



COUNTY OF DARE
PO Box 1000, MANTEO, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

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

Monday, July 20, 2020, 5:00 P.M.

"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** Recognition of County Service - July 2020
- ITEM 3** Public Comments – via email to dcboc@darenc.com
- ITEM 4** Beachland Farms Campground -- CUP and Site Plan Review
- ITEM 5** College of The Albemarle Foundation Report on Dare Guarantee Program
- ITEM 6** UNC Chapel Hill School of Government Essential Housing Needs Pre-Development & Opportunity Site Identification: Project Update
- ITEM 7** 2020-2021 Hatteras Inlet Maintenance
- ITEM 8** 2020-2021 Oregon Inlet Permit Modifications
- ITEM 9** Request to Modify Hatteras/Rollinson Channel Federal Authorization
- ITEM 10** Recommended County Covid19 Grant Plan Version 2 and Amendment to Grant Project Ordinance
- ITEM 11** Designation of Voting Delegates to NCACC Annual Conference

ITEM 12 Consent Agenda

- 12 (1) Approval of Minutes
- 12 (2) DHHS Social Services Division - Adoption Promotion Fund
- 12 (3) Reimbursement Resolution - Fiscal Year 2020-2021
Vehicle & Equipment Financing
- 12 (4) North Carolina Governor's Highway Safety Program (GHSP)
Local Governmental Resolution
- 12 (5) Tax Collector's Report
- 12 (6) 2020 Update of the CRS Program for Public Information
- 12 (7) Dare County Code - Chapter 92 Emergency Management
- 12 (8) Emergency Operations Plan Update
- 12 (9) Health & Human Services, Public Health - WIC Special Funding
- 12 (10) Revised Memorandum of Understanding Between National Park Service
and County of Dare

ITEM 13 Board Appointments

- 13 (1) East Lake Community Center Board
- 13 (2) A.B.C. Board
- 13 (3) Wanchese Community Center
- 13 (4) Older Adult Services Advisory Council
- 13 (5) Upcoming Board Appointments

ITEM 14 Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 9:00 A.M. ON AUGUST 3, 2020



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



Recognition of County Service - July 2020

Description

The following page lists employees being recognized for their service.

Board Action Requested

None

Item Presenter

Robert Outten, County Manager

SERVICE PINS – July, 2020

Marylynn Cahoon, Deputy Sheriff Lieutenant - 15 years service

David Mason, Deputy Sheriff Master Officer - 15 years service

Sally Carswell, Senior Customer Service Representative
– Water Distribution – 20 years service

Jason McPherson, Parks Maintenance Crew Leader
– Turf Maintenance – 25 years service

Tola Edmond, In-Home Service Aid
– DSS Personal Care Services– 25 years service

Mary Cutrell, Emergency Medical Tech/Paramedic
- Emergency Medical Services – 30 years service



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments.

Covid-19 changes:

Public comment may be presented to the Board by sending an email during the meeting to dbcoc@darenc.com

Board Action Requested

Receive Public Comments

Item Presenter

Robert Outten, County Manager



Beachland Farms Campground -- Conditional Use Permit

Description

Staff report, site plan, draft CUP and other supporting documents for the Beachland Farms Campground are attached with this cover sheet. Since this is a conditional use permit, it will be conducted as a quasi-judicial matter.

Board Action Requested

Approval of site plan and draft conditional use permit as recommended by the Planning Board.

Item Presenter

Donna Creef

MEMORANDUM

TO: Dare County Board of Commissioners
July 20, 2020 Meeting

FROM: Donna Creef, Planning Director

RE: Beachland Farms Campground- Conditional Use Permit

Malcolm Fearing has submitted a site plan for a travel trailer park on Roanoke Island. The site is zoned I-1, industrial. Under conditional uses, the I-1 district states "other uses generally intended for this district but not itemized as allowed by the Board of Commissioners". Since the I-1 district does not list travel trailer parks as a permitted use, Mr. Fearing's site plan is being reviewed as a conditional use permit subject to quasi-judicial procedures. In my role as the zoning administrator, I have determined a travel trailer park to be consistent with the I-1 district. This determination was based on a review of the other uses permitted in the I-1 district. These uses include all uses of the C-3 district (which permits all C-2 uses), builders and contractors' supplies and storage areas, construction materials processing, food and beverage processing, concrete manufacturing, and dog agility training. The C-3 district allows such uses as indoor and outdoor recreation, engine repairs and commercial storage yards. The C-2 district allows such uses as retail, restaurants, hotels, funeral homes, and marinas. The I-1 district is the one of the highest intensity zoning districts in terms of the types of land uses allowed. A copy of the I-1 district regulations, the C-3 district regulations and the C-2 district regulations will be entered into the record of the meeting as exhibits. A copy is also included with my staff report so the Board may see the full range of uses allowed in all three districts. The Fearing property is surrounded by land owned by Dare County and the NC Wildlife Resources boat ramp to the west, the Town of Manteo wastewater treatment plant to the north, vacant land to the south, and the Vista Lake subdivision to the east. My I-1 consistency determination on the travel trailer park is based on the scope, type and intensity of the other uses allowed in the I-1, C-3 and C-2 districts. The technical standards of the Travel Trailer Park Ordinance also apply to the development of the travel trailer park.

Conditional use permits are subject to quasi-judicial review which includes sworn testimony and other specific procedures established by NC general statutes. During the Planning Board review of this item, several individuals submitted comments to the Planning Board in opposition of the proposed campground. Conditional use permits vary from legislative decisions, such as those rendered on zoning amendments. Legislative decisions can be approved or disapproved by Dare County. In the case of conditional use permits, the use is permitted by the zoning district, so the review process is the opportunity to establish reasonable and appropriate conditions to apply to a specific site. Several years ago, Mr Fearing requested a zoning map amendment (rezoning) to construct a campground and that rezoning request was not approved by the Board. That request involved property zoned R-2 residential. The current property proposed for use now by Mr. Fearing is another parcel and is zoned I-1 industrial.

The Planning Board reviewed the Beachland Farms site plan on June 8, 2020 and voted to recommend approval of the draft CUP and the site plan. Public comments received during the Planning Board meeting expressed concerns about traffic, noise open fires, trespassing, flooding and wetland destruction. The concerns expressed by the citizens during the public comment review process were discussed by the Planning Board and several conditions added to the draft CUP to address their concerns.

The proposed Beachland Farms Campground features a total of 50 camp sites. The parcel is 53 acres in area with the campground to be located on a portion (3.77 acres) of the large tract. The site plan indicates some freshwater wetland filling is proposed as part of the improvements. Freshwater wetlands are managed by the US Army Corps of Engineers under Section 404 of the Clean Water Act. Under the Corps guidelines, some wetland filling is permitted. Once the site plan is approved, Mr. Fearing will apply for the wetland fill permit and a copy of the fill permit, once received, will be submitted to the Planning Department. No wetland filling activity beyond that permitted by the Corps of Engineers will occur. Broad-scale wetland destruction is not proposed as part of the campground and according to Mr. Fearing, the large expanse of wetlands is seen as an appeal of the site as a campground.

Relative to flooding of the site, a stormwater management permit from the State of North Carolina will also be required and Mr. Fearing will apply for this permit once he receives local approval. Dare County does not have a stormwater management ordinance and we rely on the state stormwater permit process.

The proposed Beachland Farms Campground will feature an internal road, recreational amenities for its guests and bathhouse facilities. The TTPO requires the provision of bathhouse facilities although each site will be provided with on-site utilities. Each site meets the minimum square footage of 1500 square feet and will consist of parking areas for the camper pad and vehicle parking. Access to the site is from Bowsertown Road, a State-maintained road. The site is not accessed from the Vista Lake Subdivision.

The TTPO allows travel trailers to be left in the park on a year-round basis but the units must be left in a highway ready state as defined in the ordinance. This language is replicated in the Dare County Flood Damage Prevention Ordinance and is part of the federal floodplain regulations. Although the units can be left in the park on a year-round basis, they cannot be used as permanent dwellings. There is also a limitation on the size of entrance landings for each unit (100 square feet maximum) and no other additions can be attached to any travel trailer. A copy of a lease which details all of these requirements will be provided to the Planning Department as part of the review process. Conditions 3-5 of the draft CUP address these issues.

The TTPO includes specific vegetative buffering standards and this buffer will be constructed as part of the preliminary site improvements. The maintenance of the buffer is addressed in condition #9 of the draft CUP attached with this memorandum. Where the property adjoins the Vista Lake Subdivision, solid fencing, six feet in height, will be installed in addition to the vegetative buffer along camp sites 9-

12. This solid fence is in response to concerns about trespassing, noise and lights expressed by the residents of the Vista Lake Subdivision.

The TTPO includes language that addresses the removal of debris or damaged travel trailers in the event of damage from storms. Condition #14 about the removal of storm debris is included in the draft CUP. Several residents of the area expressed concerns about the travel trailers being displaced during flood conditions. Mr. Fearing has acknowledged his responsibility for storm damage clean-up and there are conditions in the CUP also. Travel trailers and boats parked on private property would be susceptible to displacement also and the conditions in the draft CUP and the TTPO requirement adequately address these concerns.

Any other conditions that may be identified during the Board review of the item can be added to the CUP if needed. I anticipate that the individuals who submitted public comment to the Planning Board will attend the July 20 meeting and express their same concerns again. It is my opinion that the proposed travel trailer park meets the technical requirements of the the Dare County Zoning Ordinance and the Dare County Travel Trailer Park Ordinance. The draft CUP includes reasonable and appropriate conditions for the construction and operation of the travel trailer park.

Motion to approve as recommended by Planning Board : "I move the proposed Beachland Farms Campground site plan and draft conditional use permit be approved as recommended by the Planning Board."

Motion to approve with revisions: "I move the proposed Beachland Farms Campground site plan and draft CUP be revised to address (insert issues) and be approved as revised."

Cc: Malcolm Fearing
Quible and Associates
Ben Gallop



Conditional Use Permit No.1 --2020

Dare County Sections 22-27, 22-68 & Chapter 152.10.

Application of: Malcolm Fearing d/b/a Beachland Farms

On July 20, 2020 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Board as required by Section 22 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by conditional use permit under the Code, including residential structures in a group housing development;
3. The subject property is zoned I-1. This property is identified on the Dare County tax records as parcel 025697000 and located in the Manteo Out tax district.
4. That the Dare County Planning Board recommended for approval the granting of this Conditional Use Permit as requested. The Planning Board made this recommendation on June 8, 2020.
5. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to grant uses such as allowed herein and insofar as the conditional use is hereinafter allowed it will not adversely affect the public interest;
6. That the hereinafter described conditional use is deemed to be reasonable and is not in degradation of the intent of the ordinance.
7. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Conditional Use Permit according to the terms and conditions below:

NOW, THEREFORE, under the provisions of the Code, the following conditional use is granted to Malcolm Fearing for a Travel Trailer Park subject to such conditions as are hereinafter set out:

CONDITIONAL USE: a Travel Trailer Park consisting of fifty (50) travel trailer sites, one 720 square foot bathhouse, recreational amenities and associated parking for the site. A site plan depicting the proposed improvements identified as Appendix B is included as part of this Permit.

CONDITIONS:

1. The travel trailer park shall operate as prescribed in the definition set forth in Chapter 155, Article V of the Dare County Zoning Ordinance.
2. Each site shall consist of a minimum area of 1500 square feet, with a minimum width of not less than 30 feet. Each site shall consist of a 10' x 35' gravel parking area for the individual travel trailer and additional gravel parking improvements for motor vehicles within the campsite.
3. Travel Trailers may remain in the park on a year-round basis however such units shall not be used as permanent dwellings or for long-term occupancy. Use of travel trailers for permanent dwellings shall be considered a violation of the Permit and a violation of the Dare County Travel Trailer Park Ordinance. The park owner shall be notified in writing of any violations and advised of the corrective measures needed to correct the violations.
4. Any travel trailer that remains in the park on a year-round basis shall be fully licensed and ready for highway use according to the standards of the Travel Trailer Park Ordinance. Highway use is defined as remaining on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and has no permanently attached additions. The park owner shall be notified in writing of any violations and advised of corrective measures.
5. No additions, decks, porches, or other appurtenances other than a 100 square foot entrance landing shall be allowed for each travel trailer. It shall be the responsibility of the park owner to ensure that all travel trailer owners are aware of this restriction. The park owner shall be notified in writing of any violations and advised of corrective measures.
6. A 20' wide gravel road shall be constructed to access the travel trailer sites as depicted on the site plan (Appendix B). The gravel road shall be constructed of a minimum 8" depth of gravel consistent with NCDOT sub-base standards for subdivision roads.
7. The campground shall be served by central water from the Dare County water system and will utilize on-site wastewater systems approved by the Dare County Health Department.
8. A bathhouse facility will be constructed on the site as required by the Dare County Travel Park Ordinance. The number of fixtures provided shall be as established in the Travel Trailer Park Ordinance.
9. The travel trailer park shall have a vegetative buffer strip constructed around the perimeter of the park as set forth in the Travel Trailer Park Ordinance. A solid fence consisting of wood or composite materials shall be installed along the southeast boundary of the park adjacent to campsites 9-12 as depicted on Appendix B. The fence shall be six feet in height and shall be maintained by the Park owner.
10. All supplemental state and federal permits shall be secured prior to the installation of any of the improvements for the travel trailer park. Copies of these permits shall be provided to the Dare County Planning Department.
11. A copy of the tenants lease shall be provided to the Dare County Planning Department.

12. All proposed infrastructure improvements shall be installed within twelve months of the date of the Permit. A final site plan depicting the location of all site improvements shall be submitted to the Planning Board to ensure compliance with the approved site plan before park operations can commence.
13. Any signage for the campground shall be subject to a separate review and approval process according to the Dare County Sign Ordinance.
14. The Park owner shall be responsible for the removal of any damaged travel trailers or recreational vehicles that may result from storm conditions or other natural disasters. Damaged units shall not be placed or abandoned on the right-of-way of any public or private road. Park owners shall be responsible for any debris removal or clean-up costs that may result for storm conditions or other natural disasters that occur. Violations of this section of this ordinance shall be considered to be a violation of Chapter 96 Littering of the Dare County Code of Ordinances and subject to the terms of the chapter.
15. Open campfires shall be prohibited in the Park.
16. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This _____ day of _____ 2020

SEAL:

COUNTY OF DARE

By: _____
 Robert L Woodard
 Dare County Board of Commissioners

ATTEST:

By: _____
 Cheryl Anby
 Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: _____
 Malcolm Fearing for Beachland Farms

APPROVED AS TO LEGAL FORM

By: _____
 Robert L. Outten
 County Attorney

[Print](#)

Dare County, NC Code of Ordinances

SECTION 22-25 -C-2 GENERAL COMMERCIAL DISTRICT

The following regulations shall apply to the C-2 general commercial district:

(a) Intent. The C-2 district is established to provide for the proper grouping and development of commercial facilities to serve permanent residents and the general public.

(b) Permitted uses. The following uses shall be permitted by right:

(1) Offices, including such uses as:

- a. Business.
- b. Financial.
- c. Governmental.
- d. Medical and professional.

(2) Primary retail stores, including such uses as:

- a. Books.
- b. Cameras.
- c. Candy.
- d. Clothing.
- e. Craft goods.
- f. Dry goods.
- g. Drugs.
- h. Flowers.
- i. Gifts.
- j. Hardware.
- k. Hobby goods.
- l. Jewelry.
- m. Leather goods.
- n. Magazines.
- o. Musical instruments.
- p. Notions.
- q. Sporting goods.
- r. Toys.
- s. Food stores.

(3) Secondary retail stores, including such uses as:

- a. Antiques.
- b. Household appliances.
- c. Boat display and sales.

(4) Service establishments, including such uses as:

- a. Barber and beauty shops.
- b. Marinas.
- c. Cafeterias.
- d. Churches.
- e. Dry cleaning and laundry pick-up stations, including laundromats.
- f. Funeral homes.
- g. Motels and hotels.
- h. Parking lots.
- i. Radio and television broadcasting studios.
- j. Restaurants.
- k. Shoe repair.
- l. Theaters.
- m. Family child-care homes as defined in section 22-2. (Adopted 11-5-90)
- n. Residential child care centers as defined in section 22-2. (Adopted 11-5-90)
- o. Commercial child-care centers as defined in section 22-2. (Adopted 11-5-90)
- p. Food stands and mobile food units. (Adopted 3-19-2018)

(5) Single-family dwellings, multi-family dwellings and duplexes, according to the dimensional requirements of the R-3 residential district. (Amended 10-15-2018)

(6) Public and private schools.

(7) County owned or leased facilities.

(8) Fire stations and other public buildings. (Adopted 5-16-11)

(9) Indoor recreation uses. (Adopted 12-20-16)

(10) Accessory dwelling units. (Adopted 10-15-2018)

(11) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(c) Conditional Uses. The following conditional uses shall be permitted subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

(1) Automobile service stations; provided, that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be no storage of wrecked or

abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Workforce housing units - conditional use review if two or more WHU units subject to provisions of Section 22-58.7.

(5) Educational housing projects subject to the provisions of Section 22-58.8.

(6) Conditional use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional requirements.

1. Minimum lot size: Commercial lots shall be of sufficient size to meet the requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

2. Minimum front yard: 15 feet.

3. Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

4. Minimum rear yard: 20 feet.

5. Maximum allowable lot coverage by principal use and all accessory structures: 60%.

6. Height limitation: 35 feet.

7. No building or other facility, such as parking areas, incinerators, trash collection areas, etc., shall be located nearer than 50 feet to boundaries of RS-1 districts. The width of a road and its right-of-way along such boundary may be included as part of all of the 50 foot separation zone.

(11-20-75) art. 7, 7.10, 2-6-78, 3.)

8. Maximum gross building size: 20,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space, for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches. This gross building size limitation shall not apply to hotels and/or motels.

(Adopted by the DCBC on May 6, 2002)

9. In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners.

(Adopted 2-19-07)

10. Commercial group developments constructed prior to October 20, 1992 which are served by a centralized wastewater treatment system that could not be built under the terms of this chapter by reason of restrictions on lot coverage, height, yards, location, and off-street parking shall be allowed to continue in operation subject to the following provisions:

a. No structure which is part of the commercial group development shall be enlarged, replaced, or externally altered in a manner that increases any non-conforming aspect of the structure and/or the commercial group development site. However, any such structure may be externally altered or replaced if such redevelopment activity results in a decrease of its nonconforming status. For the purposes of this section, externally altered shall not be interpreted to prevent painting of the exterior, replacement of exterior materials, or other cosmetic changes or maintenance to the structure or portions thereof. This shall not apply to interior alterations, remodeling, or other improvements made to internal portions of any structure located on the commercial group development site.

b. A decrease of 10% of the existing lot coverage shall be required for that portion of the commercial group development site on which the structure to be altered or replaced is located.

c. The off-street parking requirements of section 22-56 shall only be applied to that portion of the commercial group development

site where the structure proposed for alternation or replacement is located. No other changes in the parking ratio for the remaining structures or portions of the commercial group development shall be required as a result of the redevelopment activities.

d. A subdivision of the land occupied by the commercial group development may be authorized by Dare County if such subdivision of land meets the required minimum lot size in effect at the time of the proposed subdivision of the commercial group development site. Redevelopment activities on any lot created by such subdivision of land shall be subject to the provisions of subsections a. - c. above. (Adopted 1-6-14)

11. Storage warehouses.

(Am. Ord. passed 2-19-2019; Am. Ord. passed 9-16-2019)

SECTION 22-26 - C-3 COMMERCIAL DISTRICT

The following regulations shall apply to the C-3 commercial district:

(a) Intent. The C-3 district is established to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community.

(b) Permitted uses. The following uses shall be permitted by right:

(1) All permitted uses allowed within the C-2 general commercial district. Single-family dwellings, multi-family dwellings and duplexes according to the dimensional requirements of the R-3 residential district. The maximum dwelling density for multi-family structures shall not exceed ten units per acre. (Amended 10-15-2018)

(2) Automobile sales and service.

(3) Indoor recreation activities.

(4) Building supply and equipment sales.

(5) Plumbing supply and equipment sales.

(6) Cabinet and woodworking shops.

(7) Bus terminals.

(8) Building contractors offices and storage areas.

- (9) Farm machinery supplies, sales and repairs.
- (10) Mobile home or recreational vehicle display and sales.
- (11) Boat display and sales.
- (12) County owned or leased facilities.
- (13) Boat engine repair and boat maintenance. (Adopted 5-2-2011)
- (14) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.
- (15) Commercial storage yards as defined in Section 22-2 provided the following conditions are met:

a. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be at least 6 feet in height but shall not exceed 10 feet in height. The security fencing shall be maintained as needed by the property owner.

b. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or the rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. A plan detailing the type, size, and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. Existing on-site vegetation may be used if deemed to be sufficient by the Zoning Administrator.

c. There shall be no storage of inoperable or junked vehicles and equipment; unoccupied mobile (manufactured) homes; unattached flatbed trailers or container-type trailers designed for connection to tractor-trailer trucks; or large pieces of equipment used in dredging operations, road construction, and other industrial uses. Any vehicle or trailer stored on the site shall have a valid license plate and/or valid owner registration.

d. No recreational vehicles, travel trailers, or campers stored on the site shall be occupied or used for habitation while stored at the site.

e. All vehicles and equipment stored on the site shall be locked, enclosed or otherwise fashioned to such an extent that it is impossible for a child to obtain access or be entrapped in such vehicle or equipment.

f. There shall be no bulk storage of fuel, paint, or other combustible or hazardous materials at the site. (Adopted 10-21- 2019)

(c) Conditional Uses. The following conditional uses shall be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

(1) Automobile service stations; provided that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be not storage of wrecked or abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Outdoor recreation activities. Outdoor recreation activities, including amusement parks, rides and other similar activities, may be permitted subject to other requirements of this chapter and provided the following conditions are met:

- a.** The site shall not be located closer than 500 feet to any land suitable for development and zoned residential.
- b.** Paved parking shall be provided at the rate of one parking space per 200 square feet of principal use ground area plus one for each two employees.
- c.** Holding lanes shall be provided on the site for automobiles entering and leaving the site to minimize traffic congestion on public roads.
- d.** Lighting shall be arranged and shielded so that light and glare is directed away from surrounding property.
- e.** Loudspeakers or sound amplification devices which are audible over 100 hundred feet from the site shall not be permitted.

The entire site shall be buffered by dense vegetative planting or natural vegetation not less than eight feet in height and ten feet in width. Suitable plant types for a site not containing natural vegetation shall be those recommended for the coastal area by the U.S. Department of Agriculture, such as Japanese Pine, Bayberry, Wax Myrtle or other types, which will reach a matured growth of eight to ten feet within three years.

(5) Biodiesel fuel production, subject to the following conditions and additional regulations and requirements imposed by the Dare County Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

- a.** A structure, of suitable size to house all production equipment shall be approved by the Dare County Health Department, Building Inspector and Fire Marshal;
- b.** All production facilities including structures, storage tanks, equipment and other appurtenances shall conform with setbacks established for primary use structures;
- c.** Verification from the U.S. Environmental Protection Agency, and all other applicable agencies, shall be submitted to indicate that all environmental requirements have been met;
- d.** The facility shall be registered with the North Carolina Department of Revenue;
- e.** The developer shall verify that production waste will be disposed of with a suitable disposal service or facility;
- f.** Reactor size shall not exceed a 700 gallon capacity. Assurance of reactor size shall be provided by the manufacturer and/or registered engineer;
- g.** Fuel production shall not exceed 500 gallons per week;
- h.** A 5 foot wide vegetative buffer is required along those property boundaries adjacent to a residential use or district; and
- i.** A 15 foot wide, improved access shall be provided to the site. (Adopted 12-1-2008)

(6) Vehicle storage impoundment facility provided the following conditions are met:

- a.** Vehicles shall only be stored on a short-term basis which is defined as 60 consecutive days for the purpose of this regulation.
- b.** A vehicle storage impoundment facility shall be located on a site no greater than 40,000 square feet in area.
- c.** Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be 8 feet in height. If chain link fencing is approved for use by Dare County, then such fencing shall include slatting within the fence openings in the same color as the fence material. The

security fencing shall be maintained as needed by the property owner. Solid fencing may be required by Dare County as determined during conditional use review of the site based on the existing land uses adjacent to the proposed vehicle storage impoundment facility.

d. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. Existing vegetation may be used if of sufficient size to effectively buffer the site. If existing vegetation cannot be used, then a plan detailing the type, size and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. The vegetative buffer shall be maintained as needed by the property owner. Solid fencing of wood or other solid materials may be required by Dare County.

e. All vehicle storage areas and buffers shall be located a minimum distance of 100 feet from the front property line of any property that abuts US Highway 64 on Roanoke Island or abuts NC 12 Highway on Hatteras Island shall be established. All other sites that do not abut these highways shall be subject to the front yard setback of 15 feet as established for the C-3 district.

f. All vehicles stored on the site shall be locked, enclosed or otherwise secured to such an extent that it is impossible for a child to obtain access or be entrapped in a vehicle.

g. The location of all proposed light fixtures shall be depicted on a site plan. Lighting fixtures shall be located on the site and designed, shielded, or oriented in such a manner as to minimize light spill across property lines. No light fixture shall exceed 18 feet in height and the maximum allowable footcandle from any light fixture shall not exceed a maximum of 8 footcandles. Documentation certifying the footcandle rating of any proposed light fixtures shall be submitted with the site plan. It shall be the responsibility of the property owner to ensure that all light fixtures are maintained to ensure compliance with the footcandle rating. (Adopted 1-22-2013)

(7) Workforce housing units - conditional use review if two or more WHU units subject to provisions of Section 22-58.7.

(8) Educational housing projects subject to the provisions of Section 22-58.8.

(9) Conditional use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional requirements:

(1) Minimum lot size: Commercial lots shall be of sufficient size to meet requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15-feet.

(3) Minimum side yard: 10-feet; no side yards required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20-feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet.

(11-20-75, art. 7, 7.11, 2-6-78, 2, 3, 6.)

(7) Maximum gross building size: 20,000 square feet excluding decks, porches and similar non-heated space. Non-heated space including decks and porches shall not be used as retail

space for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches.

This gross building size limitation shall not apply to hotels and/or motels.

(Adopted by the Dare County Board of Commissioners on May 6, 2002)

(8) In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners.

(Adopted 2-19-07)

(Am. Ord. passed 9-16-2019)

SECTION 22-27 - I-1 INDUSTRIAL DISTRICT

The following regulations shall apply to the I-1 industrial district:

(a) Intent. The industrial district is established to provide for the development of commercial and industrial facilities to better furnish a broad range of services and commodities to serve the entire community including, but not limited to, such facilities as commercial laundry, food and beverage ware-housing and procession, building supply facilities, construction equipment storage and servicing, manufacture, production and marketing of concrete and concrete products and other similar uses.

(b) Permitted uses. The following uses shall be permitted by right:

(1) All uses permitted in a C-3 commercial district. Single-family dwellings, multi-family dwellings and duplexes according to the dimensional requirements of the R-3 residential district. The maximum dwelling density for multi-family structures shall not exceed ten units per acre. (Amended 10-15-2018)

(2) Builders' and contractors' supplies and storage areas.

(3) Construction materials processing and storage.

(4) Commercial dry cleaning and laundries.

(5) Food and beverage processing and storage.

(6) Industrial equipment sales and repair.

(7) Public and private utility facilities.

(8) Plumbing, heating, and mechanical contractor's supplies, sales and fabrication.

(9) Sheet metal fabrication.

(10) Truck terminals.

