventeen commercial zoning districts in unincorporated Dare County. There is no size limitation for the workforce units instead the overall lot coverage limitation of 60% associated with commercial districts will be used to control development on parcels.

The specifics of each of these alternatives are attached for the Board’s review and consideration. Before any action can be taken, a hearing must be held. I recommend a hearing on all four alternatives be scheduled for the September 16, 2019 Board meeting.

Section 22-31.1 Cluster Home Developments (PROPOSED REVISIONS underlined)

Cluster home developments consist of more than one residential dwelling on one parcel of land whereby the dwellings are occupied on a long-term basis. These standards are designed to facilitate the development of cluster home projects in unincorporated Dare County.

The following provisions shall apply:

1. Cluster homes developments shall be subject to review and approval as conditional uses in the following zoning districts: R-2, R-2A, R-2B, R-2H, R2-AH, R-3, RS-6, RS-8, SP-2, SP-C VC-2, C-2, C-2-H, C-3, 1-1, S-1, CS, BT, RB, MLM, WVC, MC-1, MC-2, and Highway 345.
Minimum lot size: 20,000 square in these zoning districts.
2. Cluster homes developments shall be subject to review and approval as conditional uses in the following zoning districts: NH, RS-1, R-1, SNC, VR, WR1, ELR, and ELNH. Minimum lot size: 30,000 square feet in these zoning districts.
3. Setbacks: Dwellings constructed as part of a cluster home development shall be subject to the setbacks of the applicable zoning district.
4. Separation of dwellings: 15 feet
5. Lot coverage: 30% of the total lot area
6. Building height: same as the applicable zoning district
7. Maximum size of dwelling: Any dwelling constructed as part of the cluster home development shall not exceed 1200 square feet of heated/conditioned space.
8. Parking: Parking for cluster homes shall be provided at a rate of one parking space per bedroom of each cluster home. Such parking may be provided at individual dwelling sites or in a congregate area for the entire development. Fifty percent (50%) of the required parking shall be of an impervious surface of concrete or asphalt (not to include asphalt millings or other similar products)
9. Roads – cluster home developments that cannot be properly served by emergency or service vehicles from an existing abutting road or street, shall be made accessible to such vehicles from a 30' right-of-way with 20 feet of paved improvements.
10. Ownership of cluster homes – cluster home sites may be transferred to individual owners with the remainder of the lot dedicated as common area owned by a homeowners association or similar entity. Cluster homes shall ~~not~~ be occupied or rented for long-term basis occupancy transient, short-term basis (30 days or less) as defined in Section 22-2 of the Zoning Ordinance.
11. A copy of the approved conditional use permit for a cluster home development shall be recorded with the approved site plan of the development.
12. Other reasonable and appropriate conditions to reflect individual specific site conditions may be applied to cluster home development as part of the conditional use review and approval process.

SECTION 22-58.8 EDUCATIONAL HOUSING PROJECTS (Proposed new section to be added to Zoning Ordinance)

Educational housing projects are residential developments that provide housing opportunities for employees and students of educational facilities located in Dare County.

1. Educational housing projects shall be constructed on property owned and/or leased by Dare County, the Dare County Board of Education, the UNC Coastal Studies Institute or the College of the Albemarle. Partnerships or cooperative agreements between these public agencies and with private-sector agencies or individuals may be authorized as educational housing projects.
2. Educational housing projects may be located in the following zoning districts: RS-6, RS-8, R-2, R-2A, R-2B, R-2H, R2-AH, R-3, MH-A, MH-B, ELR, ELVC, SNC, C-2, C-2H, C-3, I-1, ELCS, S-1, RB, NC, MLM, MC-1, MC-2, and H345. In the R-1 district, university campuses are conditional uses and any housing proposed for addition to a university campus will be reviewed and approved as a part of the university campus. The regulations set forth in this section shall not apply to any university campus in an R-1 zoned area.
3. Educational housing projects may include single family homes, duplex structures, or multifamily structures as permitted in the applicable zoning district. Multifamily structures cannot be constructed as part of an education housing project unless the underlying zoning district permits multifamily structures.
4. Density – Overall density for EHPs shall not exceed 12 units for per acre for those projects served by onsite wastewater systems and 15 units per acre for those projects connected to municipal central wastewater facilities.
5. Setbacks: the setbacks of the applicable zoning districts shall apply.
6. Minimum parcel size: 1 acre
7. Any building approved as part of an EHP shall not exceed the building height of the applicable zoning district.
8. Parking shall be provided at a rate of one space per bedroom. A reduction of 25% of the overall parking may be applied for structures designed for occupancy by students.
9. Lot coverage: 45% for EHPs served by onsite wastewater systems. 60% for EHPs connected to municipal central wastewater treatment facilities.
10. EHPs shall be subject to review and approval as conditional use permits by the Dare County Planning Board and Board of Commissioners.

SECTION 22-58.9 CONDITIONAL USE SUBDIVISIONS (proposed new section to be added to Zoning Ordinance)

Intent: These regulations shall apply to subdivisions platted at a reduced minimum lot size in to be used with dwelling square footage limitation. These regulations shall apply in the following zoning districts: R-2, R-2A, R-2B, R-2H, R2-AH, R-3, RS-6, RS-8, SP-2, SP-C VC-2, C-2, C-2H, C-3, 1-1, S-1, CS, ELNH, ELR, MHA, MHB, BT, RB, MLM, WVC, MC-1, MC-2, and Highway 345.

Overall minimum parcel size: The overall parcel submitted for approval as a conditional subdivision shall contain a minimum of three acres of area not classified as coastal wetlands by the NC Division of Coastal Management and/or freshwater wetlands under the jurisdiction of the U.S Army Corps of Engineers.

Minimum individual lot size:

12,500 square feet of contiguous area, exclusive of any soils classified as coastal wetlands or freshwater wetlands by the NC Division of Coastal Management and/or the US Army Corps of Engineers for a lot served by a centralized water system. The centralized water may be designed to serve the specific subdivision and installed as part of the subdivision infrastructure improvements or may be a system operated by a local government or other public agency. .

15,000 square feet of contiguous area, exclusive of any soils classified as coastal wetlands or freshwater wetlands by the NC Division of Coastal Management and/or the US Army Corps of Engineers for lots served by individual on-site private well for potable water.

Lots platted as part of existing subdivisions shall not be grouped together to meet the three acre minimum parcel size for development as a conditional use subdivision.

Use of property: One detached residential dwelling per individual lot not to exceed 1200 square feet of heated/conditioned space. Accessory structures may be constructed on the property in conjunction with the dwelling and used for parking or storage only. Accessory structures shall not contain any heated/conditioned space in excess of the dwelling square footage limitation of 1200 square feet of heated/conditioned space.

Occupancy of Dwellings: Any dwelling constructed as part of Section 22-58.9 shall be occupied on a long-term basis as defined in the Dare County Zoning Ordinance.

Parking: One 10' x 20' parking space for each bedroom shall be provided on site. 50% of the required parking shall be of an impervious surface such as concrete or asphalt. Permeable or pervious concrete does not qualify as an impervious surface. Asphalt millings or "crush and run" shall not be used for residential parking.

Review Procedures: Any proposed conditional use subdivision shall be subject to review by the Dare County Planning Board and approval by the Dare County Board of Commissioners as a conditional use permit and subject to quasi-judicial proceedings. The conditional use permit and subdivision plat shall be recorded in the Dare County Register of Deeds. Restrictive covenants stating the conditions of approval, including the maximum dwelling size of 1200 square feet of

heated/conditioned space, shall be recorded in conjunction with the conditional use permit and subdivision plat.

Road Access – Any lot developed as part of a conditional use subdivision shall have frontage on an existing State-maintained road. If new road improvements are proposed as part of the conditional use division, the roads shall be dedicated as public roads and constructed according to the road standards of the Dare County Subdivision Ordinance. Maintenance of roads constructed as part of a conditional use subdivision shall be the responsibility of property owners in the division until such time that the roads are accepted into the NC State road system.

Lot coverage: 30% of the total lot area of each individual lot.

Setbacks: Front yard –25 feet, Side yard – 10 feet, Corner Side yard – 15 feet, Rear yard -20 feet shall apply to each individual lot.

Building height: Any dwelling constructed as part of a conditional subdivision shall be constructed to the building height of the applicable zoning district.

SECTION 22-58.7 Workforce Housing Units (proposed new section to be added to Zoning Ordinance)

A workforce housing unit (WHU) is a dwelling constructed in conjunction with a commercial structure intended for short-term occupancy. Workforce housing units may be located on a commercial lot in the following zoning districts:

Hatteras Island: S-1, C-2, C2-H, C-3, I-1.

Colington/KDH Outside: VC-2, C-3

Manteo Outside: C-3, I-1, SNC

Wanchese: RB, MLM, WVC, MC-1, MC-2, and Highway 345

Manns Harbor: MH-A, MH-B

East Lake: ELVC, ELCS

The following standards shall apply:

1. A WHU may be attached to the principal commercial structure, located within a commercial structure, or detached from the principal commercial use structure and shall be subject to administrative review by the Dare County Planning Department. More than one WHU may be located on a lot with a principal commercial use if the dimensional requirements as set forth in this section are met. If two or more WHU units are proposed for construction in addition to the principal commercial structure, then such projects shall be subject to conditional use review. A site plan of the proposed WHU and other existing improvements on the property shall be submitted to the Planning Department for approval according to the applicable review procedures of the Zoning Ordinance.
2. Lot coverage- 60%. A WHU shall be located on a commercial lot according to the applicable principal use setbacks. A WHU shall be separated from commercial structures or other structures on the lot by fifteen feet.
3. Existing on-site parking may be utilized for the WHU if only one unit is proposed. Any WHU project subject to conditional use review may be required to provide additional parking as determined during CUP process.
4. A WHU shall be constructed according to North Carolina building code and Dare County floodplain management regulations.
5. Recreational vehicles, travel trailers and/or manufactured homes shall not be used or approved as a WHU.
6. An existing accessory structure may be converted to a WHU if compliance with the principal structure setbacks, separation distances, and applicable Dare County floodplain

management regulations can be met. A WHU shall not exceed the building height of the applicable zoning district.

7. A WHU approved under these guidelines shall be used for workforce housing and not for additional commercial or business activities.
8. A WHU shall not be subdivided or segregated in ownership from the principal dwelling unit.
9. A WHU shall not be used for short-term occupancy rentals during the time period of April 1 to October 31 annually. A Memorandum of Agreement outlining the requirements applicable to the WHU, including the short-term occupancy limitations, shall be executed by the property owner at the time of permit approval by Dare County.

DRAFT



Presentation of Capital Investment Fund Model and Discussion of Goals for Development of a Fund Balance Policy for the General Fund

Description

DEC & Associates will present the 2020 Capital Investment Fund Model, including the debt and ratings metric results. The Board will also be asked to discuss goals for the County as they relate to a fund balance policy for the General Fund (General Fund being the consolidated operating and capital funds). The Board will be provided with possible options for a policy dependent upon what goals are desired to be achieved.

Board Action Requested

Guidance for developing a revised fund balance policy for the General Fund.

Item Presenter

Doug Carter & Andrew Carter - DEC & Associates; David Clawson, Finance Director



Proposal for Development of Dredge Material Management Plan

Description

Presentation by Kenneth Willson regarding the proposed study of spoil sites

Board Action Requested

None. Presentation

Item Presenter

Robert Outten, County Manager



Water Capital Improvements Plan for 2020 - 2026

Description

Attached is the recommended Water Capital Improvements Plan for 2020 - 2026.

The worksheet shows each project by year. It is integrated with the 2019 Water Rate Model which generates the projected ending fund balances shown at the bottom. Both Extension & Replacement (E&R) and total fund balances are maintained over the 7 years of the plan.

Following the worksheet are the capital project ordinance, a budget amendment for the Water Fund, a budget amendment for the Water Capital Reserve Fund, and Project Descriptions with detail information for each recommended project.

Board Action Requested

Approve the Water CIP, adopt the capital project ordinance, adopt the budget amendment for the Water Fund, and adopt the budget amendment for the Water Capital Reserve Fund.

Item Presenter

David Clawson, Finance Director; Pat Irwin, Utilities Director

County of Dare, NC
Water Fund
Recommended Capital Improvements Plan for FY's 2020-2026

#	Description	Source	Gross Project Amount	Fiscal Year Recommended	2020	2021	2022	2023	2024	2025	2026
Funds available:											
	Water Fund Capital Outlay				\$0	\$110,000	\$160,000	\$180,000	\$280,000	\$140,000	\$150,000
	NRO Membrane Reserve				175,000	0	130,000	0	0	0	0
	Extension & Replacement Fund (E&R)				2,945,000	2,951,632	2,750,000	1,800,000	850,000	2,100,000	0
	Totals				\$3,120,000	\$3,061,632	\$3,040,000	\$1,980,000	\$1,130,000	\$2,240,000	\$150,000

Projects:											
1	Automated Meter Reading System per Feasibility Study	Distribution	\$4,850,000	2019-24	500,000	2,000,000	500,000	1,000,000	850,000		
2	NRO Plant Expansion - Replace Units #1-3 with 1.3 MGD each	NRO WTP	\$2,500,000	2020	2,500,000						
3	CHP Anion Media Replacement	CH WTP	\$120,000	2020	120,000						
4	Frisco Area Distribution Building	South Dist	\$160,000	2021		160,000					
5	SCADA System Upgrade for Stumpy Point WWTP & WTP, NRO WTP, Skyco W	Various	\$335,600	2021		576,632					
6	RWS RO Units #1 & 2 Membrane Replacement	RWS WTP	\$100,000	2021		100,000					
7	CHP RO Units #1 & 2 Membrane Replacement	CH WTP	\$115,000	2021		115,000					
8	Stumpy Point Water Tower Painting & Maintenance	North Dist	\$110,000	2021		110,000					
9	NRO Arsenic Media Replacement	NRO WTP	\$350,000	2022			350,000				
10	Skyco Nanofiltration Units #4 & 5 and Generator	Skyco WTP	\$1,900,000	2021			1,900,000				
11	NRO RO Units #4 & 5 Membrane Replacement	NRO WTP	\$130,000	2022			130,000				
12	Southern Shores Water Tower Painting & Maintenance	North Dist	\$160,000	2022			160,000				
13	Buxton 110k Tank Replacement	South Dist	\$800,000	2023				800,000			
14	Duck 1MG Water Tower Painting & Maintenance	North Dist	\$180,000	2023				180,000			
15	Buxton 400k Tank Painting & Maintenance	South Dist	\$140,000	2024					140,000		
16	Roanoke Island 300k Water Tower Painting & Maintenance	North Dist	\$140,000	2024					140,000		
17	Hatteras Distribution System Expansion	South Dist	\$2,100,000	2025						2,100,000	
18	Colington 300k Tank Painting & Maintenance	North Dist	\$140,000	2025						140,000	
19	Hatteras 300k Tank Painting & Maintenance	South Dist	\$150,000	2026							150,000
	Total expenditures		\$14,480,600		\$3,120,000	\$3,061,632	\$3,040,000	\$1,980,000	\$1,130,000	\$2,240,000	\$150,000

	Actuals		Estimate	2020	2021	2022	2023	2024	2025	2026
	2017	2018	2019							
Actual/Projected Ending E&R Balance	\$12,336,509	\$13,741,509	\$14,224,132	\$13,320,228	\$12,817,579	\$11,855,619	\$12,054,835	\$13,257,334	\$13,209,842	\$15,262,350
Actual/Projected Total Fund Balances (Restricted, E&R and Surplus)	\$24,908,011	\$26,996,872	\$27,681,740	\$26,818,266	\$26,358,613	\$25,441,018	\$25,686,016	\$26,935,765	\$26,888,273	\$28,940,781
Actual/Projected Revenue Bond Coverage per Rate Model	1.71	2.00	2.51	2.21	2.25	2.09	2.06	2.09		
Actual/Projected Revenue Bond Coverage w/20% of Surplus per Rate Model	3.86	4.15	4.78	4.40	4.39	4.08	4.04	4.06		
Actual/Projected Revenue Bond Coverage per Rate Model with assessments	1.87	2.18	2.67	2.36	2.40	2.09	2.06	2.09		

**County of Dare, North Carolina
Capital Project Ordinance
for
Approved FY 2020 Water CIP Projects**

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 adopted:

Section 1 The projects authorized are those per the adopted 2020 CIP approved by the Board on 8/19/2019.

Section 2 The following budget shall be conducted within the Water Capital Projects Fund (fund #38).

Section 3 The following amounts are appropriated for the projects:

AMR System	385815-737235-38047	\$500,000
NRO Plant Expansion	385813-737201-38052	\$2,500,000
Hatteras Plant Anion Media Replacement	385811-737211-38053	\$120,000

Section 4 The following revenues are anticipated to be available to complete the projects:

Transfer from Water Capital Reserve Fund (E&R)	383040-473700-38047	\$410,067
Transfer from Water Fund (E&R)	383040-473600-38047	\$89,933
Transfer from Water Fund (E&R)	383040-473600-38052	\$2,325,000
Transfer from Water Fund (E&R NMR)	383040-473600-38052	\$175,000
Transfer from Water Fund (E&R)	383040-473600-38053	\$120,000

Section 5 The amount transferred from the Water Capital Reserve Fund is the amount of impact fees collected in fiscal year 2019 and are hereby identified as to use by project number per the requirements of a Resolution adopted by the Board on July 1, 2018.

Section 6 The Finance Officer is directed to report the financial status of the project as a part of the normal monthly reporting process.

Section 7 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

Adopted this 19th day of August, 2019.

Chairman, Board of Commissioners

[SEAL]

Cheryl Anby, Clerk to the Board of Commissioners

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Water Fund					
<u>Revenues:</u>					
Appropriated fund balace E&R	363800	499900	38047	\$89,933	
Appropriated fund balace E&R	363800	499900	38052	\$2,325,000	
Appropriated fund balace E&R membrane reserve	363800	499900	38052	\$175,000	
Appropriated fund balace E&R	363800	499900	38053	\$120,000	
<u>Expenditures:</u>					
Transfer to Water Capital Projects Fund	364815	590138	38047	\$89,933	
Transfer to Water Capital Projects Fund	364813	590138	38052	\$2,325,000	
Transfer to Water Capital Projects Fund	364813	590138	38052	\$175,000	
Transfer to Water Capital Projects Fund	364811	590138	38053	\$120,000	

Explanation:

Water 2020 CIP Adopted on 8/19/2019

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Water Capital Reserve Fund					
<u>Revenues:</u>					
Appropriated fund balace E&R	373800	499900	38047	\$410,067	
<u>Expenditures:</u>					
Transfer to Water Capital Projects Fund	374820	590138	38047	\$410,067	

Explanation:

Water 2020 CIP Adopted on 8/19/2019 - transfer and identification of water impact fee use.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

County of Dare, NC
Water System Projects
Fiscal Year 2020 through Fiscal Year 2026 Capital Improvements Plan
Project Descriptions

Fiscal Year 2020 Projects

Project: Automated Meter Reading System
Cost Estimate: \$500,000.00
Fiscal Year: 2020
Description/Comments: Continued implementation of purchasing and installing drive-by automated meter reading and billing system.

Project: NRO Plant Expansion (RO Units 1, 2, 3 Upgrade (Phase 1))
Cost Estimate: \$2,500,000.00
Fiscal Year: 2020
Description/Comments: Replacement of RO Units 1, 2 & 3 1.0 MGD membrane skids with new 1.3 MGD treatment skids. The project will replace 30 year old membrane treatment skids and provide an additional 900,000 GPD of production capacity. The design-build project includes engineering design, permitting and construction. The scope of work includes new pumps, motors, membranes, updated clean-in-place system and plant raw water piping upgrades to improve reliability.