(11) Wholesale warehouse operations.

(12) Manufacture, production and marketing of concrete and concrete products.

(13) County owned or leased facilities.

(14) Mobile homes, as provided for under the R-2 medium-density residential district.

(15) Any size child care operation as defined in Section 22-2, only as an accessory use of an existing or proposed permitted or conditional use in this district, and for the exclusive use of on-site employees of the existing or proposed permitted or conditional use. (Adopted 11-5-90)

(16) Dog agility training facility provided any outdoor training areas are entirely fenced by solid fencing no less than 8 feet in height and subject to the parking requirements of Section 22-56. (Adopted 1-22-2013)

(17) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(c) Conditional uses. The following shall be conditional uses:

(1) Other uses generally intended for this district but not itemized above as allowed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code.

(2) Workforce housing units - conditional use review if two or more WHU units subject to provisions of Section 22-58.7.

(3) Educational housing projects subject to the provisions of Section 22-58.8.

(4) Conditional use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional and development requirements.

(1) All uses within an I-1 district which are permitted uses in a C-3 commercial district shall conform to the dimensional requirements set out for the C-3 commercial district.

(2) Except as set out above, permitted uses within an I-1 district shall be required to meet the following standards:

a. No portion of a building or open storage or processing area shall be closer than 75 feet to a residential district boundary.

b. Individual lot sizes for a permitted industrial district use shall not be less than one acre.

c. Any unstabilized soil exposed during construction shall be stabilized with vegetative cover to prevent erosion by wind or surface water.

d. No use shall be permitted in an I-1 district which has noxious, harmful or deleterious effect on other development.

e. No more than 35% of an individual lot may be covered with buildings, parking areas or other surfaces impervious to water.

f. The off-street parking requirements of Article VII of this chapter shall apply; except, that no off-street parking or loading space shall be located closer than 50 feet to a residential district boundary or use.

(11-20-75, art. 7, 7.12)

(3) Maximum gross building size: 20,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space, for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches.

This gross building size limitation shall not apply to hotels and/or motels.

(Adopted by the Dare County Board of Commissioners on May 6, 2002)

(4) In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners.

(Adopted 2-19-07)

(Am. Ord. passed 9-16-2019)

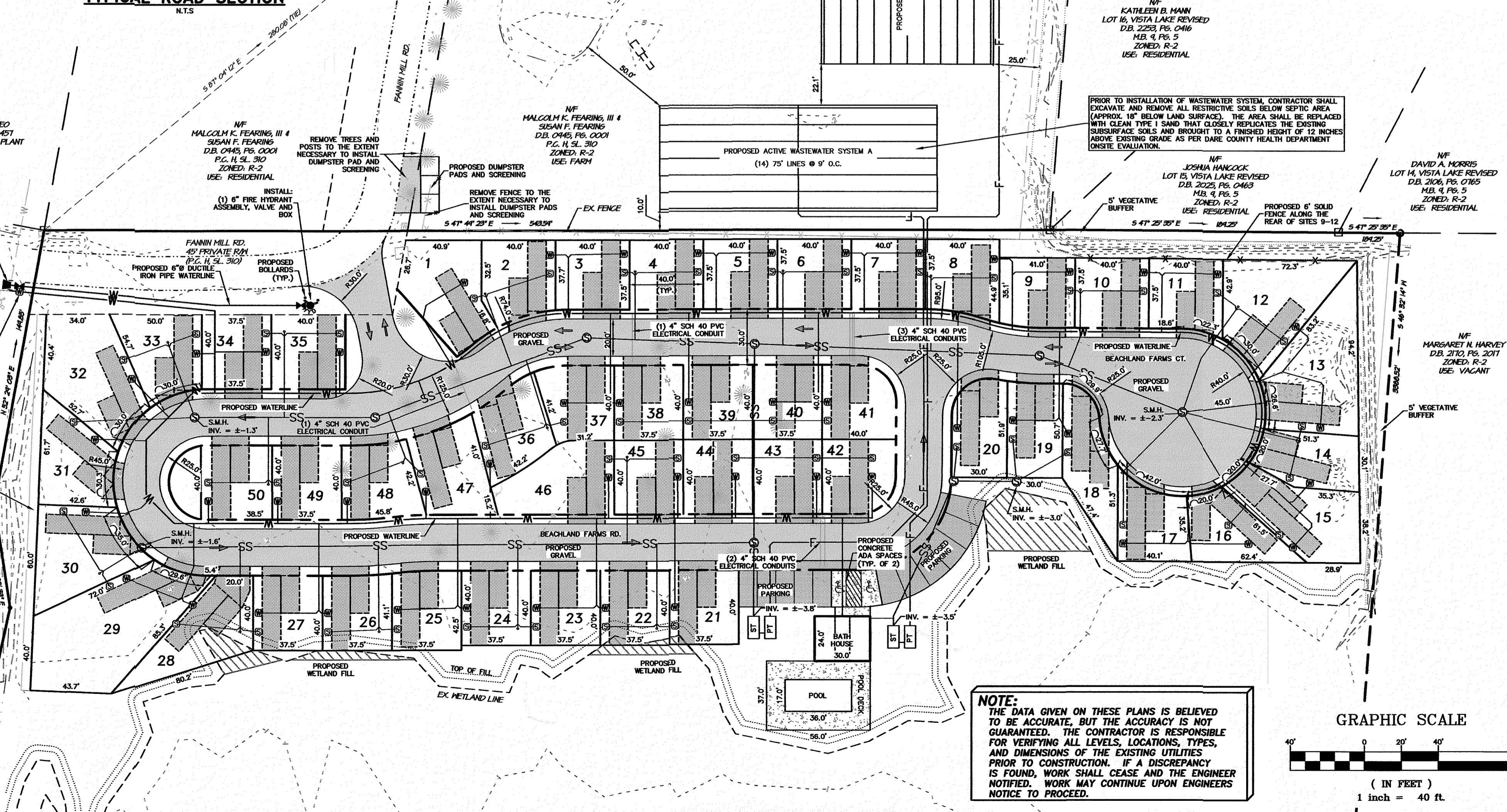
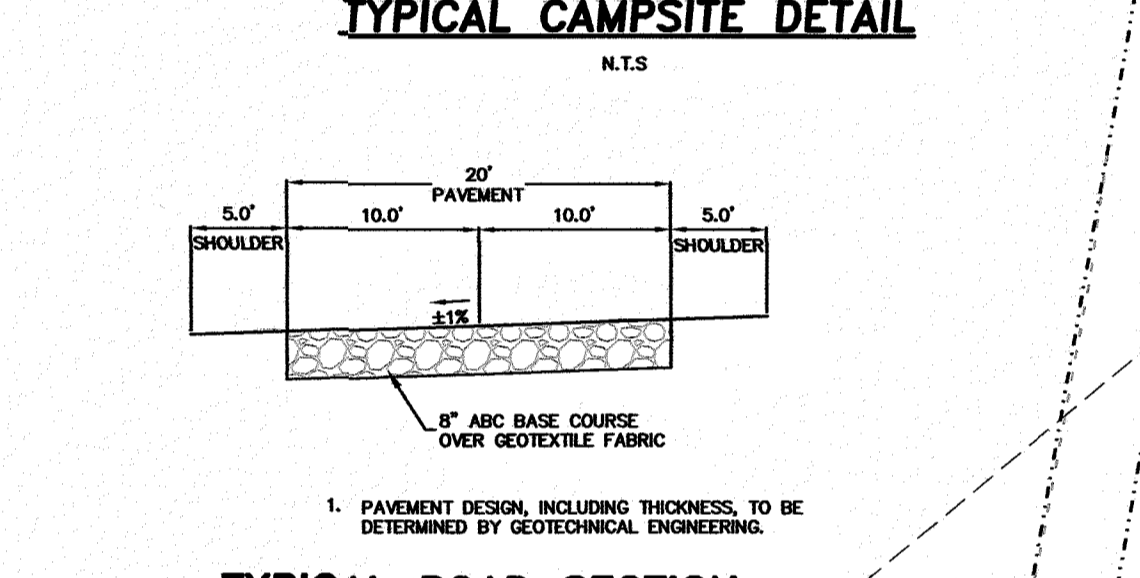
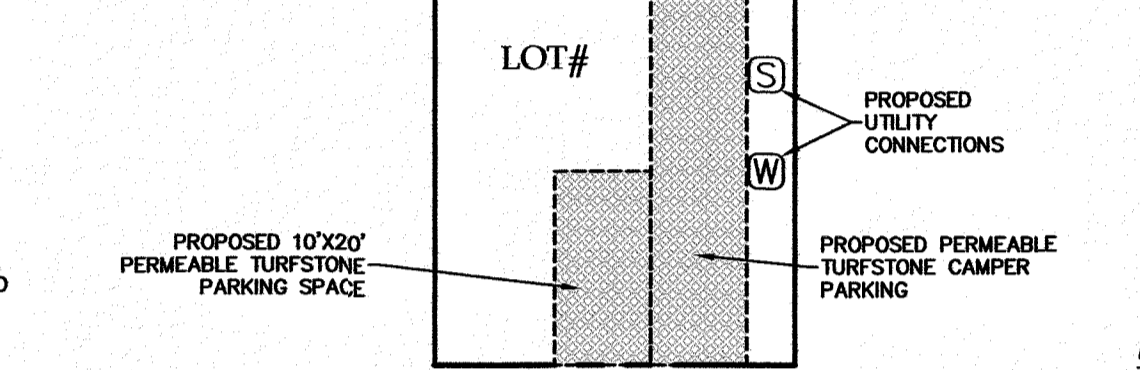
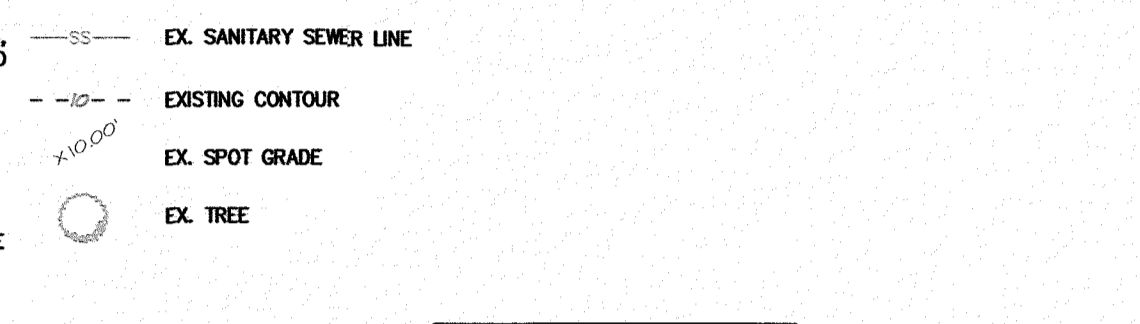
- NOTES:**
- CURRENT OWNER: MALCOLM K. FEARING, III
SUSAN F. FEARING
PO BOX 759
MANTEO, NC 27854
(252) 473-5514
 - PROPERTY INFORMATION:
PK: 078000876
PID: 025897000
ADDRESS: 0 S CALIFORNIA LN
ZONED: INDUSTRIAL (I-1)
 - SUBJECT REFERENCES: DB 851, PG 874
 - TOTAL PARCEL AREA = 2,320,202 SF / 53.27 AC
(AREAS BY COORDINATE METHOD.)
 - PROPOSED PROJECT DEVELOPMENT AREA = 164,165 SF / 3.77 AC
 - AREA OF UPLANDS = 177,882 SF / 4.08 AC
AREA OF 404 WETLANDS = 212,473 SF / 4.88 AC
AREA OF COASTAL WETLANDS = 1,929,847 SF / 44.30 AC
AREA OF PROPOSED WETLAND FILL = 2,322 SF / 0.06 AC
 - LOT COVERAGE CALCULATIONS
ON-SITE:
PROPOSED GRAVEL = 29,733 SF
PROPOSED CONCRETE = 2,072 SF
PROPOSED POOL = 612 SF
PROPOSED TURFSTONE = 39,256 SF
PROPOSED BUILDINGS = 720 SF
OFF-SITE:
PROPOSED GRAVEL = 351 SF
PROPOSED CONCRETE = 300 SF
 - APPROXIMATE ROADWAY LENGTH = 1,231 FT.
 - PROPOSED BATHHOUSE PROPOSES THE FOLLOWING FACILITIES:
MEN'S ROOM: 3 TOILETS, 2 URINALS, 3 SHOWERS & 3 SINKS
WOMEN'S ROOM: 3 TOILETS, 3 SHOWERS, & 3 SINKS
 - PROJECT WILL PROPOSE TO APPLY FOR A LOW DENSITY STATE STORMWATER PERMIT BY UTILIZING PERMEABLE PAVEMENT FOR COVERAGE OTHER THAN BUILDINGS AND ROADWAY TO KEEP TOTAL BUILT UPON AREA UNDER 12% COVERAGE.
 - SOIL TYPES: LEON FINE SAND (L6a), 0 TO 2 PERCENT SLOPES, BASED ON USDA WEB SOIL SURVEY.
 - BOUNDARY & TOPOGRAPHIC INFORMATION SHOWN BASED ON FIELD SURVEY DATA FROM QUILBE & ASSOCIATES, P.C. DATED 12-27-18, 01-10-19, & 12-6-19.
 - PROPERTY IS LOCATED IN NRP FLOOD ZONE AE (4') AND SUBJECT TO CHANGES. BASED ON COMMUNITY C/D NO. 375348, PANEL 3789; SUFFIX K. (MAP NUMBER 3720978900K) EFFECTIVE DATE: 6/19/20.
 - THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
 - EXISTING VEGETATION TO BE PRESERVED WHERE POSSIBLE.
 - REMOVE TREES, GRASSES, SHRUBS AND OTHER VEGETATION, IMPROVEMENTS OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION UNLESS NOTED OTHERWISE.
 - PRIOR TO LAND DISTURBANCE, A STATE APPROVED SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS REQUIRED.
 - ALL UTILITIES SERVING THIS SITE WILL BE PLACED UNDERGROUND.
 - ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE DRAWINGS, THE LATEST EDITION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) ROADWAY STANDARD DRAWINGS AND SPECIFICATIONS, RULES GOVERNING PUBLIC WATER SYSTEMS (NCDGW PWS), NCDGW DIVISION OF ENERGY, MINERAL AND LAND RESOURCES AND DARE COUNTY REGULATIONS.
 - THE LOCATION, DIMENSIONS, AND ELEVATION OF EXISTING STRUCTURES, PIPING, AND UTILITIES SHOWN ARE BASED ON THE BEST AVAILABLE DATA AND ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY ALL DATA IN THE FIELD PRIOR TO CONSTRUCTION TO HIS OWN SATISFACTION. THE DIAMETERS OF EXISTING PIPING ARE APPROXIMATE AND SHALL BE VERIFIED PRIOR TO PERFORMING FINAL CONNECTIONS. THE CONTRACTOR SHALL PERFORM ANY TEST PIT WORK OR PROVIDE LOCATION SERVICES AS REQUIRED TO AVOID CONFLICTS WITH EXISTING UTILITIES. CONTACT NORTH CAROLINA ONE-CALL AT TELEPHONE NO. 1-800-632-6949, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION TO HAVE UTILITIES MARKED.
 - CHANGES IN NEW PIPING OR DRAWINGS FROM THAT SHOWN ON THE DRAWINGS, IN ORDER TO AVOID CONFLICTS WITH EXISTING ELECTRICAL SYSTEMS, MECHANICAL SYSTEMS, EQUIPMENT, STRUCTURES, OR EXISTING PIPING, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. WHETHER THE CONFLICTS ARE SHOWN OR ARE DISCOVERED IN THE FIELD, ALTERATIONS TO EXISTING ELECTRICAL SYSTEMS, MECHANICAL SYSTEMS, EQUIPMENT, OR EXISTING PIPING IN ORDER TO ACCOMMODATE NEW PIPING, STRUCTURES AND EQUIPMENT, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER. THE OWNER AND THE ENGINEER MUST APPROVE ALL SUCH CHANGES.
 - MAINTAIN AND PROTECT ALL OVERHEAD AND UNDERGROUND ELECTRICAL, TELEPHONE, CABLE TV, WATER, AND ALL OTHER UTILITIES DURING ENTIRE CONSTRUCTION PERIOD. SEWER SYSTEM AND WATER SERVICE INTERRUPTIONS AND OTHER UTILITY OUTAGES WILL NOT BE ALLOWED.
 - ALL PROPOSED WATER LINE PIPING SHALL MAINTAIN A MINIMUM COVER OF 3.0 FEET. PROPOSED WATER LINE PIPING SHALL BE INSTALLED AS REQUIRED TO ALLOW FOR MINIMUM 18" VERTICAL SEPARATION BETWEEN NEW PIPING AND EXISTING UTILITIES.
 - PROVIDE A MINIMUM OF 18 INCHES CLEARANCE BETWEEN PIPING AND FOOTINGS, STRUCTURES, AND OTHER PIPING UNLESS OTHERWISE INDICATED. A POOL OF WATER SHALL BE MAINTAINED FOR THE VERTICAL ALIGNMENT OF ALL WATER PIPING TO ELIMINATE THE FORMATION OF AIR POCKETS.
 - GATE VALVES AND VALVE BOXES: PROVIDE AN EXTENDED VALVE STEM WHERE DEPTH TO TOP OF VALVE EXCEEDS 5 FEET.
 - HORIZONTAL DISTANCE IS INDICATED FOR ALL PROPOSED PIPE LENGTHS SHOWN ON THE DRAWINGS. DEFLECT PIPE JOINTS TO MAINTAIN WATERLINE AND SEWER ALIGNMENTS SHOWN. THE CONTRACTOR SHALL PROVIDE ALL PIPE FITTINGS AS REQUIRED FOR COMPLETE AND OPERABLE PIPE INSTALLATIONS.
 - CONTRACTOR SHALL PROVIDE ALL CONNECTING PIPES AND TRANSITION PIECES REQUIRED TO MAKE FINAL PIPING CONNECTIONS.
 - VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE CONSTRUCTED AND MAINTAINED FOR ALL DISTURBED AREAS IN ACCORDANCE WITH ALL LOCAL REQUIREMENTS AND THE LATEST EDITION OF THE NORTH CAROLINA EROSION AND SEDIMENT CONTROL PLANNING AND DESIGN MANUAL. ALL EROSION CONTROL DEVICES SHALL BE INSTALLED AS A FIRST STEP IN CONSTRUCTION AND BEFORE EXCAVATION BEGINS. SILT FENCE, CURBLET INLET PROTECTION, INLET PROTECTION, AND OTHER EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED TO PREVENT THE MOVEMENT OF SEDIMENT DOWNSTREAM.
 - CONSTRUCTION LIMITS SHALL INCLUDE ALL DISTURBED AREAS. ALL GRASSED DISTURBED AREAS SHALL BE SEEDDED AND EROSION CONTROLS MAINTAINED DURING AND AT THE END OF CONSTRUCTION. ALL WORK SHALL BE PERFORMED WITHIN THE NCDOT RIGHT OF WAY. WORK OUTSIDE OF THE RIGHT OF WAY MAY REQUIRE TEMPORARY CONSTRUCTION EASEMENTS TO BE OBTAINED BY OTHERS.
 - UNLESS OTHERWISE NOTED, REMOVE AND DISPOSE OF ALL ITEMS INDICATED TO BE DEMOLISHED OFF THE PROJECT SITE IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS.
 - THE CONTRACTOR SHALL BE FULLY LIABLE FOR REPAIR OF ANY DAMAGES ON PUBLIC OR PRIVATE PROPERTY CAUSED BY HIS CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL REPLACE ALL DISTURBED SURFACES IN KIND, INCLUDING PAVEMENT, STONE, DITCHES, MAILBOXES, STORM CULVERTS, DRIVEWAY CULVERTS, ETC. CONTRACTOR SHALL REPLACE ROADSIDE SHOULDERS, DITCHES, CUT/SLOPES TO STABILIZED PRECONSTRUCTION CONDITIONS. ROADSIDE LANDSCAPING SHALL BE PROTECTED AS MUCH AS POSSIBLE.
 - THE CONTRACTOR SHALL PROTECT EXISTING PAVED SURFACES. ANY DAMAGED PAVEMENT SHALL BE REPAIRED TO MATCH EXISTING. TRACKED EQUIPMENT WILL NOT BE ALLOWED ON PAVED SURFACES. ANY PAVEMENT MARKINGS DAMAGED BY CONSTRUCTION SHALL BE REPLACED IN KIND BY A PAVEMENT MARKING CONTRACTOR FROM THE NCDOT PRE-QUALIFICATION LIST.
 - ALL PROPERTY PINS, AND RIGHT OF WAY MONUMENTS DISTURBED DURING CONSTRUCTION SHALL BE REPLACED BY A LAND SURVEYOR LICENSED BY THE STATE OF NORTH CAROLINA.
 - SURFACE DRAINAGE: COMPLETELY DRAIN CONSTRUCTION SITE DURING PERIODS OF CONSTRUCTION TO KEEP SOIL MATERIALS SUFFICIENTLY DRY. PROVIDE TEMPORARY DITCHES, SWALES, AND OTHER DRAINAGE FEATURES AS REQUIRED TO MAINTAIN DRY SOILS. WHEN UNSUITABLE WORKING PLATFORMS FOR EQUIPMENT OPERATION AND UNSUITABLE SOIL SUPPORT FOR SUBSEQUENT CONSTRUCTION FEATURES DEVELOP, REMOVE UNSUITABLE MATERIAL AND PROVIDE NEW SOIL MATERIAL AT NO ADDITIONAL COST TO THE OWNER.
 - SUBSURFACE DRAINAGE: CONSIDER SITE SURFACE AND SUBSURFACE CONDITIONS, AVAILABLE SOIL, AND HYDROLOGICAL DATA. REMOVE WATER BY BENCHING, SUMP PUMPING, OR OTHER METHODS TO PREVENT SOFTENING OF SURFACES EXPOSED BY EXCAVATION. USE FILTERS ON DRAINING DEVICES TO PREVENT REMOVAL OF FINES FROM SOIL. PROVIDE EROSION CONTROL AT OUTLET OR PIPING TO PREVENT EROSION. OPERATE DRAINING SYSTEM CONTINUOUSLY UNTIL CONSTRUCTION WORK BELOW EXISTING WATER LEVEL IS COMPLETE.
 - CONSTRUCT EXCAVATION SUPPORT SYSTEMS AS REQUIRED BY OSHA AND U.S. ARMY CORPS OF ENGINEERS SAFETY AND HEALTH REQUIREMENT MANUAL, EM 385-1-1, SECTION 25 AS WELL AS THROUGH E TO ADEQUATELY SUPPORT EXISTING SOIL AND ADJACENT STRUCTURES DURING EXCAVATION ACTIVITIES.
 - PROOF ROLL ALL NEW PAVED AREAS. NOTIFY OWNER AND ENGINEER OF ANY UNACCEPTABLE AREAS.
 - THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.
 - ALL TRAFFIC CONTROL METHODS AND DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

- WASTEWATER SYSTEM NOTES:**
- CONTRACTOR IS RESPONSIBLE FOR LOCATING EXISTING UNDERGROUND UTILITIES IN AREAS OF WORK PRIOR TO ANY WORK. PROVIDE ADEQUATE MEANS OF SUPPORT AND PROTECTION IF UTILITIES ARE TO REMAIN IN PLACE.
 - REMOVE TREES, GRASSES, SHRUBS AND OTHER VEGETATION, IMPROVEMENTS OR OBSTRUCTIONS INTERFERING WITH INSTALLATION OF NEW CONSTRUCTION UNLESS NOTED OTHERWISE.
 - NEW WASTEWATER SYSTEM DESIGN PARAMETERS:
WASTEWATER SYSTEM A:
DESIGN FLOW:
40 GPD / CAMPSITE x 47 CAMPSITES = 1,880 GPD
ACTIVE:
ASSIGNED LTAR OF 0.6 GPD/SF PER DCHD.
(14) 75' FT. LINES AT 9' O.C.
REPAIR:
ASSIGNED LTAR OF 0.4 GPD/SF PER DCHD
(20) 79' FT. LINES AT 9' O.C.
WASTEWATER SYSTEM B:
DESIGN FLOW:
40 GPD / CAMPSITE x 3 CAMPSITES = 120 GPD
1 WASHING MACHINE @ 550 GPD/EA. = 550 GPD
BATHHOUSE @ 10 GPD/PERSON X 100 PEOPLE = 1,000 GPD
TOTAL = 1,670 GPD
ACTIVE:
ASSIGNED LTAR OF 0.5 GPD/SF PER DCHD.
(22) 58' FT. LINES AT 9' O.C.
REPAIR:
ASSIGNED LTAR OF 0.4 GPD/SF PER DCHD
(16) 100' FT. LINES AT 9' O.C.

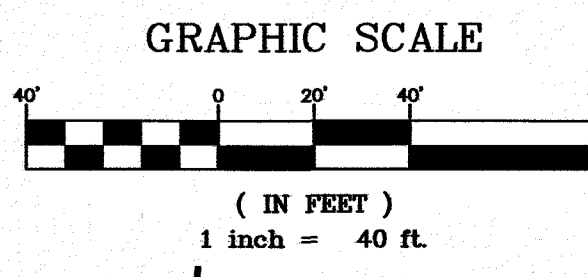
- LEGEND**
- EXISTING WETLANDS
 - EXISTING ASPHALT PAVEMENT
 - EX. IRON ROD, EIR
 - EX. IRON PIPE, EIP
 - CALCULATED POINT
 - EX. CONCRETE MONUMENT, ECM
 - EX. MAG NAIL
 - EX. WATER VALVE
 - EX. WATER HYDRANT
 - EX. TELEPHONE PEDESTAL
 - EX. GAS VALVE
 - EX. UTILITY POLE
 - EX. WATER LINE
 - EX. SANITARY SEWER LINE
 - EXISTING CONTOUR
 - EX. TREE
 - PROPOSED GRAVEL
 - PROPOSED TURFSTONE
 - PROPOSED WETLAND FILL (LESS THAN OR EQUAL TO 0.1 ACRES ALLOWED, CURRENTLY SHOWN 0.06 ACRES)
 - PROPOSED FIRE HYDRANT
 - PROPOSED WATER LINE
 - PROPOSED SANITARY SEWER MANHOLE
 - PROPOSED WATER SERVICE
 - PROPOSED SEWER SERVICE

SITE SIZE TABLE

Site 1: 2,226 sq.ft.	Site 18: 1,745 sq.ft.	Site 35: 1,600 sq.ft.
Site 2: 1,636 sq.ft.	Site 19: 1,528 sq.ft.	Site 36: 1,680 sq.ft.
Site 3: 1,500 sq.ft.	Site 20: 1,505 sq.ft.	Site 37: 1,514 sq.ft.
Site 4: 1,500 sq.ft.	Site 21: 1,500 sq.ft.	Site 38: 1,500 sq.ft.
Site 5: 1,500 sq.ft.	Site 22: 1,500 sq.ft.	Site 39: 1,500 sq.ft.
Site 6: 1,500 sq.ft.	Site 23: 1,500 sq.ft.	Site 40: 1,500 sq.ft.
Site 7: 1,500 sq.ft.	Site 24: 1,500 sq.ft.	Site 41: 1,517 sq.ft.
Site 8: 1,605 sq.ft.	Site 25: 1,583 sq.ft.	Site 42: 1,509 sq.ft.
Site 9: 1,515 sq.ft.	Site 26: 1,508 sq.ft.	Site 43: 1,500 sq.ft.
Site 10: 1,500 sq.ft.	Site 27: 1,500 sq.ft.	Site 44: 1,500 sq.ft.
Site 11: 1,538 sq.ft.	Site 28: 2,171 sq.ft.	Site 45: 1,500 sq.ft.
Site 12: 2,715 sq.ft.	Site 29: 4,112 sq.ft.	Site 46: 2,105 sq.ft.
Site 13: 3,153 sq.ft.	Site 30: 2,419 sq.ft.	Site 47: 1,810 sq.ft.
Site 14: 1,557 sq.ft.	Site 31: 1,884 sq.ft.	Site 48: 1,630 sq.ft.
Site 15: 2,295 sq.ft.	Site 32: 2,761 sq.ft.	Site 49: 1,500 sq.ft.
Site 16: 1,590 sq.ft.	Site 33: 1,764 sq.ft.	Site 50: 1,540 sq.ft.
Site 17: 1,523 sq.ft.	Site 34: 1,500 sq.ft.	