Project: Cape Hatteras Anion Media Replacement
Cost Estimate: \$120,000.00
Fiscal Year: 2020
Description/Comments: Remove and replace 600 cubic foot of Purolite A860 anion exchange media which has been in service since 2000. The treated water from the anion is used for RO blend water.

Fiscal Year 2021 Projects

Project: Automated Meter Reading System
Cost Estimate: \$2,000,000.00
Fiscal Year: 2021
Description/Comments: Continued implementation of purchasing and installing drive-by automated meter reading and billing system.

Project: Frisco Area Water Distribution Building
Cost Estimate: \$160,000.00
Fiscal Year: 2021
Description/Comments: Building in Frisco is needed for equipment, parts, and material storage.

Project: Updating the Supervisory Controls and Data Acquisition software for the North Reverse Osmosis WTP, Skyco WTP, Stumpy Point WWTP & WTP
Cost Estimate: \$576,632.00
Fiscal Year: 2021
Description/Comments: Current software can no longer be supported.

Project: RWS RO Units 1 & 2 Membrane Replacement
Cost Estimate: \$100,000.00
Fiscal Year: 2021
Description/Comments: Replace a quantity of 216 (8-inch) membranes on RO Units 1 & 2. Membranes have been in service since 2008.

Project: CHP Units 1 & 2 Membrane Replacement
Cost Estimate: \$115,000.00
Fiscal Year: 2021
Description/Comments: Replace a quantity of 252 (8-inch) 430 sq. ft. membranes on RO Units 1 & 2. The membranes have been in service since January 2013.

Project: Stumpy Point Elevated Tank Maintenance
Cost Estimate: \$110,000.00
Fiscal Year: 2021
Description/Comments: Engineering services and exterior painting and maintenance of 80K spheroid elevated storage tank

Fiscal Year 2022 Projects

Project: Automated Meter Reading System
Cost Estimate: \$500,000.00
Fiscal Year: 2022
Description/Comments: Continued implementation of purchasing and installing drive-by automated meter reading and billing system.

Project: NRO Arsenic Media Replacement
Cost Estimate: \$350,000.00
Fiscal Year: 2022
Description/Comments: Replacement of spent first bank arsenic filter media. The media has been in service since 2005. The original GFH media is still in service and the first bank is removing 75% and the second bank 100% of the arsenic.

Project: Skyco Nanofiltration Units 4 & 5
Cost Estimate: \$1,900,000.00
Fiscal Year: 2022
Description/Comments: Install remaining two nanofiltration units to replace anion exchange units

Project: NRO Units 4 & 5 membrane replacement
Cost Estimate: \$130,000.00
Fiscal Year: 2022
Description/Comments: Replacement of RO Units 4 & 5 1st and 2nd stage 400 sq. ft. membranes (360). Membranes have been in service since 2013.

Project: Southern Shores Water Tower Maintenance
Cost Estimate: \$160,000.00
Fiscal Year: 2022
Description/Comments: Engineering Services and exterior painting and maintenance of elevated storage “legged” style tank.

Fiscal Year 2023 Projects

Project: Automated Meter Reading System
Cost Estimate: \$1,000,000.00
Fiscal Year: 2023
Description/Comments: Continued implementation of purchasing and installing drive-by automated meter reading and billing system.

Project: Buxton 100K Tank Replacement
Cost Estimate: \$800,000.00
Fiscal Year: 2023
Description/Comments: Engineering Design and Construction of a Buxton 100K spheroid tank to replace 100K legged tank constructed in 1968.

Project: Duck Water Tower Maintenance
Cost Estimate: \$180,000.00
Fiscal Year: 2023
Description/Comments: Engineering services and exterior painting and maintenance of 500K hydropillar elevated storage tank.

Fiscal Year 2024 Projects

Project: Automated Meter Reading System
Cost Estimate: \$850,000.00
Fiscal Year: 2024
Description/Comments: Purchasing and installing drive-by automated meter reading and billing system.

Project: Buxton 400 K Tank Maintenance
Cost Estimate: \$140,000.00
Fiscal Year: 2024
Description/Comments: Engineering services and exterior painting and maintenance of 400 K spheroid elevated storage tank.

Project: Roanoke Island 300K Water Tower Maintenance
Cost Estimate: \$140,000.00
Fiscal Year: 2024
Description/Comments: Engineering services and exterior painting and maintenance of 300K spheroid elevated storage tank.

Fiscal Year 2025 Projects

Project: Hatteras Island Water System Expansion
Cost Estimate: \$2,100,000.00
Fiscal Year: 2025
Description/Comments: Water system expansion to extend water lines to streets with improved properties currently not served by the Dare County Water System. Some of the residents on these streets have previously paid the Cape Hatteras Water Association Impact Units (Impact Fees) and still do not have access to water. The project include 60,000 feet of water line to be installed along 94 streets in the Avon, Buxton, Frisco, and Hatteras service area.

Project: Colington 300K Water Tower Maintenance
Cost Estimate: \$140,000.00
Fiscal Year: 2025
Description/Comments: Engineering services and exterior painting and maintenance of 300K elevated storage tank

Fiscal Year 2026 Projects

Project: Hatteras 300K Water Tower Maintenance Tank Painting
Cost Estimate: \$150,000.00
Fiscal Year: 2026
Description/Comments: Engineering services and exterior painting and maintenance of 300Kelevated storage tank.

The background of the slide is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

2020 WATER CAPITAL IMPROVEMENTS PLAN

RECOMMENDED

WATER CIP 2020 - 2026

- 7 YEAR PLAN
- DONE IN CONJUNCTION WITH THE WATER RATE MODEL
 - PROJECTS FUTURE WATER RATES & REVENUE BOND COVERAGE
 - PROJECTS FUTURE ANNUAL CAPITAL FUNDING
 - PROJECTS FUTURE ENDING FUND BALANCES BY TYPE
- FUND BALANCE TYPES DICTATED BY REVENUE BOND COVENANTS
 - RESTRICTED
 - E&R = EXTENSION & REPLACEMENT
 - SURPLUS
 - MINIMUM LEVELS PER COVENANTS & COUNTY POLICY
- MODEL & CASH BALANCES ARE SIGNIFICANT FACTORS IN AA+ REVENUE BOND DEBT RATING

WATER CIP 2020 - 2026

- \$14,480,600 OVER 7 YEARS
- ALL PAY AS YOU GO (PAYGO)
- NO DEBT ISSUANCES
- REVENUE BOND COVERAGE STAYS ABOVE 2.0 TIMES
 - 1.5 TIMES REQUIRED PER POLICY
- BEGINNING E&R BALANCE = \$14.2M
- ENDING E&R BALANCE = \$15.3M
- BEGINNING TOTAL FUND BALANCE = \$27.6M
- ENDING TOTAL FUND BALANCE = \$28.9M

AUTOMATIC METER READING (AMR) PROJECT

FIVE YEAR \$4.85 MILLION
PROJECT 2020



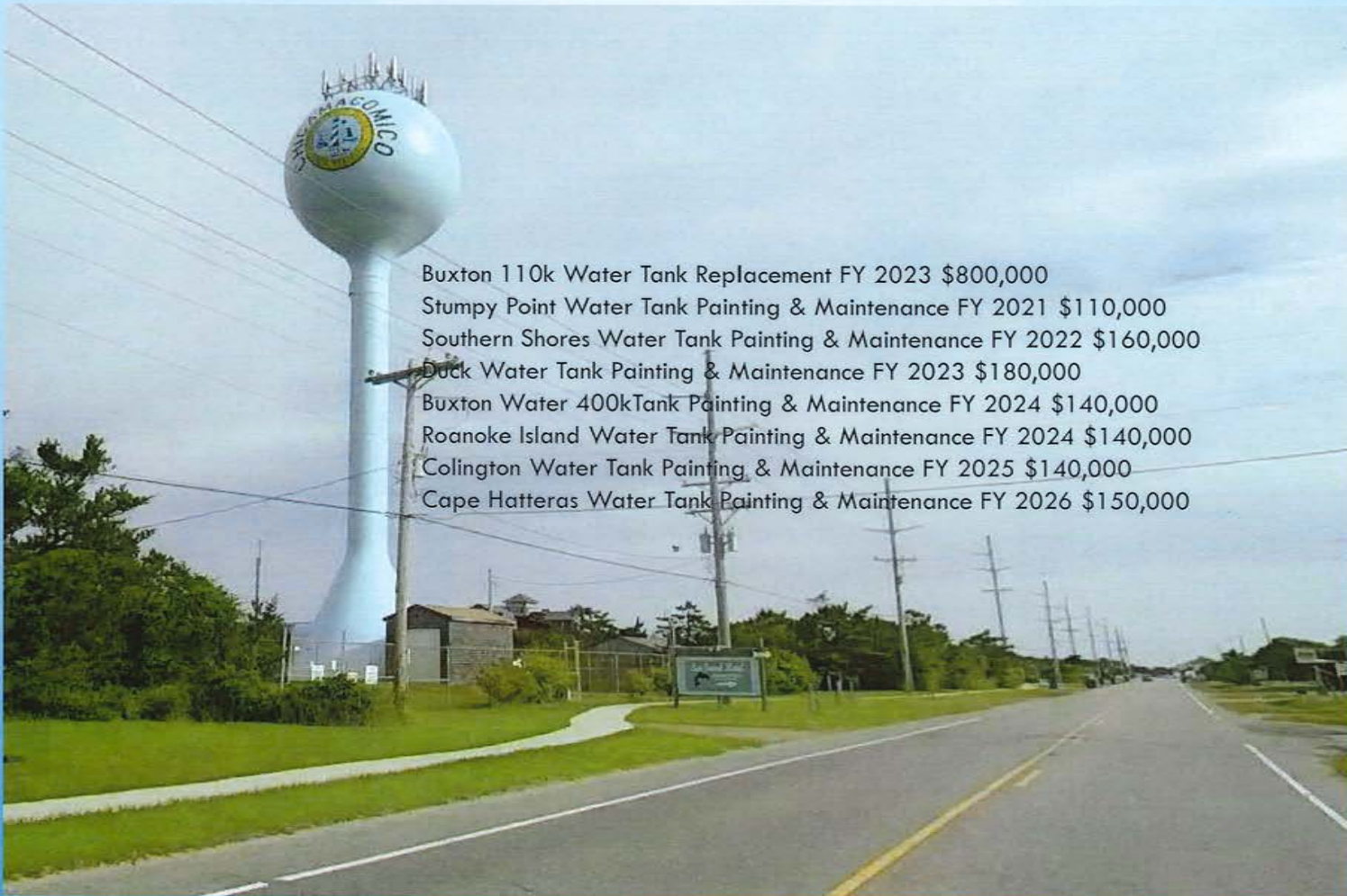
KAMSTRUP ULTRASONIC METERS



NORTH REVERSE OSMOSIS PLANT PROJECT \$2.5 MILLION UPDATING (3) UNITS FY 2020
SKYCO NANOFILTRATION PLANT PROJECT \$1.9 MILLION ADDING (2) UNITS FY 2022



ELEVATED WATER TANK MAINTENANCE (8) PROJECTS \$1.82 MILLION



- Buxton 110k Water Tank Replacement FY 2023 \$800,000
- Stumpy Point Water Tank Painting & Maintenance FY 2021 \$110,000
- Southern Shores Water Tank Painting & Maintenance FY 2022 \$160,000
- Duck Water Tank Painting & Maintenance FY 2023 \$180,000
- Buxton Water 400k Tank Painting & Maintenance FY 2024 \$140,000
- Roanoke Island Water Tank Painting & Maintenance FY 2024 \$140,000
- Colington Water Tank Painting & Maintenance FY 2025 \$140,000
- Cape Hatteras Water Tank Painting & Maintenance FY 2026 \$150,000

SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) CONTROL UPDATE \$576,000 FY 2021





Consent Agenda

Description

1. Approval of Minutes (08.05.19)
2. Health and Human Services - Public Health Division Additional Funding for the WIC Program
3. Resolution Authorizing Conveyance of DC Water Depart. Equipment to the Town of Kill Devil Hills
4. Reimbursement Resolution for Series 2020 Limited Obligation Bonds to
Add EMS Equipment per the 2020 Approved CIP
5. Tax Collector's Report
6. Budget Amendment for State Appropriation for Dredge Forgivable Loan
7. Road Request for Carolina Court West

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

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., August 5, 2019

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

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Public Information Officer, Dorothy Hester
Clerk to the Board, Cheryl C. Anby

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.

At 9:01 a.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Rev. Spottswood Graves to share a prayer, and then he led the Pledge of Allegiance to the flag.

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.

- Acknowledged the lowering of the flags and requested a moment of silence for the victims in the recent violent events in both El Paso, Texas and Dayton, Ohio.
- Spoke to the Homebuilders Executive Committee to bring updates on the COA Project as to the new facility and scholarship fund. Recently met with Tim Sweeney, Travis Twiford and County staff and noted the project’s square footage will amply meet student needs.
- He will be attending the 112th Annual Conference of County Commissioners to be held in Guilford County to represent Dare County.
- Attended a luncheon with COA Foundation Executive Director and Acting President Twiford to talk about the MOU on the COA Project to be discussed further this morning.
- Met with mayors in Control Group to review hurricane preparedness and Drew Pearson will provide an update.
- The old administration buildings will be coming down in downtown Manteo during the next 45-60 days to make room for new parking and green space.
- In about three or four months some old school buildings will be razed to make room for the new COA Project construction.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

- 1) Emily Gould, received a 10-year pin presented by Katie McCarron.
- 2) ~~Sheila Pledger, received a 15-year pin.~~
- 3) ~~Neva Lee, received a 20-year pin.~~

ITEM 3 – EMPLOYEE OF THE MONTH – AUGUST, 2019

Willer Spencer, serving as Income Maintenance Supervisor with the Department of Health & Human Services, received the Employee of the Month award presented by Charles P. Lycett. He reflected how Willer had grown in her position starting as a receptionist, case worker, lead worker and now as a supervisor in 2012 with excellent motivation skills for her team. She shines as an example to motivate her quality control unit and exhibits a constant willingness to tackle challenges while she leads her supportive staff. She will have 25 years of service in February, 2020 to Dare County.

ITEM 4 – PUBLIC COMMENTS

At 9:27 a.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which can be viewed in their entirety in a video on the County website –

The following comment was made in Manteo

1. Natalie Richardson, Sales Manager for Comfort Inns, came to recognize Ride Customs. The company had booked the entire hotel for their events this year and also booked for next year. This has brought not only great revenue returns for the two Comfort Inns, but also their patronage is valuable to the area's local businesses.

The following comment was made in Buxton

1. Steve McDonald, from Hatteras, commented on the culvert pipes in his area possibly buried over time and requested these drainage culverts needed to be identified and researched. The elevation on Highway 12 varies from 15-2' above sea level. As an example, he mentioned a parcel where an owner is filling in a ditch with debris to access a parcel into the swamp area. He advocated new aerial photography and an updated study of the area, to assist in locating the culvert pipes and their conditions to possibility ward off future flooding issues.

The County Manager closed Public Comments at 9:33 a.m.

ITEM 5 – GARAGE BAND CHARITIES PRESENTATION

Richard Quidley, Michael Tillett and Sara Hole, representatives of Garage Band Charities, a non-profit organization, presented Chairman Woodard and Sheriff Doughtie with Certificates of Recognition for the County's assistance and continued support for their successful charitable events. With the registration fees and sponsorships realized in this year's event, the group presented donations to both the Dare County Motorsports Charity Group and the Dare County Youth and Children Partnership.

ITEM 6 – MEMORANDUM OF UNDERSTANDING FOR DARE GUARANTEE COLLEGE TUITION SCHOLARSHIP PROGRAM BETWEEN DARE COUNTY AND COLLEGE OF THE ALBEMARLE FOUNDATION (Att. # 1)

Mr. Outten explained that the Memorandum of Understanding had been prepared, vetted and reviewed with a few small changes having been made. A few other non-substantive changes are to be made relative to clarify verbiage relating to funding of the scholarship for this and future boards, as well as changing the scholarship from an academic year to our fiscal year. The funding should begin with COA's January semester. The Board asked and discussed various terms of the MOU as to Priority of Scholarship Award enrollment hours, definitions of eligibility requirements, The Dare Guarantee Fund and GPA requirements.

MOTION

Vice Chairman Overman motioned to approve the Memorandum of Understanding with any review changes the County Manager deems necessary and to authorize the County Manager to execute the final agreement.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 7 – ECONOMIC DEVELOPMENT – EXTENSION OF AGREEMENT WITH THE OUTER BANKS CHAMBER OF COMMERCE

Karen S. Brown, President & CEO of the Outer Banks Chamber of Commerce, along with Pat Broom, Chairwoman of the Chamber, gave an update on the Chamber's economic development accomplishments for the area. Through their OBXMADE branding efforts, our region has received both its federal and state registered trademark designation, as currently thirteen area companies showcase their OBXMADE products. The Chamber responds to proposals for new businesses with recruitment packages and business accelerator programs, offered free of charge to small businesses, while continuing efforts for existing business retention. Next year's efforts will focus on the affordable housing crisis with the expansion of much needed workforce housing. They also will be planning an OBXMADE event which will serve area foods and showcase local OBX brands.

The Chairman and Commissioners questioned the Chamber efforts concerning their offered business programs and also cited examples and urgency for continued work towards the provision of housing for the seasonal and full-time workforce, J1-Visa students, as well as local affordable housing. Commissioner Couch added with the many good professionals in our county, the municipalities should act as a coordinating entity to take the initiative in this project.

MOTION

Commissioner Ross motioned to approve the extension of the Economic Development Contract with Dare County from August 1, 2019 – July 31, 2020 at the rate of \$35,000 to be paid in four (4) quarterly installments.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 8 – DARE COUNTY DHHS PUBLIC HEALTH DIVISION CHILD TELEPSYCHIATRY PROGRAM UPDATE

Dr. Sheila F. Davies provided an overview of the East Carolina University Center for Telepsychiatry Report prepared by Dr. Sy Atezaz Saeed and Dr. John M. Diamond. The first year of the program has been very successful with a total 117 patients and their families provided services. Patients' ages range from five to seventeen with initial appointments made with both the family and child for assessment purposes and later additional time with patients. There has been a 97% show rate and the consultation benefits go beyond the services provided. Families realized ancillary savings through the time they no longer need to leave jobs, lost wages, coupled with transportation cost savings. With the current collections from Medicaid, Tricare, BCBS and other payers, the net cost to the County has been approximately \$14,000. Possible outreach into Hatteras for services may be considered once analyzing the possible area needs. Dr. Davies added Dare County is currently in line with the national average ratio of levels of mental disorders.

ITEM 9 – ANNUAL SETTLEMENT AND CHARGES TO THE TAX COLLECTOR

Dare County Tax Collector, Becky Huff, gave a comprehensive settlement report on tax collection activity. The total amount levied for 2018, including real estate, mobile homes, boats, rental properties and business properties was \$61,248,735.46. The department collected \$60,932,087.78 through June 30, 2018, which is a collection rate of 99.48%. They collect for five towns, as Nags Head collects their own assessments. In 2012, legal services were retained to conduct foreclosures on properties two years delinquent. The total taxes collected through the foreclosure process have been \$1,909,726.33. Various collection techniques including calls, letters, bank account attachment, automatic deductions and creating payment plans have been implemented. There are thirteen parcels in bankruptcy. The department has instituted an electronic payment system, which is working well along with the new electronic billing, which allows owners to easily pay and see their current and past account statements. She introduced her staff: Jennifer Davenport, Corrine Etheridge, Ricky Burris, Scott Nickens and Lisa Godfrey.