NOTE:
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.



Quible & Associates, P.C.
ENGINEERING • CONSULTING • PLANNING
ENVIRONMENTAL SCIENCES • SURVEYING
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MANTO, NC 27854
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www.quibleandassociates.com

PROFESSIONAL SEAL
NORTH CAROLINA
SESSION 045136
D. W. QUIBLE
REGISTERED PROFESSIONAL ENGINEER
CERTIFICATION

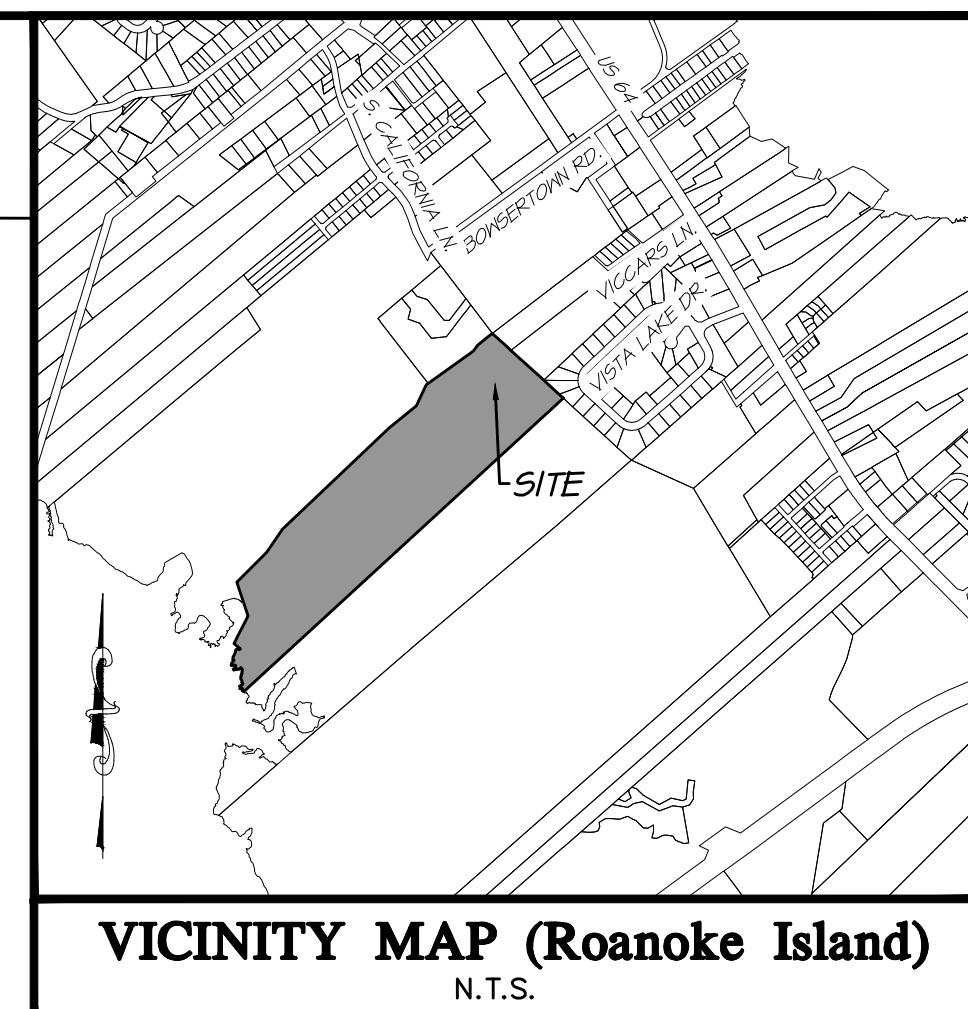
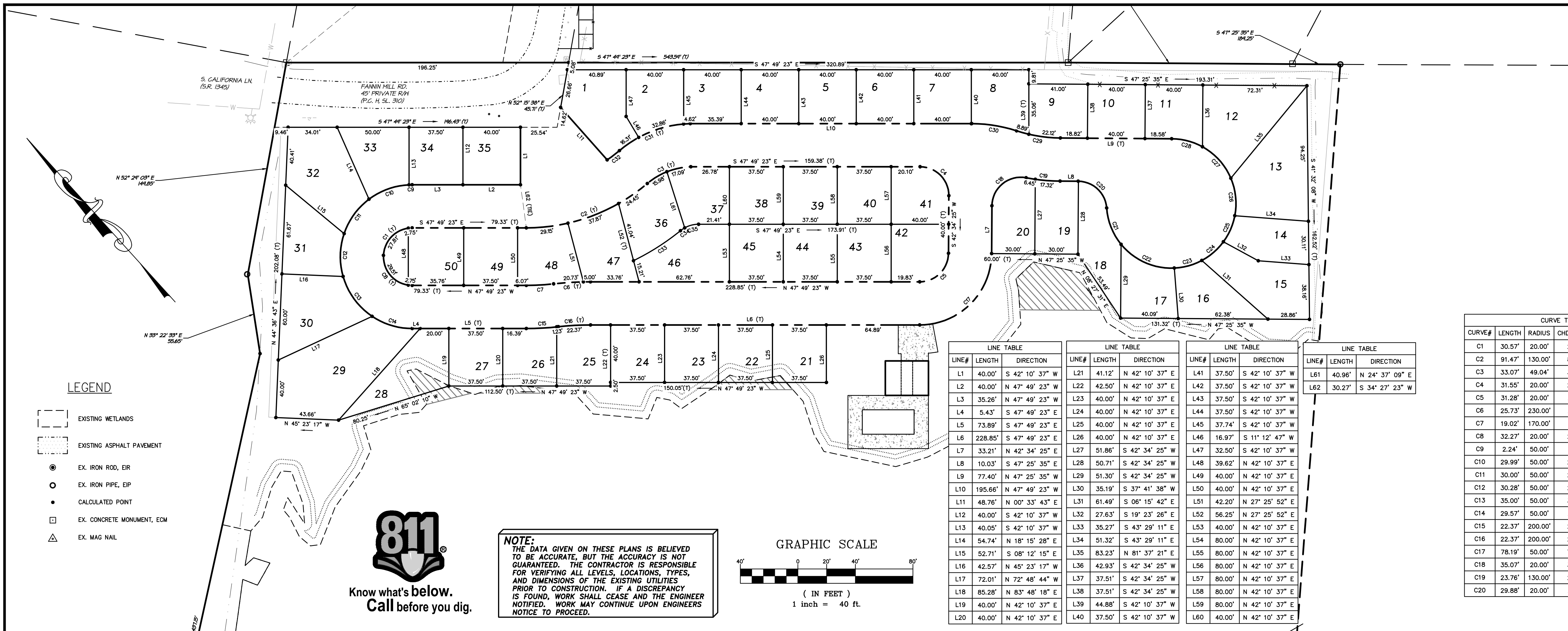
VICINITY MAP (Roanoke Island)
N.T.S.

FINAL DRAWINGS FOR PERMITTING ONLY

811
Know what's below.
Call before you dig.

BEACHLAND FARMS CAMPGROUND PLAN
PIN: 9789-00-36-8876
MALCOLM K. FEARING, III

PROJECT NO. P18119
DESIGNED BY DLT
DRAWN BY DLT
CHECKED BY MWS
ISSUE DATE 07/13/20
SHEET NO. 1 OF 1 SHEETS

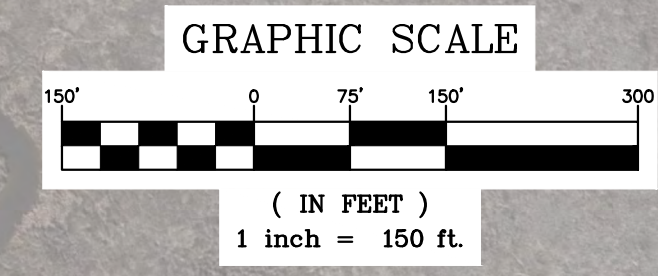
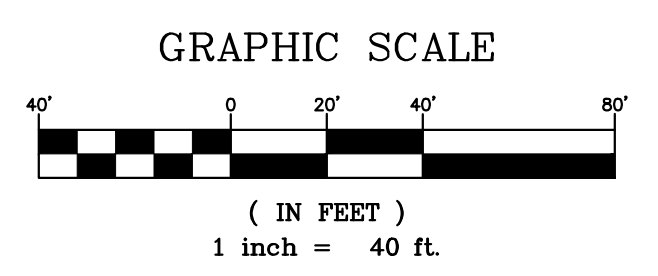


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 Fax: (252) 881-4748
 www.quibleandassociates.com

LINE#	LENGTH	DIRECTION	LINE#	LENGTH	DIRECTION	LINE#	LENGTH	DIRECTION	LINE#	LENGTH	DIRECTION
L1	40.00'	S 42° 10' 37" W	L21	40.00'	S 42° 10' 37" E	L41	41.00'	S 42° 10' 37" W	L61	40.96'	N 24° 37' 09" E
L2	40.00'	N 47° 49' 23" W	L22	42.50'	N 42° 10' 37" E	L42	37.50'	S 42° 10' 37" W	L62	30.27'	S 34° 27' 23" W
L3	35.26'	N 47° 49' 23" W	L23	40.00'	N 42° 10' 37" E	L43	37.50'	S 42° 10' 37" W			
L4	5.43'	S 47° 49' 23" E	L24	40.00'	N 42° 10' 37" E	L44	37.50'	S 42° 10' 37" W			
L5	73.89'	S 47° 49' 23" E	L25	40.00'	N 42° 10' 37" E	L45	37.74'	S 42° 10' 37" W			
L6	228.85'	S 47° 49' 23" E	L26	40.00'	N 42° 10' 37" E	L46	16.97'	S 11° 12' 47" W			
L7	33.21'	N 42° 34' 25" E	L27	51.86'	S 42° 34' 25" W	L47	32.50'	S 42° 10' 37" W			
L8	10.03'	S 47° 25' 35" E	L28	50.71'	S 42° 34' 25" W	L48	39.62'	N 42° 10' 37" E			
L9	77.40'	N 47° 25' 35" W	L29	51.30'	S 42° 34' 25" W	L49	40.00'	N 42° 10' 37" E			
L10	195.66'	N 47° 49' 23" W	L30	35.19'	S 37° 41' 38" W	L50	40.00'	N 42° 10' 37" E			
L11	48.76'	N 00° 33' 43" E	L31	61.49'	S 06° 15' 42" E	L51	42.20'	N 27° 25' 52" E			
L12	40.00'	S 42° 10' 37" W	L32	27.63'	S 19° 23' 26" E	L52	56.25'	N 27° 25' 52" E			
L13	40.05'	S 42° 10' 37" W	L33	35.27'	S 43° 29' 11" E	L53	40.00'	N 42° 10' 37" E			
L14	54.74'	N 18° 15' 28" E	L34	51.32'	S 43° 29' 11" E	L54	80.00'	N 42° 10' 37" E			
L15	52.71'	S 08° 12' 15" E	L35	83.23'	N 81° 37' 21" E	L55	80.00'	N 42° 10' 37" E			
L16	42.57'	N 45° 23' 17" W	L36	42.93'	S 42° 34' 25" W	L56	80.00'	N 42° 10' 37" E			
L17	72.01'	N 72° 48' 44" W	L37	37.51'	S 42° 34' 25" W	L57	80.00'	N 42° 10' 37" E			
L18	85.28'	N 83° 48' 18" E	L38	37.51'	S 42° 34' 25" W	L58	80.00'	N 42° 10' 37" E			
L19	40.00'	N 42° 10' 37" E	L39	44.88'	S 42° 10' 37" W	L59	80.00'	N 42° 10' 37" E			
L20	40.00'	N 42° 10' 37" E	L40	37.50'	S 42° 10' 37" W	L60	40.00'	N 42° 10' 37" E			

CURVE TABLE					CURVE TABLE				
CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING	CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING
C1	30.57'	20.00'	27.68'	N 88° 23' 36" E	C21	27.66'	45.00'	27.22'	S 20° 33' 19" W
C2	91.47'	130.00'	89.60'	S 67° 58' 50" E	C22	42.00'	45.00'	40.49'	S 23° 47' 14" E
C3	33.07'	49.04'	32.44'	S 68° 49' 13" E	C23	20.00'	45.00'	19.84'	S 63° 15' 21" E
C4	31.55'	20.00'	28.38'	S 02° 37' 29" E	C24	20.00'	45.00'	19.84'	S 88° 43' 14" E
C5	31.28'	20.00'	28.19'	S 87° 22' 31" W	C25	20.00'	45.00'	19.84'	N 65° 48' 52" E
C6	25.73'	230.00'	25.71'	S 51° 01' 40" W	C26	26.62'	45.00'	26.24'	N 36° 07' 57" E
C7	19.02'	170.00'	19.01'	S 51° 01' 40" W	C27	29.99'	45.00'	29.44'	N 00° 05' 29" E
C8	32.37'	20.00'	28.98'	N 42° 10' 37" E	C28	32.37'	45.00'	22.10'	N 33° 12' 47" W
C9	2.24'	50.00'	2.24'	N 49° 06' 28" W	C29	31.01'	100.00'	30.89'	N 38° 32' 34" W
C10	29.99'	50.00'	29.55'	N 67° 34' 39" W	C30	31.70'	100.00'	31.57'	N 38° 44' 28" W
C11	30.00'	50.00'	29.55'	S 78° 02' 55" W	C31	53.78'	79.04'	52.75'	N 68° 38' 35" W
C12	30.28'	50.00'	29.82'	S 43° 30' 46" W	C32	10.65'	100.00'	10.65'	N 85° 05' 08" W
C13	35.00'	50.00'	34.29'	S 06° 06' 43" W	C33	38.78'	170.00'	38.69'	N 80° 21' 50" W
C14	29.57'	50.00'	29.14'	S 30° 52' 56" E	C34	13.64'	20.00'	13.38'	N 67° 21' 39" W
C15	22.37'	200.00'	22.36'	S 51° 01' 40" E	C35	13.64'	20.00'	13.38'	N 67° 21' 39" W
C16	22.37'	200.00'	22.36'	S 51° 01' 40" E					
C17	78.19'	50.00'	70.47'	N 87° 22' 31" E					
C18	35.07'	20.00'	30.75'	S 87° 11' 25" E					
C19	23.76'	130.00'	23.73'	S 42° 11' 25" E					
C20	29.88'	20.00'	27.17'	S 04° 37' 56" E					

NOTE:
 THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.



PROJECT NO. P18119
 DESIGNED BY DLT
 DRAWN BY DLT
 CHECKED BY MWS
 ISSUE DATE 07/13/20
 SHEET NO. 1
 OF 1 SHEETS

BEACHLAND FARMS CAMPGROUND BOUNDARY EXHIBIT
PIN: 9789-00-36-8876
MALCOLM K. FEARING, III
 ROANOKE ISLAND
 DARE COUNTY
 NORTH CAROLINA

C:\Users\p18119\OneDrive\Projects\9789-00-36-8876\Drawings\DWG\9789-00-36-8876.dwg 7/13/2020 10:00 AM D:\dwg



College of The Albemarle Foundation Report on Dare Guarantee Program

Description

Amy L. Alcocer will present an update on the Dare County Guarantee Scholarship Program.

Board Action Requested

None - Informational Presentation

Item Presenter

Amy L. Alcocer, Exec. Director, COA Foundation and Development

Dare Guarantee 2020-2021 Report

January 1, 2020 - June 30, 2020

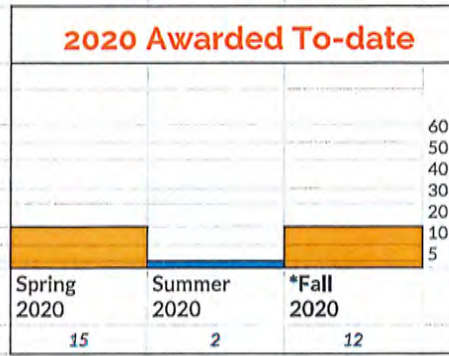
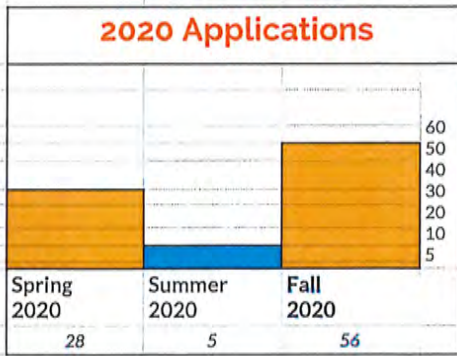
Prepared By: College of The Albemarle Foundation, Inc.

2307 - Dare guarantee Scholarship Program

Project Activity Report

Account	Description	Date	Reference	Balance
20-4000	Direct Public Support	12/6/2019	Dare County Cash	\$250,000.00
20-5502	Student Support Expenses-Marketing	2/11/2020	Egads Screen Printing	-\$267.50
20-9000	Transfer Out	5/27/2020	Charles Schwab & Compar	-\$200,000.00
20-9000	Transfer Out	5/28/2020	REV-Charles Schwab & Company - Transfer of Funds	\$200,000.00
			2020 Spring Disbursement	-\$6,888.78
			Ending Balance	\$242,843.72

*Per MOU \$25,000 is to be used for Marketing and Foundation



Spring 2020 Disbursement of Funds	
Tuition & Fees	\$4,946.37
Bookstore & Computers	\$1,942.41
SP2020 Total	\$6,888.78

Important Note *Fall 2020- We anticipate all 56 applicants to be awarded the Dare Guarantee Scholarship, due to COVID-19 and FAFSA processing we are awaiting final numbers.



DARE COUNTY GUARANTEE SCHOLARSHIP



ATTEND COLLEGE OF THE ALBEMARLE WITH NO OUT-OF-POCKET EXPENSES FOR TUITION AND FEES

Thanks to the new Dare County Guarantee Scholarship Program, funded by Dare County, qualified students are able to attend College of The Albemarle with no out-of-pocket expenses for tuition and fees. Curriculum programs and Workforce Development pathways are included, with priority given to those attending COA's Dare County Campus.

\$250,000 is available to pay any COA tuition and fees not covered by financial aid and scholarships. Based on availability, additional funds may be awarded for books and computer needs.

To qualify, you must:

- be a Dare County resident
- have graduated from a Dare County public high school, private school or home school
- be a United States citizen or documented lawful permanent resident
- begin classes at COA within 16 months of graduating high school

Steps for Curriculum students:

1. Apply to COA: www.albemarle.edu/apply-register
2. Complete your FAFSA (Free Application for Federal Student Aid): www.fafsa.gov
3. Apply for COA Scholarships: www.albemarle.edu/scholarships
4. Complete the Dare Guarantee application which will appear in applicant portal if you are eligible
5. Complete all steps for admission to your program and register for classes

Have Questions? Contact Katie Cross at 252-473-2264 ext. 7011 or katie_cross@albemarle.edu

Steps for Workforce Development students:

1. Complete the Dare Guarantee application: www.albemarle.edu/dareguarantee
2. Return the complete form to Sherri May - instructions are on the form
3. Complete all steps for admission to your program
4. Register for the program with Sherri May, either in person or over the phone

Have Questions? Contact Sherri May at 252-473-2264 ext. 7511 or sherri_may@albemarle.edu



COLLEGE OF THE
ALBEMARLE
Foundation



*UNC Chapel Hill School of Government
Essential Housing Needs Pre-Development & Opportunity Site Identification: Project Update*

Description

On January 21, 2020 the Board engaged the services of UNC School of Government, through their Development Finance Initiative (DFI) program to provide technical services relating to development of housing. They will provide an update relative to Essential Housing for Dare County.

Board Action Requested

Informational Presentation

Item Presenter

Sarah Odio, Senior Project Manager and Marcia Perritt, Associate Director, DFI



2020-2021 Hatteras Inlet Maintenance

Description

Continued dredging maintenance is required in Hatteras Inlet due to its location off the Gulf Stream where high energy constantly causes shoaling and sediment transport. Engineering and construction administrative services will be utilized through Coastal Protection Engineering- NC as previously used in 2018, 2019 and 2020. The county is requesting funding assistance through the Department of Environmental Quality (DEQ) Shallow Draft Grant fund to continue maintenance on the connector channel in 2020 and 2021. It is anticipated to have up to three maintenance dredging events during this cycle. The total contract cost is \$26,600, the grant will provide 75% of the cost, \$19,950. Dare County will be responsible for providing the remaining portion, \$6,650. The contract amount was submitted for the 2020-2021 County Budget.

Board Action Requested

Approve grant submission to DEQ, approve resolution for the grant submission, and approve County Manager to execute contract with CPE and grant when approved by DEQ.

Item Presenter

Brent Johnson, Waterways Administrator, Project Manager



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources

Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

1. Project Title	2020-2021 Hatteras Inlet Maintenance		
2a. Primary Contact or Project Manager			
Name	Brent Johnson		
Title	Project Manager		
Organization Name	Dare County		
Organization Tax ID Number	566000296		
E-mail address	brent.johnson@darenc.com		
Mailing Address	PO Box 1000		
City	State	Zip	
Manteo	NC	27954	
Telephone	Fax Number		
2524755628			
2b. Execution Address (where contract will be mailed for signature) - Write "same as above" if it is the Primary Contact information in 2a.			
Name	Same as above		
Title			
Organization Name			
E-mail Address			
Mailing Address			
City	State	Zip	
Telephone	Fax Number		
2c. Payment Address (where invoice payments will be mailed) - Write "same as above" if it is the Primary Contact information in 2a.			
Name	Same as above		
Title			
Organization Name			
E-mail Address			
Mailing Address			
City	State	Zip	
Telephone	Fax Number		



**Water Resources Development Grant Program
 Shallow Draft Navigation Channel Dredging Application
 FY 2019 - 2020**
 North Carolina Department of Environmental Quality
 Division of Water Resources
 Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

3. Project Description - Provide a short summary of the project

Continued dredging maintenance is required in Hatteras Inlet due to its location off the Gulf Stream where high energy constantly causes shoaling and sediment transport. Engineering and construction administrative services will be utilized through Coastal Protection Engineering- NC as previously used for in 2018, 2019 and 2020. The county is requesting funding assistance to continue maintenance on the connector channel in 2020 and 2021 and anticipates up to three maintenance dredging events during this cycle. Please see attached CPE letter and scope of service attachments. It is expected that the contract period should be 12 months from grant execution.

4. Project Scope – Brief description of the project scope (what is being proposed) and justification (why is it being proposed)

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. This scope of services is based on the level of service provided to the COUNTY by CPE-NC over the past 3 years for the maintenance of the subject project. The proposal assumes up to 3 maintenance dredging events during the Fiscal Year 2020/2021; however, it is understood that the number of maintenance events are subject to change. Given the uncertainty of the number and duration of channel maintenance events, CPE-NC will provide these services on a time and materials basis not-to-exceed \$26,600.00. Exhibit B of the attached proposal is our standard rate schedule, which will be used in charging time and materials. The maintenance cycle will extend for a period of 12 months.

5. Existing Conditions - Brief description of existing site conditions and land use within project area

Hatteras Inlet provides access to and from the Atlantic Ocean between Ocracoke Island (Hyde County) and Hatteras Island (Dare County). Constant shoaling and the natural processes of inlets causes constant navigational issues. This inlet is one of two inlets in Dare County that allow access to the Atlantic Ocean. Without continued maintenance of the navigational channels to allow use by commercial enterprises and recreational boating activities a detrimental loss to local and state economy will occur.

6. Anticipated Contract Start Date	8/1/2020	Anticipated Contract End Date	8/1/2021
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7. Project Location: Important to submit as completely as possible, especially the Lat/Long coordinates

Project Location	Hatteras Inlet		
County Name	Hyde County		
Inlet/Channel/Waterbody Name	South Ferry Channel, Hatteras Inlet		
Position coordinates of project location	Latitude	35.1902759	
	Longitude	-75.7683707	
Anticipated Total Dredged Material in Cubic Yards	40,000		



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources

Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

8. General Statute 143-215.72 states that in reviewing applications the Secretary shall consider Economic, Social, and Environmental Benefits provided by the project; Regional Benefits of the project to an area greater than the area under jurisdiction of the local sponsoring entity; The financial resources of the local sponsoring entity; The environmental impact of the project; Any direct benefit to State-owned lands and properties. Please provide your answers below for each category:

Economic, Social, and Environmental Benefits

Project will ultimately benefit regional economics for tourism, eco-tourism, commercial fisheries and recreational boating/fishing and allows for continued employment of local population and job growth. Regular maintenance of the inlet will provide opportunity for economic growth in the region. Both Hatteras Island and Ocracoke Island rely heavily on tourism; without access it would greatly reduce economic benefits to the region.

Regional Benefits

Regional benefits include continued safe access and use of Hatteras Inlet for all users to include but not limited to commercial traffic, recreational traffic and tourism. Provides ocean access from inland rivers/inland counties.

Financial Resources

Dare County is currently recognized as a Tier 2 County. Ocracoke Island is a part of Hyde County designated as a Tier 1 County. Continued maintenance and improvements to Hatteras Inlet will bring financial benefits to the region. Both Hatteras Island and Ocracoke Island rely heavily on tourism, recreational boating and commercial fishing. Without access to offshore waters and an open inlet, these areas will suffer financial hardship which in turn will ultimately affect the state's economy. Inland counties such as Hyde, Beaufort and Pamlico would also benefit from an open inlet allowing for access into upland rivers providing financial benefits to these rural counties.

Environmental Impacts

Reduced shoaling and sediment accumulation in channel. Open inlet allows mixing of fresh and salt waters in the Pamlico Sound to provide habitat for important fisheries.

Direct Benefit to State-Owned Lands and Properties

State Cultural Resources site: Graveyard of the Atlantic Museum can be accessed on Hatteras Island. These areas are also along the National Scenic Byway. Hatteras Inlet provides access to inland counties, rivers and the Intracoastal Waterway providing access to many state owned historical, cultural and environmental resources inland providing economic growth to these communities as well.

9. Disposal Area Placement Facility: Please describe the facility location, facility size and depth, method of placement, facility distance from navigation project, facility owner, required facility improvements, permit requirements and any additional information relevant for project completion.

Primary dredging is done using the sidecast dredge Merritt. When available the special purpose hopper dredge, Currituck or Murden can be used with near shore disposal off the Northern tip of Ocracoke Island.

10. Budget:

	State DWR	Local / Municipal Match	Other Non- Federal Match	Federal Contribution	Local + Other Non-Federal Match Total	Category Total
Administration						
Cash	\$19,950.00	\$6,650.00			\$6,650.00	\$26,600.00



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources

Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

	In-kind				\$0.00	\$0.00	
Design							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Permitting							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Survey							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction Oversight							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction Materials							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Land							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
	Cash Sub-total	\$19,950.00	\$6,650.00	\$0.00	\$0.00	\$6,650.00	
	In-kind Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	
	Total	\$19,950.00	\$6,650.00	\$0.00	\$0.00	\$6,650.00	
DWR Total =		\$19,950.00	Local + Non-Fed Total		\$6,650.00	Non-Federal % =	100.00%
DWR Match % =		75.00%	Local + Non-Fed Match		25.00%	Federal % =	0.00%



**Resolution
Supporting 2020-2021 Hatteras Inlet Maintenance**

WHEREAS, Dare County desires to sponsor, 2020-2021 Hatteras Inlet Maintenance Contract, to provide construction administrative services associated with maintaining Hatteras Inlet Navigation Channels.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) Dare County requests the State of North Carolina to provide financial assistance to Dare County for 2020-2021 Hatteras Inlet Maintenance in the amount of \$19,950.
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State.
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions (if on public property);
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Dare County Board of Commissioners this the 20th day of July, 2020.

Robert Woodard, Sr., Chairman

Attest:

Cheryl C. Anby, Clerk to the Board

4038 Masonboro Loop Road
Wilmington, North Carolina
Tel: +1 910-399-1905

April 23, 2020

Robert L. Outten
Dare County
954 Marshall C Collins Dr. Room 286
Manteo, NC 27954

Proposal: FY 2020-2021 Construction Administration Services for Hatteras Inlet Maintenance Dredging

Dear Mr. Outten:

Aptim Coastal Planning & Engineering of North Carolina, Inc. (CPE-NC) is pleased to provide you with this proposal to provide Dare County (OWNER) engineering consulting and construction administrative services associated with maintaining the Hatteras Inlet Navigation Channels. CPE-NC has a special preferred relationship with Coastal Protection Engineering, LLC, and through that relationship CPE-NC will utilize their personnel, resources, and assets to perform the proposed Services.

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. This scope of services is based on the level of service provided to the COUNTY by CPE-NC over the past 3 years for the maintenance of the subject project. The proposal assumes up to 3 maintenance dredging events during the Fiscal Year 2020/2021; however, it is understood that the number of maintenance events are subject to change. Given the uncertainty of the number and duration of channel maintenance events, CPE-NC will provide these services on a time and materials basis not-to-exceed \$26,600.00. Exhibit B of the attached proposal is our standard rate schedule, which will be used in charging time and materials. The Year - 2 maintenance cycle will begin on July 1, 2020 and extend for a period of 12 months.

CPE-NC's performance of the proposed Services is conditioned upon mutually acceptable contract terms and conditions. In that regard, attached to this proposal is our Services Agreement for your consideration as the terms and conditions that will govern our performance of the proposed Services.

If this proposal is acceptable to you, please have the attached Services Agreement signed, and return it to me. CPE-NC will then sign the Services Agreement and return a fully signed copy to you for your records.

We look forward to continuing to work with Dare County on this project.

Sincerely,

APTIM COASTAL PLANNING & ENGINEERING OF NORTH CAROLINA, INC.



Ken Willson
Program Manager



2020-2021 Oregon Inlet Permit Modifications

Description

The Contract provided by Coastal Protection Engineering (CPE) will provide the necessary permit modifications to allow the Private Partner Dredge and Dare County the ability to sidecast, over dredge to the same depth as USACE and a widener that will facilitate the longevity of a high shoaling area. The contract will utilize funds from the DEQ Shallow Draft Fund. Total contract cost is \$11,151 with grant contributions being \$7,434.37. Dare County will be responsible for the remaining 33.33% or \$3,716.63

Board Action Requested

Approve grant submission to DEQ, approve resolution for the grant submission, and approve County Manager to execute contract with CPE and DEQ grant when approved by DEQ.

Item Presenter

Brent Johnson, Waterways Administrator, Project Manager



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources

Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

1. Project Title	2020-2021 Oregon Inlet Permit Modifications
-------------------------	---

2a. Primary Contact or Project Manager

Name	Brent Johnson		
Title	Project Manager		
Organization Name	Dare County		
Organization Tax ID Number	566000296		
E-mail address	brent.johnson@darenc.com		
Mailing Address	PO Box 1000		
City	State	Zip	
Manteo	NC	27954	
Telephone	Fax Number		
2524755628			

2b. Execution Address (where contract will be mailed for signature) - Write "same as above" if it is the Primary Contact information in 2a.

Name	Same as above		
Title			
Organization Name			
E-mail Address			
Mailing Address			
City	State	Zip	
Telephone	Fax Number		

2c. Payment Address (where invoice payments will be mailed) - Write "same as above" if it is the Primary Contact information in 2a.

Name	Same as above		
Title			
Organization Name			
E-mail Address			
Mailing Address			
City	State	Zip	
Telephone	Fax Number		



Water Resources Development Grant Program

Shallow Draft Navigation Channel Dredging Application

FY 2019 - 2020

North Carolina Department of Environmental Quality
 Division of Water Resources
 Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

3. Project Description - Provide a short summary of the project

Coastal Protection Engineering of North Carolina, Inc. (CPE-NC) will provide environmental services associated with navigation maintenance activities at Oregon Inlet conducted under the authority of Dept. of Army Permit SAW-2019-00175, North Carolina Coastal Resources Commission CAMA Major Permit 49-19, and National Park Service Special Use Permit. The project will align the Dare County permit with the current permit authority held by the Corps.

4. Project Scope – Brief description of the project scope (what is being proposed) and justification (why is it being proposed)

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. The services associated with this proposal two tasks- each entail modifying the existing permits. Task 1 entails requesting permit modifications to the state and Department of Army to allow for increased dredging dimensions within several of the permitted navigation channels associated with Oregon Inlet. Specifically, these include 3' overdredging within the Ocean Bar Channel and 2' overdredging within the channel from Oregon Inlet to Hells Gate and the Old House Channel. In addition, the request for permit modifications would include a 100' widener along the portion of the Oregon Inlet to Hells Gate Channel that runs parallel to the Marc Basnight Bridge. In addition, CPE-NC will perform Task 2 which entails modifying the existing permits to allow for sidecast dredging by the yet-to-be-constructed new dredge. CPE-NC will first convene an interagency scoping meeting and then compile and submit the necessary information required for the permit modifications.

5. Existing Conditions - Brief description of existing site conditions and land use within project area

Oregon Inlet is a federal channel located in Dare County. Constant shoaling and the natural process of inlets causes constant navigational issues. This inlet is the only northern inlet in Dare County to allow access to the Atlantic Ocean. Without continued maintenance of the inlet to allow use by commercial enterprises and recreational activities a determinental loss to local and state economy will occur. The modifications align the Dare County permit with the current authorization by the Corps and adds a widener to maintain channel access longer.

6. Anticipated Contract Start Date	8/1/2020	Anticipated Contract End Date	8/1/2021
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7. Project Location: Important to submit as completely as possible, especially the Lat/Long coordinates

Project Location	Oregon Inlet Permit Modifications		
County Name	Dare County		
Inlet/Channel/Waterbody Name	Oregon Inlet		
Position coordinates of project location	Latitude	35.77891	
	Longitude	-75.53024	
Anticipated Total Dredged Material in Cubic Yards	500,000		



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources
Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

8. General Statute 143-215.72 states that in reviewing applications the Secretary shall consider Economic, Social, and Environmental Benefits provided by the project; Regional Benefits of the project to an area greater than the area under jurisdiction of the local sponsoring entity; The financial resources of the local sponsoring entity; The environmental Impact of the project; Any direct benefit to State-owned lands and properties. Please provide your answers below for each category:

Economic, Social, and Environmental Benefits

Project will benefit economics for tourism, commercial fishing, and recreational fishing. Regular maintenance of the inlet will provide opportunity for economic growth in the region. The project will provide improved navigational safety of the channel for all users. The permit modifications would decrease the number of events required during the year which will decrease the sediment disturbance.

Regional Benefits

Regional benefits include continued safe access and use of Oregon Inlet for all users to include but not limited to commercial traffic, recreational traffic and tourism. Provides ocean access from inland rivers/inland counties.

Financial Resources

Dare County is currently recognized as a Tier 2 County. Continued maintenance and improvements to Oregon Inlet will bring benefits to the region, including Tier 1 counties.

Environmental Impacts

Reduced shoaling and sediment accumulation in channel. Open inlet allows mixing of fresh and salt waters in the Pamlico Sound to provide habitat for important fisheries.

Direct Benefit to State-Owned Lands and Properties

Oregon Inlet provides access to state maintained boat ramps on Roanoke Island and access to the State Seafood Industrial Park in Wanchese.

9. Disposal Area Placement Facility: Please describe the facility location, facility size and depth, method of placement, facility distance from navigation project, facility owner, required facility improvements, permit requirements and any additional information relevant for project completion.

Disposal sites are located near the training structure (old Bonner Bridge) and west of the Basnight Bridge. In addition, the permit authorizes the near shoal disposal off of Pea Island.

10. Budget:

	State DWR	Local / Municipal Match	Other Non- Federal Match	Federal Contribution	Local + Other Non-Federal Match Total	Category Total
Administration						
Cash					\$0.00	\$0.00



Water Resources Development Grant Program Shallow Draft Navigation Channel Dredging Application FY 2019 - 2020

North Carolina Department of Environmental Quality
Division of Water Resources

Contact Coley Cordeiro at Coley.Cordeiro@ncdenr.gov or (919) 707-9013

	In-kind				\$0.00	\$0.00	
Design							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Permitting							
	Cash	\$7,434.37	\$3,716.63		\$3,716.63	\$11,151.00	
	In-kind				\$0.00	\$0.00	
Survey							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction Oversight							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Construction Materials							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
Land							
	Cash				\$0.00	\$0.00	
	In-kind				\$0.00	\$0.00	
	Cash Sub-total	\$7,434.37	\$3,716.63	\$0.00	\$0.00	\$3,716.63	
	In-kind Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	
	Total	\$7,434.37	\$3,716.63	\$0.00	\$0.00	\$3,716.63	
DWR Total =		\$7,434.37	Local + Non-Fed Total		\$3,716.63	Non-Federal % =	100.00%
DWR Match % =		66.67%	Local + Non-Fed Match		33.33%	Federal % =	0.00%



**Resolution
2020-2021 Oregon Inlet Permit Modifications**

WHEREAS, Dare County desires to sponsor, 2020-2021 Oregon Inlet Permit Modifications, to provide construction administrative services associated to modify the Oregon Inlet dredge permit.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) Dare County requests the State of North Carolina to provide financial assistance to Dare County for 2020-2021 Oregon Inlet Permit Modification in the amount of \$7,434.37.
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State.
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions (if on public property);
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Dare County Board of Commissioners this the 20th day of July, 2020.

Robert Woodard, Sr., Chairman

Attest:

Cheryl C. Anby, Clerk to the Board



Kenneth Willson
Program Manager
Coastal Protection Engineering of North Carolina, Inc.

4038 Masonboro Loop Road
Wilmington, North Carolina
Tel: +1 910-791-9494
Kenneth.Willson@aptim.com

July 9, 2020

Robert L. Outten
Dare County
954 Marshall C Collins Dr. Room 286
Manteo, NC 27954

Proposal: Permit Modifications for Oregon Inlet Maintenance Dredging

Dear Mr. Outten:

Coastal Protection Engineering of North Carolina, Inc. (CPE-NC) is pleased to provide you with this proposal to provide Dare County (OWNER) with environmental services associated with navigation maintenance activities at Oregon Inlet conducted under the authority of Dept. of Army Permit SAW-2019-00175, North Carolina Coastal Resources Commission CAMA Major Permit 49-19, and National Park Service Special Use Permit.

The Scope of Professional Services (the Services) is attached to this proposal as Exhibit A. The services associated with this proposal two tasks- each entail modifying the existing permits. Task 1 entails requesting permit modifications to the state and Department of Army to allow for increased dredging dimensions within several of the permitted navigation channels associated with Oregon Inlet. Specifically, these include 3' overdredging within the Ocean Bar Channel and 2' overdredging within the channel from Oregon Inlet to Hells Gate and the Old House Channel. In addition, the request for permit modifications would include a 100' widener along the portion of the Oregon Inlet to Hells Gate Channel that runs parallel to the Marc Basnight Bridge. Task 1 will be performed on a time and materials basis, not-to-exceed \$4,560.

In addition, CPE-NC will perform Task 2 which entails modifying the existing permits to allow for sidecast dredging by the yet-to-be-constructed new dredge. CPE-NC will first convene an interagency scoping meeting and then compile and submit the necessary information required for the permit modifications. Task 2 will be performed on a time and materials basis, not to exceed \$6,591.

The rate schedule to be used for Tasks 1-2 is included in Exhibit B.

CPE-NC's performance of the proposed Services is conditioned upon mutually acceptable contract terms and conditions. In that regard, attached to this proposal is our Services Agreement for your consideration as the terms and conditions that will govern our performance of the proposed Services.

If this proposal is acceptable to you, please have the attached Services Agreement signed, and return it to me. CPE-NC will then sign the Services Agreement and return a fully signed copy to you for your records.

We look forward to continuing to work with Dare County on this project.

Sincerely,

COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC.

A handwritten signature in black ink, appearing to read 'Ken Willson', written over a faint, illegible background.

Ken Willson
Senior Program Manager

COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC.
SERVICES AGREEMENT
TIME & MATERIALS BASIS

All in accordance with the following terms and conditions.

1. **SCOPE OF SERVICES: COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC. (“CPE-NC”)** agrees to perform for the undersigned CLIENT, engineering and consulting (“Services”) described in the attached Proposal and/or as follows:

Proposal: PERMIT MODIFICATIONS FOR OREGON INLET MAINTENANCE DREDGING.

2. **FEES, INVOICES AND PAYMENTS:** The fees for the Services are as follows:

Task 1 – Permit Modifications: Increased Dredging Depth and Width: will be performed on a time and materials basis, **not to exceed \$4,560.00 (Four thousand, five hundred sixty dollars and zero cents).**

Task 2 – Permit Modifications: Inclusion of Sidecast Dredge: will be performed on a time and materials basis, **not to exceed \$6,591.00 (Six thousand, five hundred ninety-one dollars and zero cents).**

Invoices will be submitted by CPE-NC no more frequently than every month, with payment due upon CLIENT’S receipt of invoice. Payment shall be in U.S. Dollars. CLIENT shall be responsible for payments (without deduction or offset from the total invoice amount) of any and all sales, use, value added, gross receipts, franchise and like taxes, tariffs and duties levied against CPE-NC or its employees by any government or taxing authority. A service charge equal to one-half percent (1/2 %) per month, or the maximum rate permitted by law, whichever is less, will be added to all accounts which remain unpaid for more than thirty (30) calendar days beyond the date of the invoice. Should there be any dispute as payments

to be made on a percent complete basis to any portion of an invoice, the undisputed portion shall be promptly paid.

3. **CLIENTS COOPERATION:** To assist CPE-NC in performing the Services, CLIENT shall (i) provide CPE-NC with relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with CPE-NC when requested, (iii) permit CPE-NC reasonable access to relevant project sites, (iv) ensure reasonable cooperation of CLIENT’s employees in CPE-NC’s activities, and (v) notify and report to all regulatory agencies as required by such agencies.

4. **CONFIDENTIALITY:** In the course of performing Services, to the extent that CLIENT discloses to CPE-NC, business or technical information that CLIENT clearly marks in writing as confidential or proprietary, CPE-NC will exercise reasonable efforts to avoid the disclosure of such information to others. Likewise, to the extent that CPE-NC discloses to CLIENT, business or technical information that CPE-NC clearly marks in writing as confidential or proprietary, CLIENT will exercise reasonable efforts to avoid the disclosure of such information to others.

Nothing herein is meant to prevent nor shall be interpreted as preventing either party from disclosing and/or using any information or data (i) when the information or data are actually known to the receiving party before being obtained or derived from the transmitting party, (ii) when information or data are generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; (iii) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under

any obligation to the transmitting party in respect thereto; (iv) where a written release is obtained by the receiving party from the transmitting party; (v) three (3) years from the date of receipt of such information; or (vi) when required by process of law; or by North Carolina Public Records Law; provided, however, upon service of such process, the recipient thereof shall use reasonable efforts to notify the other party and afford it an opportunity to resist such process.

5. DELAYS AND CHANGES IN CONDITIONS:

If CPE-NC is delayed or otherwise in any way hindered or impacted at any time in performing the Services by (i) an act, failure to act or neglect of CLIENT or CLIENT's employees or any third parties; (ii) changes in the scope of the work; (iii) unforeseen, differing or changed circumstances or conditions including differing site conditions, acts of force majeure (such as fires, floods, riots, and strikes); (iv) changes in government acts or regulations; (v) delay authorized by CLIENT and agreed to by CPE-NC; or (vi) any other cause beyond the reasonable control of CPE-NC, then 1) the time for completion of the Services shall be extended based upon the impact of the delay, and 2) CPE-NC shall receive an equitable compensation adjustment. Any such equitable adjustment shall be based on CPE-NC's then current Time and Material Rates, as may be provided in a Rate sheet attached hereto.

6. INSURANCE: CPE-NC is presently protected by Worker's Compensation Insurance as required by applicable law and by General Liability and Automobile Liability Insurance (in the amount of \$1,000,000 combined single limit) for bodily injury and property damage. Insurance certificates will be furnished to CLIENT on request. If the CLIENT requires further insurance coverage, CPE-NC will endeavor to obtain said coverage, and CLIENT shall pay any extra costs therefor.

7. INDEMNITIES: CPE-NC shall defend, indemnify and hold harmless CLIENT and its officers and employees from and against loss or

damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CPE-NC, its borrowed servants and their employer and its subcontractors, and their respective employees and agents acting in the course and scope of their employment. CLIENT shall defend, indemnify and save harmless CPE-NC (including its borrowed servants and their employers and its officers, and employees) from and against, any loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CLIENT, its officers and employees.

8. LIMITATIONS OF LIABILITY:

a. GENERAL LIMITATION - CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ANY ALLEGED BREACH OF WARRANTY BY CPE-NC SHALL BE TO REQUIRE CPE-NC TO RE-PERFORM ANY DEFECTIVE SERVICES. CPE-NC'S LIABILITY AND CLIENT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, , OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED EXCEPT FOR THE MUTUAL INDEMNIFICATIONS SET FORTH IN SECTION 7 ABOVE. IN THE CUMULATIVE AGGREGATE (INCLUDING ANY INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE AMOUNT OF COMPENSATION FOR SUCH SERVICES,

b. CONSEQUENTIAL DAMAGES: FURTHER AND REGARDLESS OF ANY OTHER PROVISION HEREIN, CPE-NC SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS, DECLINE IN PROPERTY VALUE, REGULATORY AGENCY FINES, LOST PRODUCTION OR LOSS OF USE) INCURRED

BY CLIENT OR FOR WHICH CLIENT MAY BE LIABLE TO ANY THIRD PARTY OCCASIONED BY THE SERVICES OR BY APPLICATION OR USE OF REPORTS OR OTHER WORK PERFORMED HEREUNDER.

9. **GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina.

10. **TERMINATION:** Either party may terminate this Agreement with or without cause upon forty five (45) days' written notice to the other party. Upon such termination, CLIENT shall pay CPE-NC for all Services performed hereunder up to the date of such termination. In addition, if CLIENT terminates, CLIENT shall pay CPE-NC all reasonable costs and expenses incurred by CPE-NC in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.

11. **ASSIGNMENT:** Neither CPE-NC nor CLIENT shall assign any right or delegate any duty under this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, CPE-NC may, upon notice to CLIENT, assign, pledge or otherwise hypothecate the cash proceeds and accounts receivable resulting from the performance of any Services or sale of any goods pursuant to this Agreement.

12. **MISCELLANEOUS:**

a. **ENTIRE AGREEMENT, PRECEDENCE, ACCEPTANCE MODIFICATIONS:** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provisions of the Services by CPE-NC to the CLIENT. All previous proposals, offers, and other communications relative to the provisions of these Services by CPE-NC, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, the four pages of this Agreement shall govern. CLIENT may accept

these terms and conditions by execution of this Agreement or by authorizing CPE-NC to begin work. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement or other document issued by the CLIENT is hereby expressly objected to by CPE-NC and shall not operate to modify the Agreement.

b. **DISPUTES, ATTORNEY FEES** – Any dispute regarding this Agreement or the Services shall be resolved first by exchange of documents by senior management of the parties, who may be assisted by counsel. Any thereafter unresolved disputes shall be litigated in the state whose law governs under Section 9 hereunder. In any litigation, the Prevailing Party shall be entitled to receive, as part of any award or judgment, eighty percent (80%) of its reasonable attorneys' fees and costs incurred in handling the dispute. For these purposes, the "Prevailing Party" shall be the party who obtains a litigation result more favorable to it than its last formal written offer (made at least twenty calendar days prior to the formal trial) to settle such litigation.

c. **WAIVER OF TERMS AND CONDITIONS** - The failure of CPE-NC or CLIENT in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver by CPE-NC or CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

d. **NOTICES** – Any notices required hereunder may be sent by orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax) or orally confirmed email (further confirmed by US Mail) to the addresses set forth below.

e. **SEVERABILITY AND SURVIVAL** - Each provision of this Agreement is severable from the

others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this Agreement.

Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the parties' intent. The terms and conditions set forth herein shall survive the termination of this Agreement.

CLIENT and CPE-NC agree to the foregoing **(INCLUDING THE LIMITATIONS ON LIABILITY IN SECTIONS herein)** and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth below.

Executed on _____, 2020

Attachments:

Exhibit A – Scope of Services

Exhibit B – Rate Schedule

COASTAL PROTECTION ENGINEERING OF NORTH CAROLINA, INC.

By (Sign): _____

Print Name: Kenneth Willson

Title: President

Address: 4038 Masonboro Loop Road

Wilmington, North Carolina 28409

Phone: 910-399-1905

Fax: _____

E-mail: kwillson@coastalprotectioneng.com

COUNTY OF DARE, NORTH CAROLINA

By (Sign): _____

Print Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

**EXHIBIT A:
SCOPE OF PROFESSIONAL SERVICES
DARE COUNTY, NORTH CAROLINA
PERMIT MODIFICATIONS FOR
OREGON INLET MAINTENANCE DREDGING**

Coastal Protection Engineering of North Carolina, Inc. (CPE-NC) will provide professional services to the County of Dare (OWNER) in support of permit modification coordination for the County's work at Oregon Inlet. A detailed description of these services follows.

TASK 1 – PERMIT MODIFICATIONS: INCREASED DREDGING DEPTH AND WIDTH

To increase the efficiency and productivity of future maintenance dredging events occurring in proximity to Oregon Inlet, CPE-NC will request two modifications to the County's existing permits (CAMA Major permit #49-19, Dept of Army Individual permit #SAW-2019-00175, and NPS SUP permit). These proposed modifications will include amending the permissible dredge dimensions in terms of both depth and width. No new field data collection is included under this task.

The County's existing permits allow the maintaining of portions of the Manteo (Shallowbag Bay) Project to -14 MLLW in the Ocean Bar Channel and -12' MLLW within the Oregon Inlet to Hells Gate Channel and Old House Channel. In an attempt to extend the efficacy of dredge events, CPE-NC will submit a request to incorporate overdredge allotments which, practically speaking, serves as "advanced dredging" and serves to maintain navigable depths for a longer period of time. Specifically, CPE-NC will request an overdepth allowance of -3' in the Ocean Bar Channel and -2' for within the Oregon Inlet to Hells Gate Channel and Old House Channel. These overdredge depths are consistent with previously authorized federal actions.

In addition, CPE-NC will request modifications to the County's existing permits allowing for a 100' widener to the Oregon Inlet to Hells Gate Channel. This widener would effectively double the permissible channel width in this area and serve to provide safer navigability for vessels transiting through Oregon Inlet.

TASK 2 – PERMIT MODIFICATION: INCLUSION OF SIDECAST DREDGE

Due to rapid shoaling through portions of the highly dynamic Oregon Inlet complex, along with their special purpose dredges, the USACE has historically also relied upon the use of their fleet of sidecast dredged to assist with the channel maintenance in the project area. Since 1973, sidecast dredges Merritt, Schweizer, Fry, and Murden have operated within the inlet complex. These dredged often cut a pilot channel across the inlet ebb tide delta to allow the special purpose dredges or larger contract hopper dredges, which require deeper water, to work in the inlet channel.

Recognizing the importance of maintaining Oregon Inlet with both dredge types, Dare County and the private partner working on the design and construction of the new dredge, is including the capability of sidecast dredging for the new dredge. CPE-NC will assist Dare County to prepare the required environmental documentation to support permit modifications from the State, Department of Army, and National Park Service that will allow for the new dredge to conduct sidecast dredging in addition to the currently permitted dredge actions. To do so, CPE-NC will first prepare for and convene an interagency scoping meeting attended by pertinent federal and state regulatory and natural resource agency personnel. Following the meeting, CPE-NC will assemble and disseminate meeting minutes and will prepare the appropriate level of environmental

**EXHIBIT A:
SCOPE OF PROFESSIONAL SERVICES
DARE COUNTY, NORTH CAROLINA
PERMIT MODIFICATIONS FOR
OREGON INLET MAINTENANCE DREDGING**

documentation focused on responding to the concerns raised during the interagency scoping meeting. This environmental documentation will be integrated into the permit modification requests to the State and USACE. Once received, the State and USACE will distribute the permit modification information to their respective state and federal resource agency partners for consideration prior to making a permit decision. CPE-NC will assist the State and USACE with coordinating with the National Park Service and any other federal or state agency during the permit modification review process as needed. No new field data collection is included under this task.

The information contained in this proposal is confidential commercial information and shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to CPE-NC as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requester's right to use or disclose any technical data obtained from another source without restriction.

**EXHIBIT B:
RATE SCHEDULE
DARE COUNTY, NORTH CAROLINA
FY 2020-2021 CONSTRUCTION ADMINISTRATION SERVICES
OREGON INLET MAINTENANCE DREDGING**

I. Labor Rates

<u>Labor Classification</u>	<u>Bill Rate</u>
Principal Engineer	\$279.00
Principal Coastal Scientist	\$279.00
Senior Engineering Advisor	\$265.00
Project Manager	\$179.00
Senior Coastal Engineer	\$179.00
Senior Coastal Scientist	\$176.00
Senior Marine Geologist	\$176.00
Senior Marine Biologist	\$153.00
Coastal Engineer	\$123.00
Junior Coastal Engineer	\$103.00
Engineering Intern / Technician	\$74.00

II. Reimbursable Costs*

<u>Cost Classification</u>	<u>Bill Rate</u>
Mileage	\$0.575 / mile
Company Owned Vehicle.....	\$39 / day
Equipment	Per Purchase Order
Direct Costs	Per Purchase Order
Sub-Consultants	10% of Cost

**Subject to terms and conditions of governing agreement.*



Request to modify Hatteras/Rollinson Channel Federal Authorization

Description

Under section 7001 of the 2014 WRRDA local sponsors can request changes to federal authorizations. Dare County Waterways Commission requests to submit a change through the 7001 process adding Barney Slough, Sloop Channel and South Ferry Channel into the federal authorized channel. The request would reword the authorization to state "follows best water" to the Hatteras Inlet Gorge instead of "direct route." If approved it will be included in the 2022 WRRDA.

Board Action Requested

Approve staff to submit a request under Section 7001 of the 2014 WRRDA to change the wording to follows best water to include the three connector channels, Barney Slough, Sloop Channel and South Ferry Channel.