The Board's discussion and questions considered the collection of occupancy taxes from booking agencies. Ms. Huff acknowledged they continue to research how Airbnb and VRBO treat the required taxes and are in the process of trying to have Airbnb send the tax directly to the County rather than their current practice of remitting to the host owners. As these companies consider their host information as proprietary, it is difficult to determine what percentages of taxes are uncollected or unremitted. The department follows leads, corresponds and continues to try to reeducate property owners as to the requirement of remittance. Mr. Outten noted there is currently no legislation to enforce companies like Airbnb and BRBO to remit occupancy taxes to the municipalities. Commissioner Tobin inquired as to the status of the Roanoke Island Water Assessment special collections. Ms. Huff advised it is a ten-year program and we are currently in the eighth year of the collection process with owners utilizing payment plans.

MOTION

Commissioner Bateman and Commissioner House motioned to charge the Tax Collector to collect the 2019 taxes.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 10– HURRICANE PREPAREDNESS UPDATE

Drew Pearson, Director of Emergency Management, discussed the County’s preparedness and lessons learned from past storms. Shelter plans remain challenging as does commodity distribution. The State has added ability to close bridges and roads in accordance with N.C.G.S 166A and installed flood gauges at five locations. The data collected from these gauges are relayed to the federal hurricane systems and could be helpful for the purposes of future zoning, construction, etc. Citizens can also check these gauges online. Commissioner Tobin noted a gauge should be located on the mainland as soon as possible. Local efforts include the Community Outreach with a hazard mitigation plan update, flood survey and two recent hurricane forums held. James Wooten, hired as an Emergency Management Planner, is actively building a partnership with the National Weather Service. Reentry Permit applications are now transitioned to an online format with over 5,000 permits issued to date. The priority categories have not changed. Commissioner Ross inquired as to priority of homeowners who are here from May to October and are issued Priority 3 permits. Mr. Pearson and Mr. Outten explained the priority of secondary homeowners as Priority 3 was due to the fact they typically have another residence to render themselves safe. Full-time residents, essential personnel and business owners need to be able to return as soon as conditions are safe and infrastructure repairs are underway. In conclusion Mr. Pearson reiterated the “7 Simple Things to Do Now!” - Know your risk, develop an evacuation plan, get an insurance check-up, assemble disaster supplies, strengthen your home, know your trusted sources of information and complete a written hurricane plan.

Chairman Woodard called for a Recess of the meeting at 11:29 a.m. and the meeting resumed at 11:45 a.m.

ITEM 11 – CONSTRUCTION MANAGEMENT AT RISK CONTRACT FOR NEW ANIMAL SHELTER WITH THE WHITING TURNER CONTRACTING COMPANY

Mr. Clawson noted the Board approved The Whiting Turning Contracting Company to construct the new Animal Shelter and now there are three agreements to be approved: (1) Agreement between the Owner and the Construction Manager, (2) Supplemental General Conditions and (3) General Conditions of the Contract for Construction. The CMR will work with the architect and guarantee maximum price unless there are owner changes. The CMR takes bids on all of the sub packages, breaks them down into smaller units and often this produces more local participation. The Agreement Between Owner and the Construction Manager is identical to the EOC agreement done in 2015. The Supplemental General Conditions agreement sets the contractor’s fee at 7.0%. The Animal Shelter project has a few complications because of the septic requirements and the age of the HVAC system. The third document presented, the General Conditions of the Contract for Construction, is identical to that previously approved for the Regional Emergency Communications Center & EOC.

MOTION

Vice Chairman Overman motioned to approve the Agreement, the Supplemental Conditions and the General Conditions with any review changes the County Manager deems necessary and to authorize the County Manager to execute the final documents and to approve the amendment to the Capital Project Ordinance for the Animal Shelter and the 2020 Limited Obligation Bonds.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 12 – PROPOSED ZONING AMENDMENTS TO SECTION 22-58.1 – SAND DUNE PROVISIONS (Att. # 2)

Donna Creef, Planning Department Director, presented the background for the request for proposed zoning amendments as they relate to inland dunes. Property owners mine the sand, haul it off the site and the vacant lots then present challenging topography requiring stabilizing modifications. Retaining walls are put in place and some contractors use subsurface helical anchors. Although adjoining property owners sign releases to the underground encroachment, the Planning Board feels it prudent to amend the standards of this ordinance, to include an onsite meeting before land disturbance occurs and to change time requirements for slope stabilization completion before the CO (Certificate of Occupancy) is issued with more leverage for compliance. Ms. Creef clarified these standards apply to inland dunes and do not apply to the dunes protected by NC CAMA.

MOTION

Commissioner Couch motioned to schedule a Public Hearing on proposed amendments to Section 22-58.1, on August 19, 2019 at 5:30 p.m.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 13 – PROPOSAL FOR DEVELOPMENT OF DREDGE MATERIAL MANAGEMENT PLAN

Mr. Outten provided an overview of the APTIM Proposal for the Development of a Material Management Plan for the new dredge. The Corps expressed a concern with the future of spoil areas in inland areas. The State is doing a study that will take of couple of years to inventory the sites, not just for Dare, but this alone will not produce a solution. Ken Willson, President of APTIM Coastal Planning, proposed the development of the assessment services would cost \$68,975. The consideration is whether to perform the study this year or wait for the next budget cycle. Commissioner Tobin added the spoil site at the end of Wanchese still has some capacity. There are a series of small sites from Pirates Cove to Wanchese Inlet which were used by the Corps until the new regulations came into effect. If dredging became necessary, as part of a future project, a spoil site would be needed. APTIM proposes to inventory our inlets and identify opportunities for spoil placement. These sites could be thin layer placement areas over eroding marshes or creation of alternative spoil islands. As of 1957, Dare County agreed to be responsible for the spoil sites in federal channels. The Board determined it would be advantageous to withhold action until additional information is provided through a presentation to be arranged with Ken Willson, President of APTIM Coastal Planning & Engineering of North Carolina, Inc.

ITEM 14 – GIS COMMUNITY MAP INTRODUCTION AND DEMO

Mr. Outten presented Greg Ball, GIS Coordinator, and Kristin Stilston, GIS Specialist, to provide a demonstration of new features offered through the Dare County Community Map. Hallmarks of the system provide information such as location of Dare County owned properties and zoning maps. Kristin Stilston elaborated on the new “layers” of useful information now available on the Dare website. Kristin proceeded with a demo of the new map categories to help residents and visitors such as location of parks, beach and sound accesses, attractions such as lighthouses, walking trails, fishing information and other

services. The upgraded program also assists in providing trash and recycling schedules, public safety and community resources, contact information for Federal, State and local representatives, polling locations, and transit information with ferry schedules. There will be more features in the coming months. There are plans for an application to be available for cell phones. Commissioner discussion added that Airbnb mapping of properties would have many internal benefits.

ITEM 15 – DESIGNATION OF VOTING DELEGATE TO NCACC ANNUAL CONFERENCE

Mr. Outten, presented the Board with the form to permit the designation of the attendant of the 112th Annual Conference of the North Carolina Association of County Commissioners to vote as a delegate on behalf of Dare County.

MOTION

Commissioner Bateman motioned to designate Chairman Robert Woodard as voting delegate for Dare County at the 112th Annual Conference of the North Carolina Association of County Commissioners.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

ITEM 16 – 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 (07.15.19) (**Att. #4**) with correction on page 7
- 2) Town of Kitty Hawk Sanitation Contract
- 3) Report to Board on County Manager Budget Actions for Approved FY 2020 CIP
- 4) Southern Albemarle Association, Annual Meeting Invitation List
- 5) Memorandum of Understanding for the Dare Soil & Water Conservation District Partnership (**Att. #5**)
- 6) Right of Access Agreement Charter Communications
- 7) North Carolina Governor's Highway Safety Program (GHSP) Local Government Grant Award

Commissioner House and Couch seconded the motion.

VOTE: AYES unanimous

ITEM 17 – BOARD APPOINTMENTS

1) Dare County ABC Board

Vice Chairman Overman motioned to reappoint Ray White.

Commissioner Couch and Commissioner House seconded the motion.

VOTE: AYES unanimous

2) Dare County Center Advisory Board

Commissioner Ross motioned to reappoint Dan Otte', Lynda Hester and Sara Hester Smith and to appoint Reha Otte' to replace Rodney Vincent.

Commissioner House seconded the motion.

VOTE: AYES unanimous

3) Jury Commission

Vice Chairman Overman motioned to reappoint Lou Ellen Quinn.
Commissioner Couch and Commissioner Tobin seconded the motion.
VOTE: AYES unanimous

4) Juvenile Crime Prevention Committee

Commissioner House motioned to appoint Lara Cate Wright for Student Representative.
Commissioner Tobin seconded the motion.
VOTE: AYES unanimous

5) Parks and Recreation Advisory Council

Vice Chairman Overman motioned to appoint Justin Bateman and B. Allen Poole.
Commissioner Bateman seconded the motion.
VOTE: AYES unanimous

6) Stumpy Point Community Center Committee

Commissioner House motioned to reappoint Sheila Golden, Jeff Griffith, Johnny Midgett and Naomi Midgett.
Vice Chairman Overman seconded the motion.
VOTE: AYES unanimous

7) Upcoming Board Appointments

The upcoming Board appointments for September and November 2019 were announced.
There were no upcoming Board appointments for October, 2019.

ITEM 18 – 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 Bateman

- Congratulated all our County workers award recipients.
- Thanked the Garage Band Charities for their donations and their continued selfless work to help make Dare County a great place to live.
- Noted concern over the continued loss of occupancy tax dollars from Airbnb and other rental businesses and urged a more proactive approach to preventing the loss, such as reaching out with our lobbying firm as a first step.