Item Presenter

Brent Johnson, Waterways Administrator, Project Manager



**A RESOLUTION
REQUESTING THAT THE U.S. ARMY CORPS OF ENGINEERS AMEND THE
EXISTING FEDERAL AUTHORIZATION TO MEET THE ORIGINAL INTENT OF
THE AUTHORIZATION OF SAFE NAVIGATION FROM HATTERAS TO THE
HATTERAS INLET**

WHEREAS, the waterway between Hatteras Island and Ocracoke Island, known as Hatteras Inlet and also known as Rollinson Channel, is a unique area in that it provides the only way for local watermen to get direct access to the Atlantic Ocean and for NCDOT to transport millions of people each year between Hatteras and Ocracoke Islands who, because there is no bridge, must travel between the two islands on ferry vessels; and

WHEREAS, the Hatteras Inlet waterway not only provides a direct channel to the Atlantic Ocean for commercial and recreational fishing vessels, it is the means of access for the United States Coast Guard to use when responding to potentially lifesaving ocean rescue missions; and

WHEREAS, Hatteras Inlet is subject to constantly shifting shoals and sandbars posing a clear and present danger for safe navigation between Hatteras and Ocracoke Islands and through the channel to the Atlantic Ocean that is known as the Hatteras Inlet Gorge; and

WHEREAS, the dangerous shoaling at Hatteras Inlet not only threatens the lives and property of commercial and recreational vessels it also jeopardizes the economy of the region by causing irreparable harm to charter boat operators, commercial fishing operations, seafood processing houses, marine repair facilities, and other local businesses on both Hatteras and Ocracoke Islands that depend on the Hatteras Inlet waterway; and

WHEREAS, because the most direct navigational route between Hatteras and Ocracoke Islands, known as the Connecting Route and also known as the old Ferry Route, cannot be used due to shoaling, local vessels and NCDOT ferries are forced to take the only alternative route from Hatteras to the Hatteras Inlet Gorge; and

WHEREAS, the original intent of the 1940's federal authorization was to provide a route from Hatteras to the Hatteras Inlet Gorge to provide access to the Atlantic for all mariners with the understanding that that the route was sustainable because it was protected by Hatteras and Ocracoke Island; and

WHEREAS, an increase in the number of storms has changed the dynamic inlet by exposing the what use to be the direct route due to the erosion of Hatteras Island and Ocracoke Island going from a .25-mile-wide inlet in 1993 to a 2.3-mile-wide inlet in 2020; and

WHEREAS, the Dare County Board of Commissioners has been funding proactive dredging to secure reliable and cost effective navigational access to enable our working watermen, recreational mariners and the United States Coast Guard to get to the Atlantic Ocean and for our visitors to safely travel between Hatteras and Ocracoke Islands, both of which are vital to public safety and to sustain the economy of the region; and

WHEREAS, if the existing Federal Authorization were amended to include the entire Connecting Route from Hatteras to the Hatteras Inlet Gorge, to include Barney Slough, Sloop Channel and South Ferry Channel, it would provide the necessary authorization to allow dredging to be done in a comprehensive way that would encompass the entire area that is needed for our local watermen, the NCDOT Ferry Division and the United States Coast Guard.

NOW, THEREFORE, BE IT RESOLVED that the Dare County Board of Commissioners supports the request to modify the existing Federal Authorization per the U.S. Army Corps of Engineers Section 7001 of WRRDA 2014 to allow the channel to follow best or deep water.

This the 20th day of July, 2020.

Robert Woodard, Sr., Chairman

Attest:

Cheryl C. Anby, Clerk to the Board



Recommended County Covid19 Grant Plan Version 2 and Amendment to grant Project Ordinance

Description

The State awarded a second allocation of the NC C19 Relief Fund of \$718,269. The revised County plan increases by the \$718,269 to \$1,570,418 and reflects the State requirement that 25% of the total (\$392,604) must be granted to Towns. FEMA estimates are also updated and increased by \$42,893.

Attached are: Dare County C19 Grant Plan v.2; NCCR Fund Plan; the NCCR Fund distribution list; the County cost worksheet; and the grant ordinance amendment.

Board Action Requested

Approve recommended Plan (version 2) and adopt the amendment to the Grant Project Ordinance.

Item Presenter

David Clawson, Finance Director

County C19 Grant Plan v.2

- Awarded = \$2,014,277
- Anticipated = \$329,315
- FEMA estimate = \$669,672
- NC C19 Relief Fund
 - \$718,269 increase to \$1,570,418
 - \$392,604 must go to towns (25%)
 - Recommend same distribution as fy2020 occupancy & land transfer tax
 - Non-administrative Public Health & Public Safety regular salaries & fringes now eligible
 - Eligible cost for towns that is not FEMA eligible

County C19 Grant Plan v.2

- NC C19 Relief Fund
 - County
 - Telework from \$312,499 to \$400,000 to be updated
 - DSS Low Income Energy Assistance Program duplication from \$30,000 to \$60,000
 - Interfaith Community Outreach rent & utility assistance program from \$25,000 to \$50,000
 - Towns to \$392,604
 - Balance to Health Department salaries & fringes of \$667,814

Dare County C19 Grant Plan v.2
Revised for SL 2020-80 and Federal Guidance as of 6/30/2020

The following shows the different grants received or expected to be received for COVID-19 related costs or revenue losses. Excluding FEMA, to date awarded grants = \$2,014,277 and known but not yet awarded = \$329,315.

\$67,354 - CDC through State to Health Department

- BUDGET: General Fund/Health Department in FY2020 & 21
- USE: Health Department costs
- DEADLINE: Must be spent by March 31, 2021

\$235,986 - CARES Act for Medicare Providers – Part 1

- BUDGET: General Fund in FY2020
 - Amount based upon 2019 Medicare revenue
 - From Health Clinic, Home Health, Hospice, EMS, and HEMS
- USE: Revenue losses due to C19

\$TBD - CARES Act for Medicare Providers – Part 2 (Enhanced)

- BUDGET: General Fund in FY2021
 - Submitted application on May 18. Application deadline extended to July 20.
 - Reported an estimated revenue losses of \$298,000 for March and \$394,000 for April.
- USE: Revenue losses due to C19
 - Losses for the same operations as Part 1 above

\$76,436 – CARES Act for Elections through State – HB1169 Signed by Governor 6/20

Not yet awarded

\$140,519 – CARES Act for Transportation through State/NCDOT

- BUDGET: County C19 Fund
 - Awarded June 8, 2020
- USE: Transportation system emergency protective measures operating costs
- DEADLINE: June 30, 2021

Dare County C19 Grant Plan v.2
Page 2

\$1,570,418 – NC COVID-19 Relief Fund (SL 2020-4 and SL 2020-80) - CARES Act through State

- BUDGET: County C19 Fund
- USE: Extensive options with frequent guidance changes
25% of total must go to municipalities (\$392,604)
- DEADLINE: 12/30/2020. County must file Town Plans by 9/1/2020.

\$227,837 – State to Health Department (source not yet known)

Not yet awarded

- BUDGET: General Fund/Health Department in FY2021
- USE: Health Department costs
- DEADLINE: ???

\$25,042 – CARES Act Communicable Disease through State to Health Department

Not yet awarded

- BUDGET: General Fund/Health Department in FY2021
- USE: Health Department costs
- DEADLINE: ???

\$669,672 estimate – FEMA/State

- BUDGET: County C19 Fund
- USE: Emergency Protective Measures
 - Federal funds for Emergency Protective Measures 1/20/2020 through TBD
 - As costs are identified and if determined eligible, they are placed into the FEMA category first
 - Filing PW's (project worksheets) monthly & by expenditure type
- DEADLINE: TBD

Revised Plan for NC C19 Relief Fund and FEMA

In order to revise the Plan submitted to the State in June, staff continues to gather costs to date, estimate costs through 12/30, and determine eligibility per updates and guidance changes.

US Treasury updated guidance on June 24 which greatly expanded eligible costs. The change made all regular time labor and fringes for non-administrative Public Health and Public Safety employees eligible for the CARES Act (NC Relief Fund). In the table below, "all-time" means regular salaries and fringes excluding administrative personnel, beginning 3/1/2020.

The Treasury update makes those same costs eligible for municipalities under the NC C19 Relief Fund. Those regular time costs are not eligible for FEMA.

Eligibility

ESTIMATES of costs through December 30, 2020

	NC C19 Relief Fund	FEMA/State
Sheriff checkpoints - labor		Overtime
Sheriff checkpoints – equipment use		Use allowance
Sheriff - labor	All time	
Other equipment use		XX
EOC operations	XX	XX
Emergency Management	All time	Overtime only
Health Dept. labor, net of grant	All time	Overtime only
Reassigned employees labor	All time	Overtime & “unbudgeted”
EMS labor	All time	Overtime only
Paid C19 qualified leave	XX	
Personal protective equipment	XX	XX
Clean & sanitize public buildings	XX	XX
Medical supplies-EMS & Health	XX	XX
Operating supplies	XX	XX
Medical sheltering	XX	XX
Teleworking through 12/30	XX	Only for EOC
EOC equipment & supplies	XX	XX
Testing	XX	XX
Tracing	XX	Specifically excluded
Assistance programs	XX	
Town costs	XX	Entity eligible for EPM only
Town Public Safety labor	All time	
Non-profit costs	XX	Entity eligible for EPM only
<i>Estimated</i> eligible costs through December	\$5,579,203 (1)	\$669,672
<i>Estimated</i> eligible costs excluding FEMA eligible	\$5,028,709	
Funding available	\$1,570,418	\$669,672

Note: “Labor” means salaries and fringes.

Note (1): Does not yet include all eligible regular salaries & fringes for Sheriff, EMS, and EM.

Recommended Plan as of July 10
ESTIMATES of Costs through December 30, 2020

	NC C19 Relief Fund	FEMA/State
Sheriff checkpoints - labor		\$1,137
Sheriff checkpoints – equipment use		\$115,816
Other equipment use		\$3,362
EOC operations		\$4,712
Health Dept. labor, net of grant	\$667,814	
Reassigned employees		
EMS labor		\$46,955
Paid C19 qualified leave		
PPE		\$151,107
Clean & sanitize public buildings		\$105,005
Medical supplies-EMS & Health		\$59,323
Operating supplies		\$44,724
Medical sheltering		\$10,000
Teleworking through 12/30	\$400,000	
EOC equipment & supplies		\$97,485
Testing		\$30,046
Assistance program DSS LIEAP	\$60,000	
Town of Manteo	\$26,141	
Town of Nags Head	\$108,594	
Town of KDH	\$108,556	
Town of Kitty Hawk	\$55,691	
Town of Southern Shores	\$37,088	
Town of Duck	\$56,534	
Nonprofit – Interfaith CO	\$50,000	
Totals	\$1,570,418	\$669,672

Towns: 25% of total must go to Towns. Distribution method is recommended to be property tax levy %'s for FY 2020 which is the same method used for occupancy and land transfer tax.

DSS Assistance Program: Requested by Social Services Director for rent & utility assistance. Requested \$60,000 and will use existing Low Income Energy Assistance Program requirements.

Teleworking: \$400,000 is an estimate with identified costs of \$312,519. Staff will return to the Board with a final recommended amount.

Nonprofit: Interfaith Community Outreach is operating a rent and utility assistance program and was recommended by both the Social Services Director and the executive director of the Outer Banks Community Foundation. Plan v2 doubles the grant amount allowing ICO to use these funds first (deadline of 12/30) and delay using other grant funds with later deadlines.



North Carolina Pandemic Recovery Office Coronavirus Relief Fund (CRF) County Plan

Instructions

1. This document is to be used by counties to document the planned use of the CRF monies allotted in Session Law 2020-4.
2. Please add the name of your county in front of the existing name as follows: "NashCounty CRF plan"
3. Submit your plan to NCPRO@osbm.nc.gov on or before June 1, 2020.
4. Under Categories. Please aggregate the amount of all expenses for that specific category. Example amounts should be removed and you can enter the county amounts. The total must agree with your allotment.

The County is responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible. The County is responsible for following the Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* promulgated by the United States Office of Management and Budget unless the US Treasury publishes guidance stating otherwise.

County Information

Name of County: Dare County
Person Submitting: David Clawson
Title: Deputy County Manager/Finance Director
Email: davec@darenc.com
Phone Number: (252) 475-5731
Amended Plan as of 7/10/2020

Planned Expenditures	
Categories	Amount
<p>1. Medical expenses such as:</p> <ul style="list-style-type: none"> • COVID-19-related expenses of public hospitals, clinics, and similar facilities. • Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs. • Costs of providing COVID-19 testing, including serological testing. • Emergency medical response expenses, including emergency medical transportation, related to COVID-19. • Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment. 	\$ -
<p>2. Public health expenses such as:</p> <ul style="list-style-type: none"> • Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19. • Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency. • Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency. • Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety. • Expenses for public safety measures undertaken in response to COVID-19. • Expenses for quarantining individuals. 	\$ -
<p>3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</p>	\$ 667,814.00
<p>4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:</p> <ul style="list-style-type: none"> • Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions. • Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions. • Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions. • Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions. • COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions. • Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions. 	\$ 400,000.00

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: <ul style="list-style-type: none"> • Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. • Expenditures related to a State, territorial, local, or Tribal government payroll support program. • Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise. 	\$ 60,000.00
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.	\$ -
7. Grants to municipalities and nonprofits. List each planned subaward. (add more rows if necessary)	
a. Town of Manteo	\$ 26,141.00
b. Town of Nags Head	\$ 108,594.00
c. Town of Kill Devil Hills	\$ 108,556.00
d. Town of Kitty Hawk	\$ 55,691.00
e. Town of Southern Shores	\$ 37,088.00
f. Town of Duck	\$ 56,534.00
g. Non-profit - Interfaith Community Outreach Rent & Utility Assistance Program	\$ 50,000.00
h.	
i.	
j.	
k.	
l.	
m.	
n.	
o.	
Grand Total	\$ 1,570,418.00



Signature

Title Deputy County Manager / Finance Director

Date 7/10/2020

These county and municipal allocations will also be posted on the NCPRO website.

NCPRO is working to get these funds out ASAP.

We do not have a certain date yet.

	Round 1 Allocation	Round 2 Allocation	Total Allocation	Municipal Distribution		Round 1 Allocation	Round 2 Allocation	Total Allocation	Municipal Distribution		Round 1 Allocation	Round 2 Allocation	Total Allocation	Municipal Distribution
Alamance	3,007,967	3,289,822	6,297,789	1,574,447	Franklin	1,383,798	1,352,443	2,736,241	684,060	Orange	2,665,753	2,881,614	5,547,368	1,386,842
Alexander	860,088.5	727,740	1,587,828	396,957	Gaston	3,903,161	4,357,647	8,260,807	2,065,202	Pamlico	457,056	246,986	704,042	176,010
Alleghany	431,202.6	216,146	647,349	161,837	Gates	438,118	224,395	662,512	165,628	Pasquotank	897,950	772,902	1,670,852	417,713
Anson	647,744.4	474,447	1,122,191	280,548	Graham	387,338	163,822	551,160	137,790	Pender	1,276,007	1,223,865	2,499,872	624,968
Ashe	692,601.7	527,954	1,220,556	305,139	Granville	1,233,427	1,173,075	2,406,502	601,625	Perquimans	469,047	261,289	730,337	182,584
Avery	535,658.2	340,745	876,403	219,101	Greene	592,800	408,906	1,001,706	250,426	Person	892,515	766,420	1,658,935	414,734
Beaufort	1,014,607.8	912,057	1,926,665	481,666	Guilford*	-	-	-	-	Pitt	3,190,732	3,507,831	6,698,563	1,674,641
Bertie	558,273.9	367,722	925,996	231,499	Halifax	1,063,679	970,591	2,034,271	508,568	Polk	587,186	402,210	989,397	247,349
Bladen	782,397.7	635,067	1,417,465	354,366	Harnett	2,462,374	2,639,015	5,101,389	1,275,347	Randolph	2,587,509	2,788,281	5,375,791	1,343,948
Brunswick	2,573,728.3	2,771,843	5,345,571	1,336,393	Haywood	1,263,918	1,209,445	2,473,363	618,341	Richmond	979,383	870,039	1,849,421	462,355
Buncombe	4,499,663.3	5,069,181	9,568,844	2,392,211	Henderson	2,160,413	2,278,823	4,439,236	1,109,809	Robeson	2,375,312	2,535,163	4,910,475	1,227,619
Burke	1,722,220.7	1,756,128	3,478,349	869,587	Hertford	635,233	459,522	1,094,755	273,689	Rockingham	1,730,763	1,766,317	3,497,080	874,270
Cabarrus	3,771,761.4	4,200,908	7,972,670	1,993,167	Hoke	1,148,675	1,071,979	2,220,654	555,163	Rowan	2,561,818	2,757,636	5,319,455	1,329,864
Caldwell	1,587,063.0	1,594,906	3,181,969	795,492	Hyde	330,327	95,817	426,144	106,536	Rutherford	1,340,584	1,300,895	2,641,479	660,370
Camden	426,809.7	210,906	637,716	159,429	Iredell	3,208,043	3,528,481	6,736,524	1,684,131	Sampson	1,283,670	1,233,006	2,516,676	629,169
Carteret	1,380,348.5	1,348,328	2,728,677	682,169	Jackson	964,886	852,746	1,817,632	454,408	Scotland	816,582	675,843	1,492,425	373,106
Caswell	617,774.5	438,697	1,056,472	264,118	Johnston	3,656,014	4,062,840	7,718,854	1,929,714	Stanly	1,271,874	1,218,935	2,490,810	622,702
Catawba	2,845,947.2	3,096,557	5,942,504	1,485,626	Jones	403,250	182,803	586,054	146,513	Stokes	991,781	884,828	1,876,608	469,152
Chatham	1,461,651.4	1,445,310	2,906,961	726,740	Lee	1,255,165	1,199,004	2,454,168	613,542	Surry	1,417,933	1,393,161	2,811,094	702,773
Cherokee	715,526.6	555,300	1,270,827	317,707	Lenoir	1,160,309	1,085,855	2,246,164	561,541	Swain	482,194	276,971	759,165	189,791
Chowan	476,857.2	270,605	747,462	186,866	Lincoln	1,651,054	1,671,238	3,322,292	830,573	Transylvania	809,455	667,342	1,476,797	369,199
Clay	432,732.1	217,971	650,703	162,676	Macon	833,421	695,930	1,529,352	382,338	Tyrrell	315,342	77,942	393,284	98,321
Cleveland	1,843,629.9	1,900,950	3,744,580	936,145	Madison	603,961	422,220	1,026,181	256,545	Union	4,152,585	4,655,171	8,807,755	2,201,939
Columbus	1,153,133.4	1,077,296	2,230,430	557,607	Martin	615,106	435,514	1,050,620	262,655	Vance	974,599	864,333	1,838,932	459,733
Craven	1,911,835.1	1,982,308	3,894,143	973,536	Mcdowell	994,465	888,030	1,882,495	470,624	Wake*	-	-	-	-
Cumberland	5,708,841.6	6,511,541	12,220,382	3,055,096	Mecklenburg*	-	-	-	-	Warren	571,030	382,938	953,968	238,492
Currituck	701,713.1	538,823	1,240,536	310,134	Mitchell	493,469	290,421	783,890	195,972	Washington	438,410	224,744	663,154	165,789
Dare	852,148.6	718,269	1,570,417	392,604	Montgomery	692,114	527,372	1,219,486	304,871	Watauga	1,164,018	1,090,280	2,254,298	563,575
Davidson	2,977,053.5	3,252,946	6,230,000	1,557,500	Moore	1,891,351	1,957,874	3,849,224	962,306	Wayne	2,253,382	2,389,720	4,643,102	1,160,775
Davie	947,118.5	831,553	1,778,671	444,668	Nash	1,784,259	1,830,131	3,614,390	903,597	Wilkes	1,363,086	1,327,736	2,690,822	672,706
Duplin	1,205,735.4	1,140,042	2,345,778	586,444	New Hanover	4,064,953	4,550,639	8,615,592	2,153,898	Wilson	1,580,929	1,587,589	3,168,519	792,130
Durham	5,480,715.3	6,239,422	11,720,137	2,930,034	Northampton	566,995	378,125	945,120	236,280	Yadkin	862,854	731,039	1,593,894	398,473
Edgecombe	1,087,466.3	998,966	2,086,432	521,608	Onslow	3,470,516	3,841,570	7,312,086	1,828,022	Yancey	543,989	350,682	894,671	223,668
Forsyth	6,470,065.2	7,419,561	13,889,626	3,472,407										

Source: OSBM; Municipal share is 25% of total allocation (Round One + Round Two)

							\$ 1,570,418						
Item #	Actual March	Actual April	Actual May	Actual June	Thru DEC. 2020	TOTAL	NOTES	State Relief Fund	*Category	FEMA	* FEMA Category	To Be Determined	Requested-Ineligible
1	\$ 73,633.27	\$ 177,200.30	\$ 77,497.79	\$ -	\$ -	\$ 328,331.36	Sheriff's Checkpoint Labor + fringe			\$ 1,136.27	O.T. labor	\$ 327,195.09	
2	\$ 28,817.77	\$ 57,800.06	\$ 29,198.26	\$ -		\$ 115,816.09	Sheriff's Checkpoint Equip (using FEMA cost codes)			\$ 115,816.09	Equipment		
3	\$ 8,894.41	\$ 37,485.50	\$ 8,244.07		\$ 41,220.35	\$ 95,844.33	Re-assigned labor (to EMS, EOC, Meals, etc)					\$ 95,844.33	
4	\$ 19,849.66	\$ 25,680.99	\$ 22,088.40		\$ 79,134.44	\$ 146,753.49	EOC employees			\$ 2,537.16	O.T. labor	\$ 144,216.33	
5	\$ 178.88	\$ 1,239.00	\$ 543.85		\$ 1,400.00	\$ 3,361.73	Equipment use (sanitizing, meals on wheels delivery)			\$ 3,361.73	Equipment		
6							FNS (removed from totals)						
7	\$ 7,390.99	\$ 36,008.14	\$ 32,690.45		\$ 179,797.47	\$ 255,887.05	EMS Labor + fringe (SW has email from EMS)			\$ 46,956.13	O.T. Labor	\$ 208,930.92	
8	\$ 283,741.00	\$ 337,478.00	\$ 344,513.00	\$ 346,300.00	\$ 1,830,000.00	\$ 3,142,032.00	Health Dept labor + fringe; net of admin & grants	\$ 667,814.00	3. Payroll			\$ 2,474,218.00	
9	-	\$ 15,746.55	\$ 2,848.38	\$ 2,809.36	\$ 16,856.16	\$ 38,260.45	Paid Medical and Family Leave (see * Note)					\$ 38,260.45	
10	\$ 8,305.77	\$ 6,707.57	\$ 9,694.74		\$ 126,398.59	\$ 151,106.67	Personal Protective Equipment (PPE)			\$ 151,106.67	Materials		
11	\$ 9,470.96	\$ 8,764.30	\$ 8,700.78		\$ 78,068.97	\$ 105,005.01	Cleaning and Sanitizing Expenses			\$ 105,005.01	Materials		
12	\$ 20,427.49	\$ 7,432.85	\$ 11,178.09		\$ 20,284.29	\$ 59,322.72	Medical Supplies (EMS & DHHS)			\$ 59,322.72	Materials		
13	\$ 7,234.30	\$ 4,385.67	\$ 11,324.11		\$ 21,779.54	\$ 44,723.62	Operating Supplies			\$ 44,723.62	Materials		
14			\$ -		\$ 10,000.00	\$ 10,000.00	Medical Sheltering/Isolation			\$ 10,000.00	Sheltering		
15	\$ 1,947.36	\$ 1,021.71	\$ 390.93		\$ 396,640.00	\$ 400,000.00	Teleworking Expenses	\$ 400,000.00	4. Compliance				
16	\$ 1,093.14	\$ 818.46	\$ 263.45		\$ -	\$ 2,175.05	Food for EOC			\$ 2,175.05	EOC Costs		
17		\$ 46.50	\$ 557.94		\$ 29,442.06	\$ 30,046.50	Diagnostic Testing			\$ 30,046.50	EPM		
18			\$ -		\$ 31,636.00	\$ 31,636.00	Town of Nags Head Request	\$ 31,636.00	7. Subawards				
19			\$ -		\$ 7,698.00	\$ 7,698.00	Town of Kill Devil Hills Request	\$ 7,698.00	7. Subawards				
20					\$ 56,534.00	\$ 56,534.00	Town Of Duck Allocation	\$ 56,534.00	7. Subawards				
21					\$ 100,858.00	\$ 100,858.00	Town of Kill Devil Hills Allocation	\$ 100,858.00	7. Subawards				
22					\$ 55,691.00	\$ 55,691.00	Town of Kitty Hawk Allocation	\$ 55,691.00	7. Subawards				
23					\$ 26,141.00	\$ 26,141.00	Town of Manteo Allocation	\$ 26,141.00	7. Subawards				
24					\$ 76,958.00	\$ 76,958.00	Town of Nags Head Allocation	\$ 76,958.00	7. Subawards				
25					\$ 37,088.00	\$ 37,088.00	Town of Southern Shores Allocation	\$ 37,088.00	7 Subawards				
26					\$ 50,000.00	\$ 50,000.00	Interfaith Community Outreach-Rental/Utility Assist	\$ 50,000.00	7. Subawards				
27			\$ -		\$ 6,000.00	\$ 6,000.00	EOC Virtual Meeting			\$ 6,000.00	Materials		
28					\$ 30,000.00	\$ 30,000.00	Satellite Internet Capability						\$ 30,000.00
29			\$ -		\$ 76,000.00	\$ 76,000.00	Public Warning and Control Devices			\$ 76,000.00	Equipment		
30			\$ -		\$ 7,985.00	\$ 7,985.00	County Receiving & Distribution Point Improvements			\$ 7,985.00	Equipment		
31			\$ 7,500.00		\$ -	\$ 7,500.00	Pallet Racks			\$ 7,500.00	Equipment		
32					\$ 60,000.00	\$ 60,000.00	DSS Energy Assistance Program	\$ 60,000.00	5. Economic Support				
33	\$ 10,224.00				\$ 10,224.00	\$ 20,448.00	Water Department Auto Teller Machine					\$ 20,448.00	
	\$ 470,985.00	\$ 717,815.60	\$ 567,234.24		\$ 3,463,834.87	\$ 5,579,203.07		\$ 1,570,418.00		\$ 669,671.95		\$ 3,309,113.12	\$ 30,000.00

**County of Dare, North Carolina
Grant Project Ordinance
for
Coronavirus Relief Fund**

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 grant project ordinance, originally adopted on June 1, 2020 and amended on June 15, 2020, is hereby amended:

Section 1 This ordinance is to establish a budget for COVID19 related activities to be funded by various grants and by FEMA/State of NC.

The NC CRF is a pass-through of federal CARES Act funds. Eligible expenditures must be incurred during 3/1/2020 through 12/30/2020.

All units of local government have been declared FEMA eligible for Emergency Protective Measures (EPM) for eligible expenditures 1/30/2020 through 9/13/2020 (which may be extended).

Section 2 The following budget shall be conducted within the Coronavirus Relief Fund (fund #14).

Section 3 The amended budget matches the County C19 Grant Plan and revisions filed with the State for the NC CRF. The budget shall be amended as the Plan is approved or changed by the Board of Commissioners.