MOTION

Commissioner Overman motioned to have the County Manager begin inquiry with our lobbyist to pursue and enact legislative changes to require accurate reporting and remittance of occupancy taxes from travel website companies such as Airbnb, VRBO and others.
Commissioner House seconded the motion.
VOTE: AYES unanimous

Commissioner Couch

- Congratulated today's County employee recognitions.
- Noted the public comments from Buxton regarding availability of flood maps online would be something to explore further.
- Acknowledged the public comment made a few meetings past concerning the affect arts and craft shows may have on local businesses but noted the County monitors the events for compliance and the non-profits are communicating well with the planning staff.
- Weeks Marine had been working in Buxton to pull up the remaining subline.

Commissioner Tobin

- Attended quarterly visit to Peak Resources and Spring Arbor noting both facilities were working through some issues but improving.
- The 4-H held their civics class with seven participants in a mock board meeting. Congratulated Page Lilly for her continued good work with the organization.
- Fielded recent inquiries, complaints and requests by charter and recreational vessels violating the safety zone in place for the demolition of the old Bonner Bridge. Pursuant to Federal Code there is a noted enforcement period in place ruling it unlawful to be within one hundred yards of the "demolition zone", which is from 3/4/2019 to 3/30/20.
- A new Ford Bronco will be introduced next year to be named "The Outer Banks".

Commissioner Ross

- He will be attending a meeting of the GEM's Meaningful Days at Kitty Hawk United Methodist Church. The group meets as part of their Dementia Awareness program, which provides support to caregivers.
- August 6 is National Night Out hosted by Kill Devil Hills, Manteo and Nags Head aimed to promote community involvement in fire and crime prevention.
- He will be having a second informational gathering meeting with Suma Gupta regarding the area housing issues.
- Will be meeting with the SPCA Chair and Acting Director on wording and language in current ordinances as they relate to problems with enforcement and dealing with violations.
- On August 8, he will be attending the North Carolina, South Carolina and Tennessee Regional White House Conference in Washington, DC with the County Manager, Vice Chairman Overman and Commissioner Couch.

Commissioner House

- Echoed his congratulations to service pin and employee of the month recipients and noted County staff continue to receive local and national praise.
- August 4 marked the 229th anniversary of the formation of the U.S. Coast Guard and thanked all who served in that agency.
- Provided the Board with copy of the petition submitted to NC Marine Fisheries Commission, which proposes to close shrimp trawl management areas two days a week and other restrictive measures that could impact commercial fishing families. He requested the Board adopt a resolution in continued opposition to the petition, as was adopted in 2017.

MOTION by Commissioner House to adopt the Resolution Opposing the Designation of Special Nursery Areas and submitting it to the Southern Environmental Law Center and North Carolina Wildlife Federation. – **(Att. #6)**

Seconded Commissioner Tobin

VOTE: AYES unanimous

Vice Chairman Overman

- Congratulated today's employee service pin and employee of the month honorees.
- Agreed that affordable housing needs to be a priority and there has been a lot of interest with layouts of multi-use type housing.

Chairman Woodard concurred that changes need to be focused on zoning and citizens' perspectives and positions on providing affordable and ample housing.

MANAGER'S/ATTORNEY'S BUSINESS

Mr. Outten updated the Board on the Rodanthe project. The channel is open and ready to go with no immediate need to dredge. The Ferry Division ran a boat yesterday and it was fine.

Mr. Outten presented a need to create a Capital Improvement Contingency Fund. There have been several situations where unexpected changes in the cost of equipment or repairs have been higher than originally quoted or budgeted due the time lapse in the completion of a purchase or project. The Capital Improvement Contingency Fund would be initialized as a line item in the amount of \$50,000.00.

MOTION by Commissioner Couch to create a Capital Improvement Contingency Fund in the amount of \$50,000.00

Seconded Commissioner Bateman and Vice Chairman Overman

VOTE: AYES unanimous

Mr. Outten reported the demolition of the old administration buildings are moving forward with abatement being completed today.

Dorothy Hester: The Board of Elections is actively seeking poll workers and the application is online. Thanked Drew Pearson and the Board for the opportunity to conduct the flood survey. Approximately 5% of the adult population responded. The information gathered can be filtered to specific towns and the unincorporated areas. The "On the Job" video series has received over 5,000 views with good feedback. The series will continue to showcase other Dare County employees and provide citizens an opportunity to learn more about some of the responsibilities and services provided to them. She offered congratulations to Sara Small, recently promoted as Public Relations Coordinator. Once a new specialist is hired, the department hopes to develop a County E-newsletter and explore other priority initiatives.

David Clawson:

Meeting scheduled with Oakley Collier on August 6 regarding the DHHS Project.

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

MOTION

Commissioner Couch motioned to adjourn the meeting.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 1:19 p.m., the Board of Commissioners adjourned until 5:00 p.m., August 19, 2019.

Respectfully submitted,

[SEAL]

By: _____
Cheryl C. Anby, Clerk to the Board

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

Note: copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to the Board.



*Health and Human Services-Public Health Division
Additional funding for the WIC program*

Description

The Public Health Division has received special 2 month WIC funding from the NC Division of Public Health Nutrition Services Branch to purchase supplies, equipment and for registration costs to attend the annual breastfeeding symposium.

Board Action Requested

Approve Budget Amendment

Item Presenter

N/A

Division of Public Health Agreement Addendum FY 19-20

Dare County Department of Health & Human
Services – Public Health Division

403 WIC

06/01/2019 – 05/31/2020

07/01/2019 – 06/30/2020

- Original Agreement Addendum
 Agreement Addendum Revision # 1

Women’s and Children’s Health Section /
Nutrition Services Branch

Sheila J. Hirt, (919) 707-5793
sheila.hirt@dhhs.nc.gov

DPH Program Signature **Date**
(only required for a negotiable agreement addendum)

I. Background:
No change.

II. Purpose:
This Agreement Addendum Revision #1 awards special time-limited funds to the Local Health Department in order to acquire approved equipment or services as described in Section III below.

III. Scope of Work and Deliverables:
As of August 1, 2019, this Agreement Addendum Revision #1 adds Paragraph B.11, as follows:

11. Deliverable #11 – Special Funding for Equipment or Approved Services
In order to further enhance its ability to continue with the objective of the Special Supplemental Nutrition Program for WIC, the Local Health Department shall use the funds provided under this Agreement Addendum Revision #1 to acquire equipment or services, as has been approved by the Nutrition Services Branch in July 2019. The acquisition will assist the Local Health Department in its efforts to provide supplemental nutritious foods, nutrition education, referrals to health care for low-income persons during critical period of growth and development, promote increased program participation, and encourage participant retention.

IV. Performance Measures/Reporting Requirements:
No change.

V. Performance Monitoring and Quality Assurance:
No change.



Health Director Signature (use blue ink)

01/1/19

Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Roxana Ballinger</u>	
	Phone number with area code: <u>252-475-5619</u>	
	Email address: <u>Roxana.Ballinger@darenc.com</u>	

VI. Funding Guidelines or Restrictions:

As of August 1, 2019, this Agreement Addendum Revision #1 adds Paragraph G and H, as follows:

- G. Special funds have been placed in the 'Client Services' and 'Breastfeeding Promotion' categories.
- H. Final expenditures for special funds must be entered into the Aid to County System no later than November 15, 2019. This funding is delineated by the code "GK" and shall be used for the purchase of approved special funding equipment and services during the time period of August 1, 2019 through September 30, 2019.