Section 4 The following amounts are changed and appropriated for the projects:

NCCRF Payroll expenses	144600-560095-28073	\$265,900 increase
NCCRF Public Health compliance	144600-560095-28074	\$44,099 increase
NCCRF Economic support	144600-560095-28075	\$30,000 increase
NCCRF Grants – nonprofits & towns	144600-560095-28077	\$378,270 increase
FEMA EPM Other equipment use	144490-560094-28062	\$424 increase
FEMA EPM EOC operations, equipment, supplies	144490-560094-28063	\$859 increase
FEMA EPM Reassigned employees	144490-560094-28064	\$32,080 decrease
FEMA EPM EMS overtime	144490-560094-28064	\$46,955 increase
FEMA EPM Personal protective equipment	144490-560094-28065	\$362 increase
FEMA EPM Medical supplies (EMS & health)	144490-560094-28067	\$14,201 increase
FEMA EPM Operating supplies	144490-560094-28068	\$12,172 increase

Section 5 The following revenues are additionally to be available to complete the projects:

NC C19 Relief Fund/CARES Act	14025-422217	\$718,269 increase
FEMA/State Aid	143025-422225	\$42,893 increase

Section 6 The Finance Officer is directed to report the financial status of the project as a part of the normal monthly, quarterly, and annual reporting processes.

Section 7 The Coronavirus Relief Fund is a multi-year Special Revenue Fund for non-recurring activities. All funds are appropriated pursuant to section 13.2 of Chapter 159 of the NCGS, therefore, appropriations do not lapse at the end of the fiscal year.

Section 8 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 20th day of July, 2020

_____ copy _____
_____ Chairman, Board of Commissioners

[SEAL] - _____ copy _____
Cheryl Anby, Clerk to the Board of Commissioners



Designation of Voting Delegates to NCACC Annual Conference

Description

The 113th Annual Conference of the North Carolina Association of County Commissioners will be held through a virtual platform, with this year's Business Session held on August 6, 2020, at 11:00 a.m. The Board to designate a voting delegate and an alternate voting delegate for Dare County.

Board Action Requested

Take Appropriate Action

Item Presenter

County Manager, Robert Outten



Designation of Voting Delegate to NCACC Annual Conference

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

Voting Delegate Name: _____

Title: Chairman, Dare County Board of Commissioners

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

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

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

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

Email: alisa.cobb@ncacc.org

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



Consent Agenda

Description

1. Approval of Minutes - June 15, 2020 and Special Meeting July 6 , 2020
2. DHHS Social Services Division - Adoption Promotion Fund
3. Reimbursement Resolution - Fiscal Year 2020-2021 Vehicle & Equipment Financing
4. NC Governor's Highway Safety Program - Resolution ----- 5. Tax Collector's Report
6. 2020 Update for CRS Program for Public Information
7. Chapter 92 Emergency Management
8. Emergency Operations Plan Update
9. Health & Human Service, Public Health - WIC Special Funding
10. Revised MOU between Dare County and National Park Service

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager



Approval of Minutes

Description

The Board of Commissioners will review and approve the minutes from their regular meeting on June 15, 2020 and the Special Meeting Minutes on July 6, 2020, both which follow this page.

Board Action Requested

Approve Previous Minutes

Item Presenter

Robert Outten, County Manager



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

5:00 p.m., June 15, 2020

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

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master 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 5:00 p.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He read the prayer, offered by Father John Hanley of Holy Redeemer by the Sea, 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:

- Chairman Woodard reiterated his County public message presented on June 12, 2020. He noted the Control Group had met for the 42nd time since the Covid-19 outbreak to review and discuss the controversial issue of mask wear after hearing feedback from citizens. In moving forward the group was in agreement to coordinate efforts to encourage face coverings when it was difficult to properly social distance. Everyone should diligently continue the guidelines of “wash, wear and wait” and he urged everyone to continue to do their part to educate family, friends and co-workers to keep our numbers low. With the recent influx of visitors to the County, there had only been ten new cases since May 16, 2020.

ITEM 2 – PUBLIC COMMENTS

At 5:16 p.m. the Manager outlined the procedure for making public comments to the Board via email to dcboc@darenc.com. No one responded to the invitation to address the Board. The County Manager closed Public Comments at 5:18 p.m.

ITEM 3 – PUBLIC HEARING – BUXTON ZONING MAP AMENDMENT FOR JOHN CANNING

At 5:18 p.m. Board held a Public Hearing to receive input concerning this agenda item to reclassify Parcel 031013001, also known as 49251 NC 12 Hwy, from R-3 residential to a new zoning designation of C-3 commercial. The Manager outlined the advertised procedure for making public comments via email to dcboc@darenc.com. The Board received one email response from Bob and Vicki Barris, owners of the property to the west of the subject property. While they did not oppose the rezoning, they suggested there be a requirement of a border between their properties. Planning Director, Donna Creef, responded via email that fencing and/or buffering was a requirement related to specific development activities and noted any discussion of a buffer could be revisited if site plans were submitted.

County Manager closed the hearing at 5:21 p.m.

ITEM 4 – BUXTON ZONING MAP AMENDMENT (Att. #1)

The proposed zoning map amendment to the Buxton zoning map to reclassify Parcel 031013001, 49251 NC 12 Hwy, from R-3 residential to a zoning designation of C-3 commercial was presented to the Board. The applicants were present along with Noah Gillam from the Planning Department. If the map amendment was approved the applicants would have to submit a site- specific plan to separate the minor mobile home area from the proposed commercial storage yard to be located at the rear portion of the two-acre parcel. Mr. Gillam provided additional application background along with the Planning Board's recommendation for approval. Mr. Canning addressed the Board and explained Hatteras Island had one other storage facility and the addition of a commercial storage yard for boats and RV's would have no impact on the neighbors.

MOTION

Commissioner Couch motioned the parcel located at 49251 NC 12 Hwy in Buxton, NC be rezoned to C-3 commercial, as requested. The rezoning was found to be consistent with the policies of the 2009 Dare County Land Use Plan and other officially adopted plans of Dare County and would be in the public interest since the amendment would allow for uses already similar to the surrounding uses.

Commissioner Tobin and Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 5 – WILLIAM AND SHELLY DAUGHERTY GROUP DEVELOPMENT (Att. #2)

This agenda item was handled as a quasi-judicial proceeding with the applicants, William and Shelly Daugherty, and Noah Gillam, Assistant Planning Director, duly sworn by the Clerk to the Board before offering any testimony. A site plan and conditional use permit application had been submitted by William and Shelly Daugherty for parcels 023856000 and 023856006 for construction of a group development of mini storage warehouses. The Planning Department's staff report and draft conditional use permit were reviewed by the Board and explained the applicants currently operated a mini storage on one of the parcels in Manns Harbor and had an active building permit to build another. The Planning Board had reviewed the proposed conditional use permit and recommended approval. The report outlined the DC Fire Marshal had also reviewed the site plan and recommendations were added to the proposed Conditional Use Permit No. 2-2020.

Mr. Outten asked if the applicants agreed and accepted that the file and all of the information presented was factual and correct and may be admitted into evidence; if they agreed with all of the facts outlined by Mr. Gillam and if they agreed with all of the conditions and terms of the proposed Conditional Use Permit, to include the additional condition of any dumpster pad to be located solely upon their property. Mr. and Mrs. Daugherty indicated their agreement.

Mr. Daugherty shared with the Board their mission, since the purchase of the parcels in January, to continue cleaning up the property from its previous eye-sore condition. Commissioner Tobin noted they had done a phenomenal job cleaning up the parcel so far.

MOTION

Commissioner Bateman motioned to approve the proposed group development and site plan submitted by William and Shelly Daugherty, as recommended by the Planning Board. Sufficient information documenting compliance with the Dare County Zoning Ordinance requirements had been submitted by the applicants and reasonable and appropriate conditions had been identified and applied to the proposed facility to include the requirement of any dumpster pad be located on the subject property.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 6 – CHANGE ‘OPEB IRREVOCABLE TRUST AGREEMENT TO ‘OPEB AND LEOSSA MASTER TRUST AGREEMENT’ (Att. #3)

Dave Clawson explained the County established and partially funded an OPEB Irrevocable Trust in 2008 for retiree health benefits. The current trustees serving were the County Manager, Finance Director and the Human Resources Director. Due to debt ratings and new GASB pronouncements, Mr. Clawson presented there would be a need to provide a trust for the Law Enforcement Officers’ Special Separation Allowance (LEOSSA) in the future. Parker Poe Adams & Bernstein, who drafted the original OPEB agreement, had drafted a new agreement to include LEOSSA which would be funded in the future with the same trustees for monitoring purposes, as well as the Resolution provided for Board approval.

MOTION

Vice-Chairman Overman motioned to adopt the Resolution authorizing a Law Enforcement Officers’ Special Separation Allowance (LEOSSA) Trust Fund and the Restatement of the Other Post-Employment Benefits (OPEB) Trust Agreement as a Master Trust for LEOSSA and OPEB, appointment of Trustees for the Master Trust and to approve the revised Trust Agreement.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 7 – RESERVE/FUND BALANCE POLICY REVISION

David Clawson presented a revised version of the Reserve/Fund Balance Policy section. He explained the revisions, which were approved during the Capital Investment Fund process, established a target percentage of 21% of revenue for unassigned fund balance of the General Fund; a total fund balance of the Disaster Recovery Fund of 1% of the General Fund budget (#10) fund only); and establishment and maintenance of the Capital Investment Fund and a debt affordability model with a target fund balance coverage of a minimum of 0.33 times and a target of 0.50 times annual debt service.

MOTION

Vice-Chairman Overman motioned to adopt the policy update for the County Financial Policies as presented.

Commissioners Ross and House seconded the motion.

VOTE: AYES unanimous

ITEM 8 – DARE COUNTY COVID19 GRANT PLAN, NC COVID19 RELIEF FUND PLAN, AND AMENDMENT TO C19 GRANT ORDINANCE (Att. #4)

Mr. Clawson provided a summarized list of the awarded grants for the Covid-19 Plan, information on grants that had been submitted along with their use and deadlines for use. The draft plan for NC Covid-19 Relief Fund and FEMA, which had been compiled from departmental estimation of supply costs, equipment and labor through December 30, 2020, was also provided to designate what expenses were eligible under the two funds. He also provided the actual plan which had been filed with the State. An amendment to the Grant Project Ordinance was presented for adoption by the Board, which established a budget for Covid19 related activities to be funded by the NC Covid Relief Fund and by FEMA/State of North Carolina. Both Mr. Clawson and the County Manager commented that priorities for budgeted expenditures could be reset from time to time if necessary. The County had received \$852,000 for the NC C19 Relief Fund, and would need to follow provided guidelines for spending, as well as file quarterly reports.

MOTION

Commissioner House motioned to approve the NC CR Fund Plan and adopt the amendment to the Grant Project Ordinance.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 9 – DARE COUNTY CHANNEL MAINTENANCE AND DREDGE MATERIAL MANAGEMENT PERMITTING PROJECT PROPOSALS

County Manager Outten introduced this item for Brent Johnson, Waterways Administrator. The purpose of the Southern and Central Dare County Channel Maintenance and Dredge Material Management Permitting Projects were to provide the necessary spoil sites for the U.S. Army Corps of Engineers proposed federally funded dredge events for the Rollinson Channel and the Manteo/Shallowbag Bay interior channels. Dare County's contribution to these projects would be 33.33% (\$101,186.30) and would be covered through the Waterways Dredging Fund, \$71,979 and the County's Contingency Fund in the amount of \$29,207.30. In the fall it had been decided the County needed a sediment management plan because of limited locations for dredge spoil. Application had been made to the Shallow Draft Navigation Fund for award of a grant to pay two-thirds of the cost, which had been approved. With funds now available, CP &E (Coastal Planning & Engineering) agreements could move forward.

MOTION

Vice-Chairman Overman motioned to approve the grant, authorize the County Manager to sign the contracts for the two projects, and approve the budget amendment to fund Dare County's contribution.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 10 – MEMORANDUM OF UNDERSTANDING BETWEEN NATIONAL PARK SERVICE AND COUNTY OF DARE, (Att. #5)

The County Manager presented the joint agreement between the Cape Hatteras National Seashore, within the National Park Service, and Dare County, for preparation of a Parkwide Environmental Impact Statement (EIS) for sediment management to be used in future beach nourishment project requests within the Park. The cooperative objective of the agreement would be for Dare County to act as a Cooperating Agency to assist the National Park Service in developing the EIS. The Park Service was currently analyzing their beaches for future beach nourishment projects. These pro-active environmental assessments would facilitate any future permitting needed from the NPS for County beach nourishment projects. The proposed MOU would allow coordination of shared information.

MOTION

Commissioner House motioned to approve the Memorandum of Understanding and authorize the County Manager to execute the final agreement.

Commissioners Ross and Couch seconded the motion.

VOTE: AYES unanimous

ITEM 11– CONSENT AGENDA

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

Commissioner Ross noted he had requested the Clerk to make a correction under Commissioners' Business in the minutes to clarify his Covid-19 statistics.

MOTION

Commissioner House motioned to approve the Consent Agenda with the corrections noted to the June 1, 2020 minutes:

- 1) Approval of Minutes, as amended (06.01.2020) **(Att. #6)**

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 12 – BOARD APPOINTMENTS

- 1) Dare County Board of Adjustment

Vice-Chairman Overman motioned to reappoint Edward Mann, Jr. and Anna Creef for another three-year term.

Commissioners Bateman and House seconded the motion.

VOTE: AYES unanimous

- 2) Game and Wildlife Commission

Commissioner House motioned to reappoint Kyle Perry, Missy McPherson, Robert Owens and George Henderson for another three-year term.

Commissioners Tobin and Couch seconded the motion.

VOTE: AYES unanimous

- 3) Roanoke Island Community Center

Commissioner Bateman motioned to reappoint Kelly Harmon, Lynette Ford and Daniel Selby for another two-year term.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

4) Airport Authority

Vice-Chairman Overman motioned to appoint David Crownover to fill the unexpired term of Chad Jones to July, 2023.

Commissioner House seconded the motion.

VOTE: AYES unanimous

5) Upcoming Board Appointments

The upcoming Board appointments for July, August and September, 2020 were announced.

ITEM 11 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

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

Commissioner Tobin

- Reported the dredge project agreement was still under legal review.
- He noted his pride in the community’s peaceful protest last week, which was held in Manteo, and he viewed it as an uplifting experience.

Commissioner Ross

- He advised the vetting process was taking longer than expected with the Albemarle Commission’s new director candidate.
- He commented on media reports of recent objections over some books, movies and other materials in recent days due to protests over police violence. In particular, some media sources had included criticism and concerns over a police cartoon character in the children’s show called *Paw Patrol*.
- He addressed Deputy Marylynn Cahoon, on duty in the boardroom, to share with Sheriff Doughtie and her fellow colleagues his thanks and support for the integrity and professionalism of the County’s law enforcement team.

Commissioner House

- He also offered praise and support towards Dare County’s law enforcement officers, noting his utmost respect for them.
- Although no Pet of the Week was presented, he encouraged citizens to visit and adopt a pet at the animal shelter.
- He reported on the history of Flag Day, which was celebrated on June 14, 2020.

Vice-Chairman Overman

- He also offered his thanks and highest respect to Dare County’s law enforcement.
- Reminded everyone that the Three W’s were just as important now as when first introduced and that it was the personal responsibility of everyone to stay vigilant and remember to “Wear, Wait and Wash”.

Commissioner Bateman

- He thanked the Sheriff's Department for their service to the community.
- He reviewed how his business was using the "common sense" of mask wearing and other protocols to protect customers and staff. He added it was all about showing respect for those around us.

Commissioner Couch

- He thanked the County's law enforcement especially during these trying times.
- Reported he was wearing a mask and agreed with the Chairman's remarks.
- He updated the construction progress on the "Jug Handle" Bridge in Rodanthe.
- He remarked Dare County was presently enjoying a good crowd of visitors.

ITEM 12 - MANAGER'S/ATTORNEY'S BUSINESS

County Manager Robert Outten noted the Board had approved Thompson Consulting Services, LLC as the disaster debris monitoring agent at the last meeting. He presented the final contract to the Board for their approval.

MOTION

Commissioner Tobin motioned to approve the contract and authorize the County Manager to sign the final agreement with Thompson Consulting Services, LLC.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

David Clawson updated the Board on the Animal Shelter, COA and the Health and Human Services projects. He advised the County had received FEMA funds for Hurricane Dorian.

Dorothy Hester provided an update on several items her department had been working on which included the Covid-19 bulletins and dashboard in support of Health and Human Services. Other updates were given on the new Roanoke Island dog park to soon reopen; a new drop box for elections, Census 2020, large item pick up and the flood map updates. The onset of Covid-19 had changed and cancelled many of the events meant to highlight the County's 150th anniversary.

ITEM 13 – CLOSED SESSION

The County Manager asked for a Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney in order to preserve the attorney-client privilege including the matters of the Opioid lawsuit, the Bailey and Blackburn lawsuits; and to approve the minutes of the last Closed Sessions.

MOTION

Commissioner House motioned to go into Closed Session pursuant to the provisions of the NC General Statutes as cited by the County Manager.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

At 6:40 p.m., the Commissioners exited the room to meet in Closed Session. They reconvened at 7:43 p.m. and Mr. Outten reported that during the Closed Session the Board approved previous Closed Session Minutes, had discussion with the County Attorney and took no further action.

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

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 7:50 p.m., the Board of Commissioners adjourned until 9:00 a.m., July 20, 2020.

Respectfully submitted,

[SEAL]

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

APPROVED: By: _____
Robert Woodard, Sr., 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.



County of Dare

P.O. Box 1000 | Manteo, NC 27954

**MINUTES
DARE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING**

8:30 a.m., July 6, 2020

Commissioners present: Chairman Robert Woodard, Sr., 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
Master 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 8:40 a.m. Chairman Woodard called to order the special meeting with appropriate prior public notice having been given. Commissioner Couch led in prayer and Chairman Woodard led the Pledge of Allegiance to the flag.

ITEM 1 – CLOSED SESSION

County Attorney Outten requested a Closed Session pursuant to the provisions of NCGS 318.11(3) to consult with an attorney hired or retained by the County to preserve the attorney/client privilege in the matters of Bailey v. Dare County, Dare County v. Purdue Pharma, et al (opioid lawsuit) and to take any actions as may be appropriate.

MOTION

Commissioner Tobin motioned to go into Closed Session pursuant to the provisions of the North Carolina General Statutes as cited by the County Attorney.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

At 8:43 a.m., the Commissioners exited the room to meet in Closed Session. They reconvened at 9:39 a.m. and Mr. Outten reported that during the Closed Session the Board and County Attorney discussed the Dare County v. Purdue Pharma matter and took no action.

Bailey v. Dare County was discussed in Closed Session. Mr. Outten advised a resolution of the case had been reached after a twelve-hour mediation of the matter had been conducted with the parties. The proposed settlement agreement would require Board approval.

He reviewed the terms of the agreement as follows:

(1) Non-resident property owners in Dare County would be classified similar to full-time residents during future “public health emergencies”. The World Health Organization defines a public health emergency as one that requires the governor to declare “an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease or a novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents or permanent or long-term disability”. “The declaration of a state of public health emergency permits the governor to suspend state regulations, change the functions of state agencies.”

In those events in the future, the County would classify a nonresident as a resident. He clarified the classification would not include hurricanes or other emergencies and would only apply in a health emergency, as earlier defined. The term “non-resident” would include property owners, their spouses, parents, children, brothers, sisters, grandparents, grandchildren, as well as step, half and in-law relationships.

(2) Dare County would formally readopt Chapter 92, the ordinance related to emergency powers.

(3) Dare County would pay certain plaintiffs’ attorney fees and costs totaling \$16,500.00.

(4) The proposed settlement would not constitute an admission of liability or fault on behalf of Dare County. Mr. Outten explained the plaintiffs would file a voluntary dismissal with prejudice which would release the County from any liability now or in the future.

MOTION

Vice-Chairman Overman motioned to approve the proposed settlement agreement.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 2 – BONNER BRIDGE DEMOLITION MATERIAL, (Att. #1)

The County Manager Outten presented this item and explained the NCDOT had requested a modification to their permit, as it related to placing the *Bonner Bridge* demolition debris on an artificial reef near Carteret County, rather than to the reefs off Dare County’s coast. He noted emails and calls had been received from area fisherman and community members opposing the proposed modification. The bridge debris would help enhance area reefs, which had not been maintained or supplemented with material for many years. Commissioner House commented the reefs off the coast had not been replenished with new material and local fishing associations agreed the Bonner Bridge debris would help promote a good fishing habitat for Dare County’s reefs.

MOTION

Commissioner House presented and motioned to adopt the Resolution Opposing Herbert C. Bonner Bride Debris Disposal Permit Modification

Commissioner Tobin and Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 3 – REQUEST FROM THE DARE COUNTY TOURISM BOARD

County Manager advised the Tourism Board had presented a request to the Board to approve the use of up to \$25,000 from the Tourism Board’s Short-Term Restricted Fund for traffic control (off duty or overtime officers) at the US158/Ocean Boulevard intersection during the 2020 peak season summer months.

MOTION

Commissioner House motioned to approve the Tourism Board request.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

Commissioner Ross inquired as to the status of the recently recorded public information segments regarding wearing of masks. Dorothy Hester advised the messages were part of a series and several would be available in the coming week.

Commissioner Tobin provided the Board with an update regarding recent contact by the State’s Ombudsman for assisted living facilities. There had been a survey and some discussion to possibly allow advocates to tour and inspect the facilities while wearing more sophisticated personal protective equipment. He would provide further updates as available.

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

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

At 9:58 a.m., the Board of Commissioners adjourned until 5:00 a.m., July 20, 2020.

Respectfully submitted,

[SEAL]

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

APPROVED: By: _____
Robert Woodard, Sr., 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.



DHHS Social Services Division - Adoption Promotion Fund

Description

This is to budget Adoption Promotion Fund monies awarded to the department. These funds can be used to enhance and expand adoption programs, to secure permanent homes for children in foster care with special needs who are harder to place and to encourage partnerships between public and private agencies to achieve permanency for children in a timely manner. These funds were received based on Dare County exceeding the federal baseline target.

Board Action Requested

Approve budget amendment

Item Presenter

n/a

DARE COUNTY

BUDGET AMENDMENT

F/Y 2019/2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: DHHS - Social Services</u>					
<u>Revenues:</u>					
State and Federal Aid - Admin.	103026	423001		22,632	
 <u>Expenditures:</u>					
Adoption Incentive	104613	581101		22,632	

Explanation:

This is to budget Adoption Promotion Fund monies awarded to the department. These funds can be used to enhance and expand adoption programs, to secure permanent homes for children in foster care with special needs who are harder to place and to encourage partnerships between public and private agencies to achieve permanency for children in a timely manner. These funds were received based on Dare County exceeding the federal baseline target.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

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

North Carolina - Department of Health and Human Services
Notice of Electronic Funds Transfer

ATTN: *County Finance Officer*
County DSS Director
County: *DARE*
Run Date: *06/24/2020*
Period: *June, 2020*

Deposits TO County Account FROM DSS

	<i>Earliest date of payment :</i>	<i>06/29/2020</i>
<i>Adoption Promotion Fund</i>	<i>TANF</i>	<i>\$22,632.00</i>
<i>County Payment Total :</i>	<i>\$22,632.00</i>	



Reimbursement Resolution - Fiscal Year 2020-2021 Vehicle & Equipment Financing

Description

The 2020-2021 operating budget includes \$528,559 to be financed for the purchase of vehicles and equipment. Adoption of the attached resolution will allow the County to be reimbursed from the proceeds of the financing for those items that need to be purchased prior to the placement of the financing.

Board Action Requested

Adopt the reimbursement resolution.

Item Presenter

None

Resolution No. _____

REIMBURSEMENT RESOLUTION – FISCAL YEAR 2020-2021 VEHICLE AND EQUIPMENT FINANCING PROJECT

WHEREAS, the County Manager and the Finance Officer have described to the Board of Commissioners the desirability of adopting a resolution, as provided under federal tax law, to facilitate the County’s use of financing proceeds to restore County funds when the County makes capital expenditures prior to closing on a bond issue or other financing;

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 project 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 project is \$528,559.

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 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 project 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.

Adopted this 20th day of July, 2020.

Chairman, Board of County Commissioners

[SEAL]

COUNTY OF DARE, NORTH CAROLINA

Clerk to the Board



*North Carolina Governor's Highway Safety Program (GHSP)
Local Governmental Resolution*

Description

The Dare County Sheriff's Office requests the attached resolution to comply with the award requirements.

Board Action Requested

Approval

Item Presenter

Sheriff J. D. "Doug" Doughtie

North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the _____ (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that _____ (The Governing Body of the Agency)

_____ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE _____ IN OPEN MEETING ASSEMBLED IN THE CITY OF _____, NORTH CAROLINA,

(Governing Body)

THIS ____ DAY OF _____, 20 ____, AS FOLLOWS:

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

DONE AND ORDERED in open meeting by _____ (Chairperson/Mayor)

ATTESTED BY _____ (Clerk)

SEAL

DATE _____

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

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

A. Federal Provisions

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

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

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

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

6. Audits.

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

7. Instructions for Lower Tier Certification.

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

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

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

B. General Provisions

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

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

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

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

14. Out-of-State Travel.

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

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

(a) **Certifications Required.**

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

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

16. Conditions for Local Governmental Agencies.

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

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

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

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

20. Continued Federal and State Funding.

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

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

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

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

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

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

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

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

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

30. Agency Fiscal Year. The end date for the Agency's fiscal year is June 30, 2021.

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

AGENCY PROJECT DIRECTOR		
NAME	TITLE	ADDRESS
Edward Jack Scarborough	Deputy Sheriff Lieutenant	P. O. Box 757 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER
	07/06/2020	(252) 475-0597
AGENCY AUTHORIZING OFFICIAL		
NAME	TITLE	ADDRESS
Robert L. Outten	County Manager	P. O. Box 1000 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER
	07/06/2020	(252) 475-5811
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME	TITLE	ADDRESS
Jeff Deringer	Deputy Sheriff Major	P. O. Box 757 Manteo, NC 27954
SIGNATURE	DATE	TELEPHONE NUMBER
	07/06/2020	(252) 475-9176



Tax Collector's Report

Description

June 2020 Refunds over \$100
June 2020 NCVTS Refunds over \$100

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

Refund Report for REAL ESTATE and PERSONAL PROPERTY

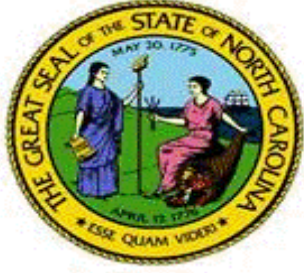
(Refunds over \$100.00)

MONTH: JUNE

Date Range: 6/1/2020 - 6/30/2020

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Bill Yr	Reason	Refund Amount
SELBY, LOVEY ELIZABETH	024621000	2018	Overpayment	-389.12
POLOCHAK, KRISTIN J	029596063	2019	Overpayment	-3,604.62
GILLIS, TIMOTHY & SUZAN	7092	2019	Overpayment	-125.06
GILLIS, TIMOTHY & SUZAN	7092	2020	Overpayment	-125.06
SHORE DETAILS INC	7330	2020	Overpayment	-422.89
				<hr/>
				-4,666.75



North Carolina Vehicle Tax System

NCVTS Pending Refund report

June 2020

Payee Name	Address 1	Address 3	Bill #	Tax Jurisdicti	Change	Interest Change	Total Change
KITTRELL, RICHARD TAYLOR	4111 SEA BASS CT	NAGS HEAD, NC 27959	0035201240	C99	(\$61.74)	\$0.00	(\$61.74)
				T14	(\$41.64)	\$0.00	(\$41.64)
							Refund
SAWYER, DAVID WAYNE	100 W NORTH PORT LN	NAGS HEAD, NC 27959	0052083935	C99	(\$108.39)	\$0.00	(\$108.39)
				T14	(\$73.11)	\$0.00	(\$73.11)
							Refund
TAGIROVA, TATIANA ALEXANDROVNA	102 SIR HART CT	KILL DEVIL HILLS, NC 27948	0048583529	C99	(\$58.73)	\$0.00	(\$58.73)
				T07	(\$49.98)	\$0.00	(\$49.98)
							Refund
WARD, NANCY MARTIN	4014 SMITH ST	KITTY HAWK, NC 27949	0042483127	C99	(\$72.14)	\$0.00	(\$72.14)
				T08	(\$46.04)	\$0.00	(\$46.04)
				T08BN	(\$6.14)	\$0.00	(\$6.14)
							Refund
						Refund Total	\$517.91

Tax Jurisdic	District Type	Net Change
C99	COUNTY	(\$301.00)
T07	CITY	(\$49.98)
T08	CITY	(\$46.04)
T08BN	CITY	(\$6.14)
T14	CITY	(\$114.75)
Total		(\$517.91)



2020 Update to CRS Program for Public Information

Description

The Community Rating System five-year cycle review is scheduled for September 17, 2020. I have to update the 2015 Program for Public Information report. This report, prepared in conjunction with the Town of Manteo, outlines the various outreach activities undertaken to support flood insurance advocacy and awareness of flood risks. The PPI update must be adopted by the Board of Commissioners and the Town of Manteo. A copy of the update is attached with this cover sheet. There is a stakeholder committee that works with staff in developing the goals and identified activities. This PPIC endorsed the 2020 update at a virtual meeting held July 8, 2020.

Board Action Requested

Adoption of resolution and updated 2020 PPI.

Item Presenter

Donna Creef

DARE COUNTY



TOWN OF MANTEO



PROGRAM FOR PUBLIC INFORMATION 2020 UPDATE



Prepared by the
Dare County Planning Department and the Town of Manteo Planning Department

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COMMON TERMS USED IN THIS DOCUMENT

Base flood or BFE	Base flood elevation as depicted on flood maps
CRS	Community Rating System – a voluntary incentive program developed by FEMA for those communities in the NFIP program to provide flood insurance discounts for implemented activities that exceed minimum NFIP standards.
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map (flood maps)
SFHA	Special Flood Hazard Area – base floodplain
AE Zones	The base floodplain where base flood elevations are provided, expressed as a number for example AE-9. Represent 1% annual chance of flooding. Sometimes referred to as 100-year flood zone. These areas are depicted on FIRMs.
AO Zones	Areas subject to inundation by 1% annual chance of shallow flooding (usually sheet flow on sloping terrain) where average depths are between one and three feet. These areas are depicted on FIRMs.
VE Zones	Coastal area subject to velocity flooding in addition to stillwater flooding, expressed as a number VE-9 for example. These areas are depicted on FIRMs.
Shaded X zone	Areas of 0.2 % chance of annual flooding. Flood insurance is not required in Shaded X zones. Sometimes referred to as 500-year flood zone. X zones are depicted on FIRMs.
Unshaded X zone	Considered to be outside of the special flood hazard area. Flood insurance is not required in X zones. X zones are depicted on FIRMs.
Local Elevation Standard (LES)	Locally adopted elevation level used as the Regulatory Flood Protection Elevation (RFPE) in Shaded X and X zones or used in conjunction with the BFE and freeboard standard to mitigate flood hazards in the AE, AO, VE zones as depicted on the FIRMs for Dare County.
NFIP	National Flood Insurance Program

Outreach	An action undertaken by local government to advocate, educate or inform property owners of issues through use of social media, brochures, community meetings or other means of communication.
PRE-Firm	Before the effective date of the County's participation in National Flood Insurance Program – October 6, 1978 for Dare County and January 12, 1973 for the Town of Manteo.
POST-Firm	After the effective date of October 6, 1978 for Dare County and January 12, 1973 for the Town of Manteo.
Repetitive Loss	An NFIP-insured structure that has had at least two flood losses of more than \$1,000 in any 10-year period since 1978.
Severe Repetitive Loss	NFIP-insured structure that has had at least four flood losses over \$5,000 and the cumulative amount of such claims exceeds \$20,000, or at least two claims with the cumulative amount of the claims exceeding the market value of the structure, or both outlined above within any 10-year period.

2020 UPDATE – CRS History and Purpose

As part of the Community Rating System 2015 five-cycle review, Dare County and the Town of Manteo partnered in the creation of a Program for Public Information. Both communities have participated in the CRS program since 1992. The 2015 review was the first time a Program of Public Information was a creditable option under the CRS program. Before 2015, the Town of Manteo and Dare County had informally worked together on outreach activities. The creation of the PPI Committee in 2015 allowed for an official plan to be developed and adopted by both governments, formalizing their goals, target audiences, and outreach activities for CRS credit. The multi-jurisdictional approach is recognized under the CRS program for practical and economic benefits and that flood waters do not stop at government boundaries. Unincorporated Dare County includes Roanoke Island, an estuarine island surrounded by the Roanoke Sound, Albemarle Sound and the Croatan Sound. The Town of Manteo is located on Roanoke Island and its municipal boundaries are adjacent to unincorporated portions of Dare County.

Both the Town of Manteo and Dare County were ranked as Class 7 communities after the 2015 cycle review. Class 7 communities receive 15% discounts on flood insurance policies. Prior to 2015, both communities were ranked as Class 8.

Reducing future flood damages requires a comprehensive approach at both the public and private sector level. Education and awareness are important components in the success of a PPI. Residents that are prepared with response plans addressing pre-storm activities and post-storm recovery efforts are more likely to experience reduced property damages and to maintain personal safety. This presents a real challenge in Dare County where our population increases dramatically from May to September due to the influx of vacationers and seasonal workers needed to augment the yearround workforce. A large number of the seasonal workers are from foreign countries and may not have local transportation to evacuate or may not fully understand the hazards associated with hurricanes or storm situations. It is through implementation of the activities identified in the 2020 PPI update that local officials from Dare County and the Town of Manteo hope to increase awareness for all residents and visitors and to reduce losses from flood hazards.

PROGRAM for PUBLIC INFORMATION COMMITTEE (PPIC)

The CRS manual provides a framework for PPI committees, recommending public sector and private sector agencies that should be represented on a PPI committee. The Dare County PPIC includes a total of 14 members as detailed below:

Donna Creef, Dare County Planning Director/Floodplain Administrator
 Melissa Dickerson, Town of Manteo Planner/Floodplain Administrator
 Noah Gillam, Dare County Assistant Planning Director
 Dorothy Hester, Dare County Public Information Officer
 Drew Pearson, Dare County Emergency Management
 Fletcher Willey, Insurance Representative

David Joyner, Lender Representative
Willo Kelly, OB Association of Realtors Director
Beth Midgett, Hatteras Island representative
Hal Goodman, Town of Manteo representative
Stephanie Walker, Board of Realtors
John Deboy, OB Homebuilders
Calvin Gibbs, Mainland Dare representative
John Finelli, Martin's Point representative

Dare County and Manteo recognize the importance of an advisory committee to guide the overall PPI development. From time-to time, additional input on technical and mapping issues will be needed to meet the goals established in the PPI and to implement the PPI outreach activities.

Administrative support for the PPI committee is provided by the Dare County Planning Department and the Town of Manteo Planning Department in the form of agenda preparation, recordation of the committee's meetings, development of outreach materials, and other record-keeping duties. Meetings of the PPIC are held in the Dare County Administrative Building located on Roanoke Island. Recently, the PPIC met virtually as a result of COVID19 social distancing requirements.

For the 2020 update of the PPI, a meeting was held on February 10, 2020 to review the 2015 PPI and discuss needed updates and revisions. A second virtual meeting was held on July 8, 2020 for the PPI members to review the final draft of the updated PPI. The goals, target audiences, and a matrix of suggested outreach activities were discussed at the February meeting. Updates to the goals and implementation strategies were identified and endorsed by the group. The target audiences identified in 2015 were re-evaluated and adjustments made as noted in this update. The implementation strategies included in the 2020 update have a suggested timeline for action and responsible parties for the implementation work.

As part of the PPI update, the flood insurance coverage statistics were reviewed and discussed by the PPIC. The importance of flood insurance was identified as one of the primary outreach messages for the 2020 PPI update. The emphasis placed on the topic of flood insurance is associated with the adoption of revised flood insurance rate maps for all of Dare County. These revised maps became effective on June 19, 2020 and significantly decrease the number of properties located in AE and VE zones. Many properties have been reclassified as Shaded X or X zone properties. As a result of these reclassifications, there is a concern among Dare County, the Town and the PPIC that many property owners may choose to discontinue their flood insurance coverage. The advocacy of flood insurance is a predominant theme of many of the outreach activities discussed in this PPI update.

GOALS

The goals selected in 2015 were reviewed by the PPIC as part of the 2020 update process. The PPI goals serve as a framework for the committee's purpose and outreach activities. The goals are reviewed on an annual basis by the PPIC to ensure the mission of the PPI is met and consistency with the CRS criteria is fulfilled for CRS credit.

1. Provide a coordinated and comprehensive approach of education opportunities and outreach activities for citizens, visitors, and property owners to become better informed on flood hazards; how to respond to flood hazards during emergency situations; recovery tools for storm reconstruction; and mitigation efforts to reduce repeated and/or future flood damages. It is recognized that flood waters and natural hazards do not stop at political boundaries and local government efforts are better served by a comprehensive multi-jurisdictional approach.
2. Emphasize the importance of flood insurance coverage through the use of the "Low Risk is NOT No Risk" advocacy effort.
3. Encourage citizens and property owners to complete risk assessments of their homes, businesses, and personal property and to undertake mitigation activities identified as a result of their assessments that will decrease or minimize flood hazards and enable them to respond if damages do occur.
4. Publicize through appropriate media sources, construction techniques for safe building in flood-prone areas and retrofitting methods to decrease flood hazards.
5. Evaluate the amount of flood insurance coverage in force in unincorporated Dare County and the Town of Manteo and identify focus areas for targeted efforts of promotion of flood insurance coverage.
6. Identify and implement a series of outreach activities and other government initiatives to result in better CRS class rankings resulting in additional flood insurance discounts for the residents and property owners in unincorporated Dare County and the Town of Manteo.

COMMUNITY ASSESSMENTS

DARE COUNTY

The unincorporated portions of the County include Mainland Dare County; Roanoke Island which includes the Town of Manteo; Martin's Point, Colington and Kill Devil Hills Outside; and all of Hatteras Island. The 2018 population estimates provided by the State of North Carolina list the yearround population of unincorporated Dare County as 18,157. The overall population for Dare County including the six municipalities is estimated at 36,997. Due to our tourist-based economy, our population fluctuates dramatically with peak population totals in excess of 350,000 in the summer months of June, July, and August of each year.

Dare is susceptible to flooding during hurricanes, nor'easters and other storm events from both the ocean and from the estuarine (sound) side. In addition to tidal flooding from our close proximity to the Atlantic Ocean, soundside flooding is a major concern. Extended periods of strong winds push the estuarine waters over their banks resulting in flooding along roads and properties located along the estuarine shoreline and their tributaries. There are many large communities in unincorporated Dare County that feature a series of canals connecting to the various sounds in our area. Depending on the severity of a storm, flooding often overtops canalfront bulkheads flooding property adjacent to the canals. In addition to the flooding hazards associated with tidal flooding, Dare County's topography is generally lacking in elevation and many areas are vulnerable to flash flooding from heavy rain events. Potential flooding from hurricanes, nor'easters and other coastal storms is a constant threat in Dare County and is not restricted to any specific time period or weather season. Although most people are familiar with the risk of hurricanes during the months of June to November, other coastal storms can result in severe flooding during the non-hurricane season months.

On June 19, 2020, revised FIRMs for Dare County became effective. These new flood maps have a significant number of properties reclassified as Shaded X or X zone properties. Many of the properties remaining in the AE flood zone have decreased base flood elevations i.e. the AE8 has changed to an AE4 flood zone. The table below lists the number of properties in each zone according to information provide to Dare County by the NC Floodplain Mapping Department.

	AE Zones	VE Zones	AO Zone	Shaded X	X Zone
2006 FIRM	12,875	1,828	0	*	*
2020 FIRM	8,493	124	120	2890	3076

* Not provided by NCDPS

TOWN OF MANTEO

The Town of Manteo is situated along the shore of Shallowbag Bay on the east side Roanoke Island. According to the State of North Carolina the Town's population in 2012 was 1,506. Manteo is a primarily yearround residential community, with a waterfront village business district, a historic residential area, and a general business district located along US HWY 64. The Town also includes a number of newer subdivisions and a partially gated community called Pirates Cove. There is some seasonal fluctuation in population as a result of being a tourist destination, but the increase is not as dramatic as neighboring beach communities in Dare County. The Town is also the County Seat of Dare County. There are a number of administrative functions for the County that are located in the corporate limits along with K-12 schooling and the College of the Albemarle.

The Town of Manteo is susceptible to a number of flood related events including hurricanes, nor’easters, and heavy rainfall events. Tidal fluctuations can also be a major source of flooding due to the proximity of Shallowbag Bay and the relatively low and flat topography that makes up the center of Roanoke Island. The Town’s stormwater system is connected directly to the adjacent sound waters allowing the sound to come up through the stormwater grates and into the drainage ditches during high tide events. During hurricanes, Manteo does not experience the erosion and flooding scenarios to the same degree of severity as neighboring communities. It does, however, experience flooding from rainfall and storm surge. Nor’easters and other heavy rainfall events cause localized flooding due to an aging and, in some cases, undersized drainage system. The Town, like its neighboring communities, deals with the threat of flooding throughout the entire year.

On the 2020 flood maps, most of Manteo is located in an X or Shaded X zone. The Town’s cemetery, elementary school, middle school and high school and a very few residential structures are located in an X zone. This area is toward the north and central part of the Town’s corporate limits.

	AE Zones	VE Zones	AO Zone	Shaded X	X Zone
2006 FIRM	1,149	13	0	*	*
2020 FIRM	418	0	0	215	620

FLOOD INSURANCE ASSESSMENTS

Both Dare County and the Town of Manteo are faced with flood hazards. Therefore it is important that property owners, business owners, and residents in the communities are knowledgeable about the consequences of living in a flood hazard area and the importance of protecting property and personal safety. The availability of flood insurance is an important aspect of property ownership in Dare County. An analysis of flood insurance coverage was included as part of the 2015 PPI and this information is updated annually as part of the CRS recertification process. The flood insurance coverage information in the table below is valid through December 31, 2019.

DARE COUNTY

Flood Insurance Data

As of December 31, 2019, unincorporated Dare County had a total of 8,571 flood insurance policies in force. This information is summarized in tables 1-5 below. Table 6 summarizes the insurance in force coverage compared to the number of buildings in unincorporated Dare County. The number of buildings in Dare County was calculated using the same type of residential/non-residential filters as the insurance information and compared to the level of coverage for the occupancy type. Although a significant percentage of structures in unincorporated Dare County is covered by flood insurance, there remains a large number of structures in the SFHA currently uninsured for flood damages. As noted earlier,

with the reclassification of many properties as Shaded X or X zone on the 2020 FIRMs, it is anticipated the number of flood insurance policies will decrease over the next few years.

Table 1 Insurance Occupancy – Policy Breakdown Summary

Occupancy	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
Residential	8086	\$4,957,617	\$1,989,666,400	\$246,063
Non-residential	485	\$917,716	\$168,608,200	\$347,645
TOTAL	8571	\$5,875,333	\$2,158,274,200	\$251,811

Table 2 Insurance Occupancy – Policy Breakdown Detail

Occupancy	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
Residential – SF	7393	\$4,693,844	\$1,877,385,300	\$253,941
All other residential	693	\$263,773	\$112,281,100	\$162,022
Total Residential	8086	\$4,957,617	\$1,989,666,400	\$246,063
Non-residential	485	\$917,716	\$168,608,200	\$347,645
TOTAL	8571	\$5,875,333	\$2,158,274,200	\$251,811

Table 3 Insurance Zone – Policy Breakdown

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE/AO	7751	\$4,910,443	\$1,975,353,400	\$254,851
VE	117	\$395,450	\$24,877,300	\$212,626
X	680	\$555,640	\$157,241,200	\$231,237
TOTAL	8,548	\$5,861,533	\$2,157,471,900	\$252,395

Table 4 Insurance Zone – Policy Breakdown – Pre-FIRM

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE	983	\$1,212,222	\$200,188,100	\$203,650
VE	36	\$110,701	\$5,248,100	\$145,781
X	59	\$66,134	\$16,919,800	\$286,776
TOTAL	1,078	\$1,389,057	\$222,356,000	\$206,267

Table 5 Insurance Zone – Policy Breakdown – Post-FIRM

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE	6768	\$3,698,221	\$1,775,165,300	\$262,288
VE	81	\$284,749	\$19,629,200	\$242,336
X	621	\$489,506	\$140,321,400	\$225,960
TOTAL	7,470	\$4,472,476	\$1,935,115,900	\$259,051

Table 6 Insurance in Force vs. Total Number of Buildings

Occupancy	Policies in Force	Buildings in Unincorporated Dare	Percentage of Coverage
Residential -SF	7393	10381	71%
Other Residential	693	1481	47%
Non-residential	485	835	50%
TOTAL	8,571	12697	68%

Repetitive Loss Properties

Dare County is considered a Class C repetitive loss community due to the large number of repetitive loss properties in Dare County. As a Class C community, Dare County is required to identify and map repetitive loss areas and to complete an annual outreach activity to property owners in the repetitive loss areas. The identification of repetitive loss areas is based on insurance information provided to Dare County by the State and FEMA. Some of this information is protected by the federal information privacy laws and only general numbers can be used with no specific addresses mapped or listed in any public document. It is important to note the repetitive loss structure list provided by FEMA to local governments only includes those structures for which flood insurance claims have been filed. Some structures adjacent to an RL structure or in the same neighborhood may have experienced similar flooding but may not be covered by flood insurance. Because flooding does not limit itself to only those structures covered by flood insurance, repetitive loss areas not just structures must be identified. With the large number of RLs in Dare County, it is important to educate the owners of these structures about the risks and options that may be available to assist them with mitigation of future losses.

As of December 31, 2019, there are a total of 484 repetitive loss structures in unincorporated Dare County. A map listing the total number of RL properties by village area of unincorporated Dare County is included at the end of this report. A listing by village is also included below. The number of repetitive loss structures has increased in unincorporated Dare County since the 2015 PPI was adopted as a result of several coastal storms including Hurricane Matthew, Tropical Storm Hermine and Tropical Storm Michael. Over the past several years, Dare County has been successful in securing FEMA mitigation grants to elevate homes to reduce the risks of flood damages. A full-time staff person oversees the program and currently several applications to elevate more dwellings throughout unincorporated Dare County are pending approval by FEMA. Additionally, many property owners have utilized private funding, including Increased Cost of Compliance (ICC) money to elevate their homes.

VILLAGE	# of RL STRUCTURES
Avon	61
Buxton	41
Colington	17
East Lake	1
Frisco	47
Hatteras	64
Manns Harbor	7
Manteo Outside	12
Martin's Point	6
Rodanthe	151
Salvo	21
Stumpy Point	22
Wanchese	8
Waves	26
TOTAL	484

TOWN OF MANTEO

Flood Insurance Data

Information on flood insurance coverage was provided to The Town of Manteo from the NC State Floodplain Management Department. This information is collected by the NFIP. As of June 2, 2020, there were a total of 979 flood insurance policies in force. The information provided by the State was segmented according to occupancy type and by flood zone designation. This information is summarized in tables 7-11 below. The number of buildings in Manteo was calculated using the same type of residential/non-residential filters as the insurance information and compared to the level of coverage for the occupancy type. Table 12 summarizes this information.

As of June 2020 the Town of Manteo had 124 pre-FIRM policies in place and 855 Post-FIRM policies in place. Of the 979 flood insurance policies, two policies were in place for Pre-FIRM structures in an X Zone and 13 policies were in place for Post-FIRM structures in an X zone.

Table 7 Insurance Occupancy – Policy Breakdown Summary

Occupancy	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
Residential	902	\$381,665	\$205,764,900	\$228,120
Non-residential	77	\$189,032	\$27,119,900	\$352,206
TOTAL	979	\$570,697	\$232,884,800	\$580,326

Table 8 Insurance Occupancy – Policy Breakdown Detail

Occupancy	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
Residential – SF	434	\$273,841	\$109,799,100	\$252,993
All other residential	468	\$107,824	\$95,965,800	\$205,055
Total Residential	902	\$381,665	\$205,764,900	\$219,886
Non-residential	77	\$189,032	\$27,119,900	\$352,206
TOTAL	979	\$570,697	\$232,884,800	\$237,880

Table 9 Insurance Zone – Policy Breakdown

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE	964	\$540,902	\$227,189,200	\$235,673
VE	0	0	0	0
X	15	\$29,795	\$5,695,600	\$379,706
TOTAL	979	\$570,697	\$232,884,800	\$237,880

Table 10 Insurance Zone – Policy Breakdown – Pre-FIRM

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE	122	\$209,009	\$23,988,600	\$196,627
VE	0	0	0	0
X	2	\$790	\$700,000	\$350,000
TOTAL	124	\$209,779	\$24,688,600	\$199,102

Table 11 Insurance Zone – Policy Breakdown – Post-FIRM

Flood Zone	Policies in Force	Total Premiums	Insurance In Force	Average Coverage
AE	842	\$331,893	\$203,200,600	\$241,330
VE	0	0	0	0
X	13	\$29,005	\$4,995,600	\$384,276
TOTAL	855	\$360,898	\$208,196,200	\$243,504

Table 12 Building Count Versus Flood Insurance Coverage

Occupancy	Policies in Force	Buildings in Town of Manteo	Percentage of Coverage
Residential –SF	434	772	56%
Other Residential	468	525	89%
Non-residential	77	164	46%
TOTAL	979	1,461	

Repetitive Loss Properties

The Town of Manteo has sixty six (66) repetitive loss structures and is considered a Class C repetitive loss community. Many of the repetitive loss properties that house commercial uses have taken measures to reduce damage from flooding and allow for easier clean up following flood events. Given the nature of these structures and the area in which they are located the mitigation efforts taken by the businesses are the most feasible way of addressing the flood concerns. These efforts continue annually during the winter months (the “off” season) when property owners make improvements to lessen the impact of floods.

The identification of repetitive loss areas is based on insurance information provided to the Town of Manteo by the State and FEMA. Some of this information is protected by the federal information privacy laws and only general numbers can be used with no specific addresses mapped or listed in any public document. It is important to note the repetitive loss structure list provided by FEMA to local governments only includes those structures for which flood insurance claims have been filed. Some structures adjacent to an RL structure or in the same neighborhood may have experienced similar flooding but the structures may not have been covered by flood insurance. Because flooding does not limit itself to only those structures covered by flood insurance, repetitive loss *areas* not just structures must be identified. With the frequent risk of flooding that Manteo experiences, it is important to educate the owners of these structures about the risks and options that may be available to assist them with mitigation of future losses.

Flood Insurance Coverage Improvement Analysis and Recommendations

1. In 2015, the goal of increasing flood insurance by 5% for residential and non-residential structures was identified by the PPIC. In reviewing the flood insurance coverage numbers each year, this goal has not been met. The PPIC discussed new goals during the 2020 meetings and it was acknowledged that the new flood maps, effective June 19, 2020, may have significant impacts on flood insurance coverage for Dare County. Many properties are being reclassified to Shaded X or X zones and it is anticipated that property owners may elect to discontinue their flood insurance policies. Extensive outreach by Dare County and other community partners will be vital to educate property owners on the advisability of keeping their flood insurance coverage. With the maps being effective only during a portion of 2020, the full impact on the flood coverages may not be evident until 2021. The PPIC will continue to monitor the coverage information each year to evaluate the success of our outreach activities. The PPIC will monitor the number of X zone policies. It is hoped that property owners will shift to X zone policies versus an outright cancellation of insurance coverage.

TARGET AUDIENCES

The 2015 PPI included a total of eight target audiences. As part of the 2020 update, the PPIC reviewed the target audiences identified in 2015. It was the consensus of the group that these audiences were still valid with a couple of adjustments to highlight the Shaded X and X zone property owners. Members of the PPIC stressed the importance of year-round property owners, especially new owners relocating to the area in response to the revised flood maps. It was noted that seasonal workers are generally international citizens and do not own property in Dare County. The sponsor agencies of these groups typically ensure their safety during storm conditions. The PPIC felt outreach efforts focusing on the importance of flood insurance coverage for property owners was a better allocation of time and effort, therefore the seasonal workers were dropped from the set of target audiences for the 2020 PPI update.

1. **Prospective Buyers** – The PPIC noted the importance of outreach activities to prospective buyers and individuals relocating to the area. Often buyers of vacation homes or persons relocating to the area are unfamiliar with flood hazard areas. Although most are assisted with their real estate purchases by local real estate agents who are familiar with the area, it is important that buyers be aware of other potential sources of information available to them to assist in making an informed purchase. Continued collaboration with local real estate firms and the Outer Banks Association of Realtors on outreach activities about flood hazards was referenced by the PPIC. Direct mailings to purchasers of vacant property was identified as one method of reaching this group.
2. **Special Flood Hazard Area Residents** – With the revised flood maps effective in June 2020, many properties remaining in the special flood hazard areas will be reclassified to a lower base flood elevation. Educating property owners on flood hazards and effective construction mitigation techniques will be important in 2020 and the following years. Community meetings and outreach campaigns will be important.
3. **Shaded X and X Zone Property Owners** – With the large number of properties being reclassified on the revised FIRMs, outreach efforts involving Shaded X and X zone property owners was identified as a priority by the PPIC. The Low Risk is NOT No Risk campaign will continue with efforts focused on this target audience to ensure these property owners do not discontinue their flood insurance coverage.
4. **Repetitive Loss Area Residents** – Dare County has 484 repetitive loss properties. Although the Town of Manteo has significantly less repetitive loss structures than Dare County, efforts to reduce the number of repetitive loss structures are important. It was noted during the PPIC discussions, nationally 1% of all policy claims for repetitive flood loss structures account for 30% of the claim payments. Education efforts to inform property owners and residents of potential mitigation activities that may be completed to reduce flood losses was identified as a goal for this target audience. As noted earlier in the PPI, Dare County is required to contact each repetitive loss property owner and direct mailing is the best method to do so.

5. Community Stakeholders – Real Estate professionals including property management companies, mortgage professionals, insurance agents, and the professional organizations for these groups such as the Outer Banks Homebuilders Association and the Outer Banks Association of Realtors. Real estate firms, including their property management agencies, on the Outer Banks serve as important conduits of information to non-resident property owners and the tourists that rent the vacation homes. Outreach activities to advocate the importance of flood insurance in response to the new FIRMs was noted. It is hoped that non-resident property owners in those areas reclassified as Shaded X or X zone will not discontinue their flood insurance coverage. Advocacy of this message will be needed over the next few years. Local mortgage companies were added to this target audience since many property owners may choose to discontinue their flood insurance coverage with the new FIRMs. Outreach activities involving the OB Homebuilders and the OB Association of Realtors are also identified as productive means of information dissemination. One such method is to for these agencies to assist with the LRNR outreach campaign through the distribution of the LRNR brochures and office displays.
6. Property owners in oceanfront hazard- coastal erosion areas – Properties along the immediate oceanfront are subject to other hazards associated with erosion. The CRS manual allows communities with a PPI to include this as a target audience. A direct mailing to oceanfront property owners on Hatteras Island is the identified outreach activity for this group.
7. Community At large – The community at large always benefits from public awareness and education campaigns about flood hazards and flood safety. Therefore the PPIC felt it was appropriate to list this group as a target audience. This will include specialized efforts for tourists and our seasonal visitors that are needed during hurricane season or mandatory evacuations.
8. Year-round-Tenants– A large sector of Dare’s yearround population does not own property but lives in rental housing. Tenant flood insurance is also available for commercial properties to cover goods and inventories. It was acknowledged by the PPIC that outreach efforts for this segment are needed to increase awareness of the need for rental insurance to cover flood losses.