DPH-Aid-To-Counties

For Fiscal Year: 19/20

Budgetary Estimate Number : 7

Activity 403	AA	13A2 5403 GA	13A2 5403 GK	13A2 5404 GA	13A2 5404 GK	13A2 5405 GA	13A2 5405 GK	13A2 5409 GA	13A2 5409 GK	Proposed Total	New Total
Service Period		10/01-05/31	06/01-09/30	10/01-05/31	06/01-09/30	10/01-05/31	06/01-09/30	10/01-05/31	06/01-09/30		
Payment Period		11/01-06/30	07/01-10/31	11/01-06/30	07/01-10/31	11/01-06/30	07/01-10/31	11/01-06/30	07/01-10/31		
01 Alamance	* 1	0	11,148	0	0	0	0	0	200	11,348	757,610
D1 Albemarle	* 2	0	40,535	0	0	0	0	0	0	40,535	757,295
02 Alexander	* 1	0	0	0	0	0	0	0	0	0	142,164
04 Anson	* 1	0	992	0	0	0	0	0	0	992	155,036
D2 Appalachian	* 1	0	0	0	0	0	0	0	0	0	301,554
07 Beaufort	* 1	0	2,762	0	0	0	0	0	0	2,762	279,170
09 Bladen	* 1	0	0	0	0	0	0	0	0	0	211,068
10 Brunswick	* 1	0	13,114	0	0	0	0	0	0	13,114	505,342
11 Buncombe	* 1	0	21,280	0	0	0	0	0	0	21,280	826,942
12 Burke	* 1	0	15,536	0	0	0	0	0	0	15,536	467,966
13 Cabarrus	* 1	0	18,151	0	0	0	0	0	0	18,151	607,399
14 Caldwell	* 1	0	0	0	0	0	0	0	0	0	330,462
16 Carteret	* 1	0	2,608	0	0	0	0	0	0	2,608	245,158
17 Caswell	* 1	0	742	0	0	0	0	0	0	742	105,088
18 Catawba	* 1	0	6,781	0	0	0	0	0	0	6,781	738,193
19 Chatham	* 1	0	0	0	0	0	0	0	0	0	0
20 Cherokee	* 1	0	5,504	0	0	0	0	0	0	5,504	144,896
22 Clay	* 1	0	5,288	0	0	0	0	0	0	5,288	51,224
23 Cleveland	* 1	0	7,980	0	3,490	0	0	0	1,206	12,676	545,692
24 Columbus	* 1	0	689	0	0	0	0	0	1,063	1,752	316,572
25 Craven	* 1	0	0	0	0	0	0	0	0	0	574,200
26 Cumberland	* 1	0	0	0	0	0	0	0	0	0	2,527,074
28 Dare	* 1	0	2,680	0	0	0	0	0	396	3,076	119,104
29 Davidson	* 1	0	26,105	0	0	0	0	0	0	26,105	664,655
30 Davie	* 1	0	0	0	0	0	0	0	0	0	160,578
31 Duplin	* 1	0	0	0	0	0	0	0	0	0	413,424
32 Durham	* 1	0	0	0	0	0	0	0	0	0	0
33 Edgecombe	* 1	0	1,676	0	0	0	0	0	0	1,676	348,374
D7 Foothills	* 1	0	0	0	0	0	0	0	0	0	510,015
34 Forsyth	* 1	0	18,576	0	0	0	0	0	0	18,576	1,672,272
35 Franklin	* 1	0	8,486	0	0	0	0	0	0	8,486	232,424
36 Gaston	* 1	0	2,607	0	0	0	0	0	0	2,607	784,509
38 Graham	* 1	0	0	0	0	0	0	0	0	0	57,618
D3 Gran-Vance	* 1	0	11,876	0	0	0	0	0	0	11,876	488,066
40 Greene	* 1	0	19,771	0	0	0	0	0	0	19,771	152,827
41 Gullford	* 1	0	89,981	0	0	0	0	0	0	89,981	2,492,315
42 Halifax	* 1	0	0	0	0	0	0	0	0	0	305,316
43 Harnett	* 1	0	0	0	0	0	0	0	0	0	623,700
44 Haywood	* 1	0	10,534	0	0	0	0	0	0	10,534	257,044
45 Henderson	* 1	0	6,988	0	0	0	0	0	0	6,988	394,672
46 Hertford	* 1	0	0	0	0	0	0	0	0	0	0
47 Hoke	* 1	0	3,845	0	0	0	0	0	0	3,845	375,491
48 Hyde	* 1	0	5,168	0	0	0	0	0	0	5,168	22,592
49 Iredell	* 1	0	0	0	0	0	0	0	0	0	642,906
50 Jackson	* 1	0	8,701	0	0	0	0	0	0	8,701	165,319
51 Johnston	* 1	0	17,148	0	0	0	0	0	0	17,148	715,890
52 Jones	* 1	0	4,257	0	0	0	0	0	0	4,257	49,401
53 Lee	* 1	0	2,244	0	0	0	0	0	0	2,244	344,586
54 Lenoir	* 1	0	13,308	0	0	0	0	0	0	13,308	363,966
55 Lincoln	* 1	0	3,520	0	0	0	0	0	0	3,520	311,806
56 Macon	* 1	0	7,994	0	0	0	0	0	0	7,994	187,580
57 Madison	* 1	0	5,541	0	0	0	0	0	0	5,541	85,533
D4 M-T-W	* 1	0	14,867	0	0	0	0	0	0	14,867	258,605
60 Mecklenburg	* 1	0	71,262	0	0	0	0	0	0	71,262	3,814,254
62 Montgomery	* 1	0	4,913	0	0	0	0	0	0	4,913	169,451
63 Moore	* 1	0	13,430	0	0	0	0	0	0	13,430	359,138
64 Nash	* 1	0	0	0	0	0	0	0	0	0	551,430
65 New Hanover	* 1	0	7,682	0	0	0	0	0	1,092	8,774	631,880

66 Northampton	*	1	0	16,522	0	0	0	0	0	0	16,522	113,344
67 Onslow	*		0	0	0	0	0	0	0	0	0	1,441,044
68 Orange	*		0	0	0	0	0	0	0	0	0	0
69 Pamlico	*	1	0	3,046	0	0	0	0	1,370	4,416	61,044	
71 Pender	*	1	0	53,447	0	0	0	0	0	53,447	341,933	
73 Person	*	1	0	15,433	0	345	0	0	0	15,778	200,710	
74 Pitt	*	1	0	27,086	0	0	0	0	0	27,086	880,268	
75 Polk	*		0	0	0	0	0	0	0	0	43,923	
76 Randolph	*	1	0	35,545	0	0	0	0	0	35,545	667,759	
77 Richmond	*	1	0	14,974	0	0	0	0	0	14,974	323,458	
78 Robeson	*	1	0	32,554	0	0	0	0	0	32,554	846,928	
79 Rockingham	*		0	0	0	0	0	0	0	0	396,396	
80 Rowan	*		0	0	0	0	0	0	0	0	481,140	
D5 R-P-M	*		0	0	0	0	0	0	0	0	50,358	
82 Sampson	*		0	0	0	0	0	0	0	0	356,994	
83 Scotland	*		0	0	0	0	0	0	0	0	323,532	
84 Stanly	*	1	0	3,882	0	0	0	0	0	3,882	294,942	
85 Stokes	*	1	0	4,473	0	0	0	0	0	4,473	172,179	
86 Surry	*	1	0	246,843	0	0	0	0	0	246,843	563,247	
87 Swain	*	1	0	5,784	0	2,167	0	0	0	7,951	65,569	
D6 Toe River	*	1	0	10,904	0	0	0	0	0	10,904	255,038	
88 Transylvania	*	1	0	11,774	0	0	0	0	0	11,774	128,396	
90 Union	*	1	0	3,759	0	0	0	0	0	3,759	618,351	
92 Wake	*	1	0	54,291	0	0	0	0	0	54,291	2,938,953	
93 Warren	*	1	0	9,487	0	0	0	0	0	9,487	108,091	
96 Wayne	*	1	0	31,537	0	0	0	0	0	31,537	864,523	
97 Wilkes	*		0	0	0	0	0	0	0	0	329,274	
98 Wilson	*	1	0	17,142	0	0	0	0	0	17,142	519,468	
99 Yadkin	*	1	0	1,374	0	0	0	0	0	1,374	196,998	
Totals			0	1,136,127	0	6,002	0	0	5,327	1,147,456	42,900,706	

Sign and Date - DPH Program Administrator <i>[Signature]</i> 7-30-19	Sign and Date - DPH Section Chief <i>[Signature]</i> 7/30/19
Sign and Date - DPH Contracts Office <i>[Signature]</i> 7/30/19	Sign and Date - DPH Budget Officer <i>[Signature]</i> 7/31/19

[Signature] 7-31-19

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Human Services-Public Health					

Revenues:

State/Federal-WIC-Client Services	103027	424290	54030	\$2,680	
State/Federal-WIC-Breastfeeding Promo	103027	424293	54090	\$396	

Expenditures:

Operating-WIC Client Services	104600	513400	54030	\$2,680	
Operating-WIC Breastfeeding Promo	104600	513400	54090	\$396	

Explanation:

Received Special WIC funding. Funding to be used to purchase 4 bariatric chairs and 300 WIC calendars and for registration costs for 4 staff to attend the breastfeeding symposium.
Funding period is August 1st - September 30, 2019

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



*Resolution Authorizing Conveyance of Dare County Water Department Equipment to the
Town of Kill Devil Hills*

Description

The Dare County Water Department is requesting authorization to convey to the Town of Kill Devil Hills the following items of surplus personal property: Four (4) Chlorine gas chlorinators, Two (2) Seimens gas chlorinators and Two (2) US Filter gas chlorinators. This is surplus equipment no longer used by Dare County Water.

Board Action Requested

Approval of the Resolution

Item Presenter

Pat Irwin



**RESOLUTION AUTHORIZING CONVEYANCE OF DARE COUNTY WATER DEPARTMENT
EQUIPMENT TO THE TOWN OF KILL DEVIL HILLS**

WHEREAS, the County of Dare owns certain items of personal property that have become surplus for its current needs;

WHEREAS, North Carolina General Statute 160A-274 permits the county to, upon such terms and conditions as it deems wise, without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property;

NOW, THEREFORE, BE IT RESOLVED by the Dare County Board of Commissioners that Dustin Peele, Dare County Purchase Agent, is hereby authorized to convey, without consideration, to the Town of Kill Devil Hills the following items of surplus personal property;

Four (4) Chlorine gas chlorinators

Two (2) Seimens gas chlorinators

Two (2) US Filter gas chlorinators

Said person is further authorized and directed to execute any documents, transfer title, and perform all necessary functions associated with this sale.

This the 19th day of August, 2019.

Robert Woodard, Chairman

[SEAL]

Attest:

Cheryl C. Anby, Clerk to the Board



Reimbursement Resolution for Series 2020 Limited Obligation Bonds to Add EMS Equipment per the 2020 Approved CIP

Description

The approved 2020 CIP added \$1,498,316 of EMS equipment to the 2020 limited obligation bonds. The attached is a reimbursement resolution, per IRS requirements, for that equipment. This resolution is an additional resolution only for that equipment. If the prior resolutions were revised, the eligibility date for expenditures would be affected.

Board Action Requested

Adopt Resolution.

Item Presenter

David Clawson, Finance Director

EXTRACTS FROM MINUTES OF THE BOARD OF COMMISSIONERS

A regular meeting of the Board of Commissioners of the County of Dare, North Carolina, was duly held on August 19, 2019 at 5:00 p.m. in the County Board of Commissioners’ Meeting Room, 954 Marshall C. Collins Drive, Manteo, North Carolina. Chairman Robert Woodard presiding.

The following members were present:

The following members were absent:

* * * * *

Commissioner _____ moved that the following resolution, copies of which having been made available to the Board of Commissioners, be adopted:

**RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA
DECLARING THE INTENT OF THE COUNTY OF DARE, NORTH
CAROLINA TO REIMBURSE ITSELF FOR CAPITAL
EXPENDITURES FROM THE PROCEEDS OF CERTAIN TAX-
EXEMPT OBLIGATIONS**

WHEREAS, the Board of Commissioners of the County of Dare, North Carolina (“County”) has determined that it is in the best interests of County to proceed with the acquisition and installment of new equipment and upgrading equipment for the County’s Emergency Medical Services, including mobile data computers, automatic vehicle locator, LifePak 15 cardiac monitors/defibrillators, AED devices and LUCAS cardiac compression devices (collectively, the “Projects”);

WHEREAS, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Projects with proceeds of tax-exempt obligations and reasonably expects to cause to be executed and delivered tax-exempt obligations (the “Obligations”) to finance, or to reimburse itself for, all or a portion of the costs of the Projects; and

WHEREAS, the County desires to proceed with some or all of the Projects and will incur and pay certain expenditures in connection with the Projects prior to the date of execution and delivery of the Obligations (the “Original Expenditures”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Dare, North Carolina as follows:

Section 1. ***Official Declaration of Intent.*** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The County reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Projects and the maximum principal amount of Obligations expected to be executed and delivered by County to pay for all or a portion of the costs of the Projects is approximately \$1,500,000.

Section 2. ***Compliance with Regulations.*** The County adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County's intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The Finance Director of the County, with advice from bond counsel, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Projects during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations.

Section 4. ***Effective Date.*** This Resolution shall become effective immediately upon the date of its adoption.

STATE OF NORTH CAROLINA)
)
COUNTY OF DARE) SS:

I, Cheryl C. Anby, Clerk to the Board of Commissioners of the County of Dare, North Carolina, *DO HEREBY CERTIFY*, as follows:

1. A regular meeting of the Board of Commissioners of the County of Dare, a political subdivision of the State of North Carolina, was duly held on August 19, 2019, proper notice of such meeting having been given as required by North Carolina statute, and minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of said Board of Commissioners.

2. I have compared the attached extract with said minutes so recorded and said extract is a true copy of said minutes and of the whole thereof insofar as said minutes relate to matters referred to in said extract.

3. Said minutes correctly state the time when said meeting was convened and the place where such meeting was held and the members of said Board who attended said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of said County, this ___ day of August, 2019.

(SEAL)

CHERYL C. ANBY
Clerk to the Board of Commissioners
County of Dare, North Carolina



Tax Collector's Report

Description

July 2019 Discoveries over \$100
July 2019 Releases over \$100
July 2019 Refunds over \$100
July 2019 NCVTS Refunds over \$100

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

Discovery Report for REAL ESTATE and PERSONAL PROPERTY

(Discoveries over (\$100.00))

MONTH: JULY

Date Range: 7/1/2019 - 7/31/2019

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Value Discovered	Tax Discovered
AUSTIN, TRACY S	017421000	8,587.00	533.36
GILBIRD, DEREK ALAN	936263000	21,000.00	135.06
			<hr/> 668.42

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over \$100.00)

MONTH JULY

Date Range: 7/1/2019 -

7/31/2019

SUBMITTED BY:

Becky Huff

Taxpayer Name	Parcel#	Reason	Released Value	Released Tax
SMITH, DIXIE RAY	962707000	Boat Destroyed	-30,000.00	<u>-234.99</u>
			Total Tax Released:	-234.99

Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00)

MONTH: JULY

Date Range: 7/1/2019 - 7/31/2019

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Reason	Refund Amount
WIRTH, DOUGLAS B	019427171	Overpayment	<u>-193.31</u>
			-193.31



North Carolina Vehicle Tax System

JULY 2019 OVER \$100

NCVTS Pending Refund report

Report Date 8/9/2019
10:56:35 AM

Payee Name	Primary Owner	Address 1	Address 2	Address 3	Bill #	Refund Reason	Interest Change	Total Change
BAXTER, STACY SPITZER	BAXTER, STACY SPITZER	15 SPINDRIFT TRL		KITTY HAWK, NC 27949	0043018722	Tag Surrender	\$0.00	(\$126.97)
							\$0.00	(\$59.43)
							Refund	\$186.40
CROCKETT, JAMES ALEXANDER	CROCKETT, JAMES ALEXANDER	8880 S OCEAN DR	APT 1002	JENSEN BEACH, FL 34957	0046596783	Tag Surrender	\$0.00	(\$104.84)
							\$0.00	(\$19.21)
							\$0.00	(\$22.97)
							\$0.00	(\$6.83)
Refund	\$153.85							
MYERS BARNES ASSOCIATES INC	MYERS BARNES ASSOCIATES INC	40 E DOGWOOD TRL		KITTY HAWK, NC 27949	0024488761	Tag Surrender	(\$4.39)	(\$92.08)
							(\$2.05)	(\$43.10)
							Refund	\$135.18
Refund Total								\$475.43

Tax Jurisdiction	District Type	Net Change
C99	COUNTY	(\$323.89)
T20	CITY	(\$102.53)
F52	FIRE	(\$19.21)
S99	SPECIAL	(\$22.97)
Y52	SPECIAL	(\$6.83)
Refund Total		(\$475.43)



Budget Amendment for State Appropriation for Dredge Forgivable Loan

Description

Please see the attached budget amendment and memo to file.

The budget amendment budgets the FY 2020 State appropriation to the County for the forgivable loan to the dredge public private partner. Note that the first \$5 million (of \$15 million) was received from the State in FY 2019.

Board Action Requested

Adopt the budget amendment.

Item Presenter

David Clawson, Finance Director

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019-2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Inlet Maintenance Fund - Dredging P3					
<u>Revenues:</u>					
State Appropriation for loan	253572	427013	00775	\$10,000,000	
<u>Expenditures:</u>					
To increase fund balance	254572	550010	00775	\$10,000,000	

Explanation:

To appropriate revenue to be received from State of NC in FY 2020. (The first \$5,000,000 of the State appropriation was received in FY 2019.)

Since State payments are used for the loan to the P3 dredger, no expenditure appropriations are needed until interest payments to the State and loan forgiveness transactions - see attached 'Memo to File' from the Finance Director. Those expenditure appropriations will be done at a later date after construction of the dredge is complete.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

Memo to file
8/12/2019

Accounting & Budgeting for State Dredge Funds

After review of all documents related to the \$15,000,000 State funds to be used as a forgivable loan to the selected dredge builder/operator, EJE Dredging Service, LLC, the assistant finance director and myself determined that the following is the correct accounting and budgeting for all dredge draws, loan transactions, and loan forgiveness:

Revenues:

NCDEQ grant paid to Dare County	revenue	budgeted
Interest on grant draw account	revenue	budgeted
Interest accrual on loan balance	revenue	budgeted

Expenditures:

Loan forgiveness – principal	expenditure	budgeted
Loan forgiveness – interest	expenditure	budgeted
Loan payments received by Dare & then paid to State	expenditure	budgeted

Balance Sheet Transactions – Not Budgeted:

Pinnacle draw account	asset
Loan accounts receivable – principal	asset
Loan accounts receivable – interest	asset
Fund balance	fund balance

David Clawson
Finance Director



*Request for Addition to State Maintained Secondary Road System
Carolina Court West*

Description

Attached is the petition for Carolina Court West to be added to the North Carolina Department of Transportation Division of Highways Secondary Road System.

Board Action Requested

Approve the Petition and adopt resolution

Item Presenter

Robert Outten, County Manager

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Dare Road Name: Carolina Court West; aka West
(Please list additional street names and lengths on the back of this form.)
aka Carolina West Court; Carolina Court

Subdivision Name: Carolina Pines West Length (miles): 0.3 miles

Number of occupied homes having street frontage: 11 Located (miles): 265 feet

miles N S E W of the intersection of Route SR 1182 and Route SR 1123.
(Check one) (SR, NC, US) (SR, NC, US)
(OR 5.5 miles E of HWY 64-264 and SR 1123)

We, the undersigned, being property owners and/or developers of Carolina Pines West in
Dare County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Calleen R. + Steven S. Shriver Phone Number: 252-305-4585

Street Address: 118 Carolina Ct. West, Manteo, NC 27954

Mailing Address: Same

PROPERTY OWNERS

Name	Mailing Address	Telephone
William Bradley Creef	130 Carolina Ct. West MANTHO	473-7597
Y. Michael Faircloth	136 Carolina Ct W	843-360-3948
Art Dumbauld	POB 2301 (150) MYO	473-1065
Alfyda E. Pippin Lindgren	124 Carolina Ct W.	252-423-8558
Del B. Park	157 Carolina Ct West	475 9760
Cheryl Johnson	100 Carolina Ct. West	473-5259
Melinda Long	112 Carolina Ct. West, MTO	252-216-7475
Cat Cheonan	P.O. Box 1187 Manteo, NC	252-513-8719

2 of 2

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

Continued

ROADWAY INFORMATION: (Please Print/Type)

County: Dane Road Name: _____
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: _____ Length (miles): _____

Number of occupied homes having street frontage: _____ Located (miles): _____

miles N S E W of the intersection of Route _____ and Route _____
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of _____ in _____ County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: _____ Phone Number: _____

Street Address: _____

Mailing Address: _____

PROPERTY OWNERS

Name	Mailing Address	Telephone
Jay Coovert	P.O. Box 164 Wanchese, NC	252-385-4875
Lisa Heath		
440 Walker 429 Grove Deming	144 Carolina Ct W. Maxton NC	410-551-1830 21954

**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Dare

Road Description: Carolina Court West; aka West Carolina Court; aka Carolina West Court
0.3 miles in length; 5.5 miles E of Hwy 64-264 and SR 1123

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Dare requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Dare that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Dare at a meeting on the 19th day of August, 2019.

WITNESS my hand and official seal this the 19th day of August, 2019.

Official Seal

Clerk, Board of Commissioners
County: _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways



Commissioners' Business & Manager's/Attorney's Business

Description

Remarks and items to be presented by Commissioners and the County Manager.

Board Action Requested

Consider items presented

Item Presenter

Robert Outten, County Manager