OTHER PUBLIC INFORMATION EFFORTS and FLOOD INFORMATION SERVICES

1. Map Information Service – Both Dare County and the Town of Manteo provide map information and other flood hazard information as a service to property owners, residents, and other members of the community including lenders, realtors, and contractors. Inquiries can be made by email, in person or by telephone requesting information on specific properties. Typical information provided is if the property is located in a flood zone, if yes then what flood zone, if the property is located in a CBRA zone, and historical flooding information about the site. Copies of elevation

certificates, if on file with the departments, may be requested. Stakeholders in the community such as realtors and insurance agents frequently contact the Dare County and Manteo Planning Department for information on flood hazards and historical flood determinations. With the adoption of the revised flood maps in June 2020, the Planning offices of both governments received many telephone and email inquiries about the new maps and individual property classifications. Staff in both agencies provided assistance to property owners on how to use the North Carolina (Flood Information Risk System) FRIS webpage.

2. Flood Protection Assistance and Flood Insurance Advice– Section 360 of the CRS manual provides credit to communities that offer flood protection information and advice. Staff members of the Town of Manteo and Dare County are available to discuss flood protection measures and provide other advice to residents and property owners. On-site meetings with property owners can be scheduled at which specific questions can be asked and advice offered to property owner on potential ways to mitigate flood damages. Such topics as flood insurance coverage limits; ways to lower your flood premiums: substantial damage/substantial improvement reviews are just a few of the topics that can be discussed.
3. Financial Assistance Advice – Staff members from Dare County and Manteo are available to discuss financial assistance programs offered by FEMA or ICC funding through flood insurance policies that may be used to mitigate flood losses. Pre-flood and post-flood assistance options may be reviewed with the staff and additional information from FEMA publications may be provided to property owners and residents as needed. Information on flood insurance can be discussed, especially substantial damage determinations, following a flooding event. Staff also can provide assistance to property owners with Increased Cost of Compliance (ICC) flood claims.
4. OBXfloodmaps.com – In 2017, a webpage for information on the new flood maps and other flood information was developed by Dare County in conjunction with the six towns in Dare County. Dare County staff updates the information as needed. The goal is to provide one central webpage for information for Dare County property owners to access to link to the NC Flood Risk Information Service (FRIS) website, public meeting information and video links.
5. Dare County Emergency Management – The Dare County Emergency Management department has a very robust webpage that is used to disseminate information about – hurricane readiness, weather and traffic reports, storm surge maps, and a wealth of other valuable information for residents, property owners, and visitors. This webpage is maintained and updated as needed depending on local conditions. Dare County also posts any specific event information on this site when storms or other situations occur that necessitate the release of timely information and utilizes a Twitter account and Facebook to disseminate information. The Dare County Emergency Manager also attends annual briefings of the international workers that visit Dare County each year.

Information on hurricane preparedness is provided to the workers. There are usually a series of these briefings held in the spring and summer of each year.

EXISTING OUTREACH ACTIVITIES

In addition to the items highlighted above, there are also many other existing outreach activities designed to increase awareness of flood hazard preparedness and other related issues as noted in the following table:

ORGANIZATION	PROJECT	SUBJECT MATTER	FREQUENCY
Town of Manteo Public Works Department	Ditch clean-up and maintenance	Ditch Maintenance	As needed
Dare County Soil and Water Conservation Office	5 th grade bookmark contest	Water quality protection	Annually in spring
	Promotion of LID and BMPs for stormwater	Stormwater mgmt. and wetland protection	Throughout year
	Participation at annual Earth Day events	Conservation of water and natural resources	Annually in April
Dare County and Manteo Planning Departments	Handouts in offices	Various flood-related topics	Year-round
	Elevation certificates	Flood hazard	Yea-round
	Map information service	Various flood related topics	Year-round
Outer Banks Surfrider Foundation	Beach Cleanup	Cleanup of area beaches of litter	Annually
Dare Emergency Management	Message Board signage along area highways	Hurricane preparedness, evacuation	As needed before, during, and after storm events
	Hurricane Awareness Week Proclamation	Hurricane preparedness	Annually at start of hurricane season
	Webpage, Twitter, and Facebook posting	Hurricane preparedness, storm surge, evacuation, and other safety tips	Year-round and as needed during storm events
	Posting of high water marks at various locations throughout county	Historical flood data	Year-round
Local Insurance Agents	Handouts on issue	Flood insurance	As needed
NC Division of Coastal Management	Coastal Zone Management Program	Permitting agency for activities in ocean and estuarine AECs	Year-round
NC Sea Grant Program	Brochures and workshops	Various flood-related issues	Year-round and as needed

MESSAGES and OUTCOMES

During the 2015 development of the PPI, several messages were identified for use in the outreach activities. The PPIC reviewed these messages in 2020 for relevancy. It was the consensus of the PPIC that the messaging remains valid and should continue to be used.

Messages are specific statements or directions that the community considers to be important topics for the target audiences. The Low Risk is NOT No Risk was noted during the discussion and the ability to use this slogan in many of the overall messaging, Six of these topics are determined by the CRS program and another three were selected by the PPIC that are more specific to unincorporated Dare County and Manteo as listed below:

1. Know your flood hazard (CRS)
2. Insure your property for your flood hazard (CRS)
3. Protect people from the hazard (CRS)
4. Protect your property from the hazard (CRS)
5. Build responsibly (CRS)
6. Protect natural floodplain functions (CRS)
7. Know your flood hazard before you buy (PPIC)
8. Hurricane preparedness (PPIC)
9. Educate property owners and contractors on stormwater management options (PPIC)

The PPIC discussed desired outcomes for each message. An outcome is what the PPIC would like to see happen in response to an outreach activity. Outcomes are not outputs but are desired changes in behavior by the target audience and how successful a particular outreach activity has been and if adjustments are needed to the outreach activity. For 2020, the desired outcome was for property owners to maintain flood insurance coverage with the new flood maps effective in mid-2020.

The use of direct mailings, especially with the Low Risk is NOT No Risk brochures, continues to be one identified method of message delivery. The OBxfloodmaps.com webpage will also be used to disseminate flood education materials. Collaborative efforts with local community groups such as the Outer Banks Homebuilders, the OB Association of Realtors and the other Dare County towns is another method that will be used to advocate for flood insurance and advise of flood risk mitigation work. The table in Appendix A is a comprehensive list of each target audience, the topic and message being delivered, the source of dissemination, the desired outcome, the responsible agency, and the assigned schedule. Some of the noteworthy outreach efforts are highlighted below:

1. Flood Response Packet -- A package of information for property owners who have suffered flooding damages will be prepared for dissemination after flooding events. The information will be given to affected property owners and to non-profit volunteer groups assisting with recovery efforts. This package of information will include information about safety practices, mold hazards, information on substantial damage determinations and ICC flood insurance brochures. This information will also be posted on the Dare County and Town of Manteo website after a flood event and provided to local news media for reporting.
2. Repetitive Loss Residents – a concentrated effort for residents in repetitive loss structures has also been identified as an outreach effort. This effort has been selected

based on the importance of educating property owners about repetitive flooding areas and mitigation steps that should be considered.

3. Development of OBXfloodmaps.com Website -- The nine topics outlined in the Messages and Outcomes section will be addressed on the webpage. Links to NC FRIS site and other relevant webpages will be available from this site. Videos of local community forums on flood insurance will also be posted on the webpage.
4. Expanded use of local government access channel. The local government channel, which is managed by the Dare County Government Access Committee provides programming of local government meetings and other public information.

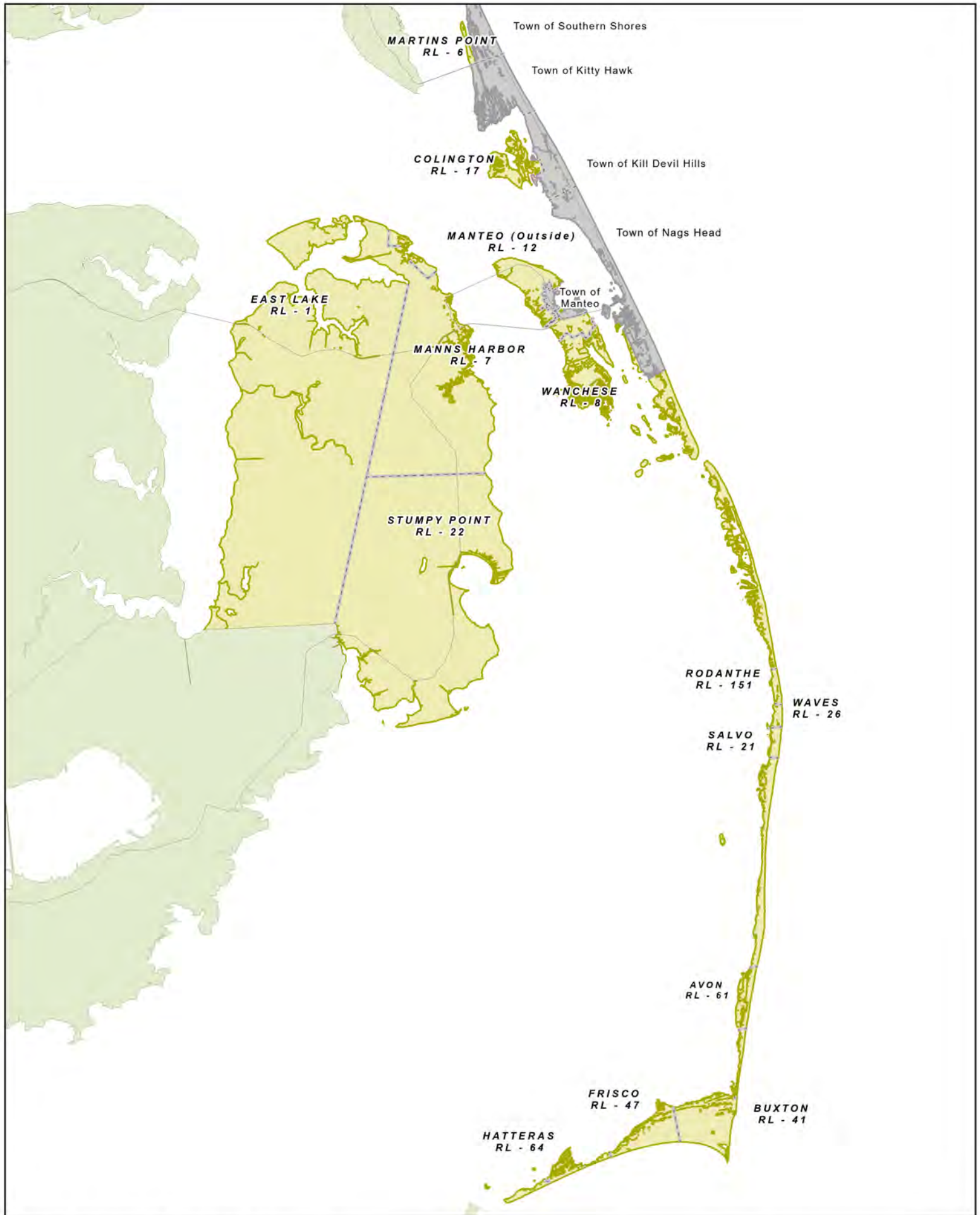
These outreach activities will be implemented by Dare County and The Town of Manteo. However, some of the outreach activities are more effective if delivered by stakeholders or others outside of the local government. For example, presentation of information by the insurance industry representative to a homeowners association is an alternative method of delivering information to property owners and residents than the use of direct mailings or website information. Certain stakeholders were identified during the PPI discussions and are listed in Appendix A with the appropriate target audience and message to be delivered.

PPI ADOPTION and ANNUAL EVALUATION

At the July 8,2020 meeting of the PPIC, the updated version of the PPI was presented by the planners to the PPIC. The PPIC reviewed the 2020 update and voted to recommend approval of the PPI to the elected boards of Dare County and the Town of Manteo.

Following adoption of the PPI update by the PPIC, the PPI update was presented to the Dare County Board of Commissioners by Donna Creef and to the Town of Manteo by Melissa Dickerson. A resolution for adoption of the updated PPI was presented. Copies of the approved resolutions with the approval date of each jurisdiction are included in the PPI update.

The PPIC will meet at least once a year to evaluate the plan and to make any changes to the outreach activities. A summary of the annual meeting will be prepared for CRS credit purposes and will be submitted to the consent agendas for the elected boards for Dare County and the Town of Manteo.



DARE COUNTY

Repetitive Losses by Village



APPENDIX A

TOPIC #1 KNOW YOUR FLOOD HAZARD MESSAGE A: Find out the flood hazard for the area where you live MESSAGE B: Low Risk is NOT No Risk MESSAGE C: Be aware -- Flooding can occur at any time of year.					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants	Increase in number of map information inquiries.	Map info service and financial assistance advice offered by local governments.	Dare and Manteo Planning	Continuous	Local homeowners associations
Prospective buyers	Increased awareness that flood can happen anywhere	Direct mailings on flood hazards and erosion hazards – (RL area residents, oceanfront property owners)	Public Relations	February –July 2020	Outer Banks Chamber of Commerce
Repetitive loss area residents	Increased awareness of all flood hazards and that flooding can occur at any time depending on wind conditions and rainfall event.	Presentations to civic and neighborhood groups		Year-round	Insurance and mortgage professionals
SFHA Residents		Govt TV programming and webpage on flood hazards and map information services offered by local governments.		Year-round	
Sh X/ X Zone Property Owners		Display NFIP brochures in County and Town offices; local libraries. local retailers and stakeholders offices.		Displayed year-round	
Oceanfront residents		Distribution of press packet of information for release to local media as needed depending on conditions and events.		Packet updated as needed annually	
Community Stakeholder Groups					
Community at large					

APPENDIX A

TOPIC #2 INSURE YOUR PROPERTY FOR YOUR FLOOD HAZARD MESSAGE A: Don't rely on your landlord to cover your losses --flood insurance for renters is available MESSAGE B: Low Risk is NOT No Risk					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants	Increase in number of tenant flood insurance policies	Presentations to civic and neighborhood groups	Dare and Manteo Planning	At various times during 2020.	Insurance representatives
Prospective buyers					
Repetitive loss area residents	With revised FIRMS effective, transition to preferred risk or X zone policy versus discontinuation of flood coverage.	Local government programming and webpage on flood insurance basics	Public Relations	Year-round	Outer Banks Chamber of Commerce
SFHA Residents					
Sh X/ X Zone Property Owners					
Oceanfront residents					
Community Stakeholder Groups	Maintain 12-31-2019 coverage percentages as documented in Flood Insurance Coverage portions of 2020 PPI update.	Distribute flood Insurance awareness and coverage improvement plan with specific emphasis on tenants in some of the materials		February-July 2020	Local homeowners associations
Community at large					
		Display NFIP brochures in County and Town offices; local libraries; local retailers and stakeholders offices		Displayed year-round	Manteo Merchant Association
		Update press packet as needed depending on conditions and events.		Updated as needed annually	
		Stakeholders meetings on flood insurance awareness, sponsor flood insurance seminars for insurance agents and other community officials		At various times during 2020	

APPENDIX A

TOPIC #3 PROTECT PEOPLE FROM THE HAZARD
MESSAGE A:—After a flood, follow proper safety precautions before using your food, water, wastewater system and utilities.
MESSAGE B: Prepare a response plan.

Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants	Public health measures will be publicized to ensure the community is aware of any health risks after an event.	Presentations to civic and neighborhood groups on preparedness activities.	Dare and Manteo Planning	Year-round	Property mgmt. agencies
Prospective buyers					
Repetitive loss area residents	Increased awareness of what families or others should do to prepare for emergency events.	Local Govt TV programming and webpage awareness and preparedness tasks.	Manteo Utilities Dept	Year-round	Local homeowners associations
SFHA Residents					
Sh X/ X Zone Property Owners					
Oceanfront residents					
Community Stakeholder Groups					
Community at large	Use of County’s mass messaging, webpage and other social media to disseminate information about safety measures and response plans.	Dare County Health Emergency Mgmt	Year-round	National Weather Service	
	Display NFIP brochures in County and Town offices; local libraries, local retailers and stakeholders offices.				
	Distribute LRNR brochure at community meetings and in direct mailing.				
		National Weather Service forums		Displayed year-round	
				February – November 2020	

APPENDIX A

TOPIC #4 PROTECT YOUR PROPERTY FROM THE HAZARD MESSAGE A: Don't walk or drive through flooded streets or flood waters MESSAGE B: Check your propane gas tanks MESSAGE C: Make an inventory of important documents and possessions					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants Prospective buyers Repetitive loss area residents SFHA Residents Sh X/ X Zone Property Owners Oceanfront residents Community Stakeholder Groups Community at large	Decrease in number of stranded vehicles during and after flood events Decrease in the number of propane tanks that float away during a flood. Awareness of need for inventory of possessions and documents.	Presentations to civic and neighborhood groups. Govt TV programming and webpage safety actions. Use of County webpage and other social media to disseminate preparedness and safety information. Display NFIP brochures in County and Town offices; local libraries, local retailers and stakeholders offices. Distribution of press packet of information for release to local media as needed depending on conditions and events. Direct mailing to local propane companies on proper anchoring methods.	Dare and Manteo Planning Emergency Mgmt Public Relations	Throughout year and more frequently during storm events Year-round Displayed year-round Updated as needed annually April 2020	OB Homebuilders Fire Marshal Insurance agents Real Estate Agencies

APPENDIX A

TOPIC #4 PROTECT YOUR PROPERTY FROM THE HAZARD
MESSAGE D : Mitigate when possible. Retrofit or elevate to reduce losses.
MESSAGE E: Keep your flood vents open. MESSAGE F: Low Risk is NOT No Risk

Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants Prospective buyers Repetitive loss area residents SFHA Residents Sh X/ X Zone Property Owners Oceanfront residents Community Stakeholder Groups Community at large	Increase in number of elevated structures or other mitigation actions to reduce flood losses. Increase in inquiries to staff about potential actions to mitigate future losses, such as flood vents, elevation of equipment.	Direct mailing about mitigation actions and property protection, LRNR brochures Presentations to civic and neighborhood groups on mitigation actions. Govt TV programming and webpage on mitigation techniques and importance of flood vents Display NFIP brochures in County and Town offices; local libraries, local retailers and stakeholders offices. Distribution of press packet of information for release to local media as needed depending on conditions and events. Pursue grant funding for FEMA mitigation funds to elevate structures.	Dare and Manteo Planning Public Relations Emergency Management	February – November 2020 Throughout year Year-round Displayed year-round Updated as needed annually Annually and following declared disasters	Outer Banks Homebuilders Association Local homeowners associations Real Estate agencies

APPENDIX A

TOPIC #5 BUILD RESPONSIBLY MESSAGE A: Get a permit before you build. MESSAGE C: Know the rules that apply to construction MESSAGE E: Low Risk is NOT No Risk						MESSAGE B: Building permits are needed for storm repair work. MESSAGE D: PAS – parking, access and storage					
Target Audiences		Outcome		Projects		Agencies Involved		Schedule		Stakeholders	
Prospective buyers		Increased awareness of need for repair permits		Adoption and enforcement of Local Elevation Standard in Shaded X and X zone areas.		Dare and Manteo Planning		May 2020		Outer Banks Homebuilders Associations	
Repetitive loss area residents		Increased number of permits issued after flood events		Distribute information flood response packet to disseminate after a flood event.		Public Relations		Throughout year		Local homeowners associations	
SFHA Residents		Decrease in conversion of enclosed areas for use as living area.		Presentations to civic and neighborhood groups on construction techniques				Throughout year		Real estate and property mgmt. firms.	
Sh X/ X Zone Property Owners				Govt TV programming and webpage on use of enclosed areas and other building issues.				Year-round			
Oceanfront residents				Use of County's webpage and other social media to disseminate information.				Year-round			
Community Stakeholder Groups				Use deed restrictions and acknowledgement forms to advise property owners on use of enclosed areas for parking, access and storage only.				As needed on individual projects throughout year.			
Community at large											

APPENDIX A

TOPIC #6 PROTECT NATURAL FLOODPLAIN FUNCTIONS MESSAGE A: Don't dump trash or storm debris in ditches and canals MESSAGE B: Only rain down the drain! MESSAGE C: Wetlands are important					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Prospective buyers	Increased awareness of importance of wetlands for water quality, fisheries development, and floodplain development.	Presentations to civic and neighborhood groups on natural functions of resources.	Planning	Throughout year	Soil and Water Conservation
SFHA Residents			Soil and Water Conservation	Year-round	Nature Conservancy
Sh X/ X Zone Property Owners		Govt TV programming and webpage on importance of protecting wetlands and dune systems.	Manteo Public Works		
Oceanfront residents		Use of County's webpage and other social media to disseminate information about not dumping in local ditches and other topic related issues.		Year-round	
Community at large				Awareness campaign at local schools on functions of wetlands and their role in the natural environment -- 5 th grade bookmark contest.	Spring 2020
	Apply for FMA grant funds for stormwater management plan	February 2020			

APPENDIX A

TOPIC #7 KNOW YOUR FLOOD HAZARD BEFORE YOU BUY					
MESSAGE A: Check Before You Buy MESSAGE B: Low Risk is NOT No Risk					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Prospective buyers Sh X/ X Zone Property Owners Community Stakeholder Groups	Increase in number of contacts to Planning offices about flood hazards from potential buyers With revised FIRMS effective, transition to preferred risk or X zone policy versus discontinuation of flood coverage. Maintain 12-31-2019 coverage percentages as documented in Flood Insurance Coverage portions of 2020 PPI update.	Govt TV programming and webpage. Use of County’s webpage and other social media to disseminate information about map information services offered by local government. Update and Implement Flood Insurance Awareness and Coverage Improvement Plan Distribute LRNR brochure about flood hazard for distribution at local realty firms.	Dare and Manteo Planning	Throughout year Year-round June 2020 May 2020 and as needed	Insurance representatives Outer Banks Association of Realtors

APPENDIX A

TOPIC #8 HURRICANE PREPAREDNESS AND RECOVERY
MESSAGE A: Join mass distribution lists of Dare County EM. Evacuate when advised to do so by officials and return when authorized to do so.
MESSAGE B: Stay home so officials can do their job to assess conditions.
MESSAGE C. Learn about storm surge and how it affects your neighborhood.
MESSAGE D: Make a checklist of pre-storm activities
MESSAGE E: Complete recovery efforts and debris removal as instructed by local officials.
MESSAGE F: Submit your re-entry applications early, not as storm approaches.

Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants	Awareness of evacuation orders if issued	Presentations to civic and neighborhood groups.	Emergency Management,	On -going and more frequently during storm events	Property management firms
Repetitive loss area residents	Awareness of re-entry orders when issued.	Govt TV programming on hurricane preparedness and recovery efforts,	Public Relations		Local homeowners and civic associations.
SFHA Residents					
Sh X/ X Zone Property Owners	Increased participation in EM mass notification system.	Use of County’s webpage and other social media to disseminate information on general topics and as needed during events		Year-round	National Weather Service
Oceanfront residents					
Community Stakeholder Groups	Non-resident property owner re-entry system implementation	Display NFIP brochures in govt offices; local libraries local retailers, and stakeholders offices.		Displayed year-round	
Community at large		Update press packet of information for release to local media and as needed depending on conditions and events.		Updated as needed annually	
		Link to National Hurricane Center on the Emergency Mgmt webpage about storm surge and its potential impacts.		Maintained year-round.	
		Collaborate with NWS on community forums.		Summer 2020	

APPENDIX A

TOPIC #9 EDUCATE PROPERTY OWNERS AND CONTRACTORS ON STORMWATER MANAGEMENT OPTIONS					
MESSAGE A: Low impact development (LID) techniques work					
Target Audiences	Outcome	Projects	Agencies Involved	Schedule	Stakeholders
Year-round tenants Prospective buyers Repetitive loss area residents SFHA Residents Sh X/ X Zone Property Owners Oceanfront residents Community Stakeholder Groups Community at large	Increased use of low impact development (LID) stormwater techniques	Distribute information on LID techniques for distribution and display in County/Manteo offices. Presentations to civic and neighborhood groups. Govt TV programming and webpage. Posting of LID information on County/Manteo webpage Submission of FMA grant application for funding to update stormwater plan for unincorporated Dare County.	Dare and Manteo Planning Soil and Water Conservation	Throughout year Throughout year Year-round February 2020	Soil and Water Nature Conservancy

A RESOLUTION ADOPTING THE 2020 UPDATE OF THE DARE COUNTY
PROGRAM FOR PUBLIC INFORMATION

WHEREAS, Dare County participates in the Community Rating System (CRS) program to ensure property owners in unincorporated Dare County qualify for discounted flood insurance premiums as a result of our participation; and

WHEREAS, the Community Rating System (CRS) program continued participation in the CRS program is of primary importance to Dare County and;

WHEREAS, the CRS manual outlines a process for the adoption of a Program for Public Information (PPI) which formalizes all outreach activities to be implemented in conjunction with the CRS program; and

WHEREAS, in 2015 Dare County and the Town of Manteo, in conjunction with a stakeholders committee, developed a Program for Public Information that identified goals, target audiences, and outreach activities to increase awareness of the importance of flood insurance, property protection measures, and hurricane preparedness; and

WHEREAS, the PPI also includes an assessment of flood insurance coverage, insurance coverage analysis, and coverage improvement strategies for credit under Section 370 of the CRS manual; and

WHEREAS, as part of the five-year CRS cycle review, the 2015 Program for Public Information must be reviewed and updated to ensure the goals, target audiences and outreach activities remain relevant; and

WHEREAS, the PPI stakeholder committee reviewed the final draft of the PPI update on July 8, 2020 and voted unanimously to adopt the update and recommended its adoption by the local elected boards of Dare County and the Town of Manteo.

NOW THEREFORE BE IT RESOLVED the Dare County Board of Commissioners does hereby adopt the 2020 Update of the Program for Public Information as presented on July 20, 2020.

BY: _____

DATE:

Robert L. Woodard, Chairman
Dare County Board of Commissioners

ATTEST: _____

(SEAL)

Cheryl Anby
Clerk to the Board



Dare County Code - Chapter 92 Emergency Management

Description

Chapter 92 is submitted in full to readopt with the following amendments:

1. Sec 92.05(B) reformatted and adding 1(e) the authority provided in NCGS 166A-19.31 concerning road and bridge closures and (B)(6) to add all authorities given in NCGS 166A.
2. Sec 92.05(C) modified language allowing mayor consent and to provide notice to NCDOT, WebEOC and post on website.
3. Sec 92.08(D) made plan effective upon approval.
4. Sec 92.08(F) to provide for coordination between local governments and other entities.

Board Action Requested

Adoption of Chapter 92 in full as amended

Item Presenter

Drew Pearson

CHAPTER 92: EMERGENCY MANAGEMENT

SECTION

- 92.01 Short title
- 92.02 Intent and purpose
- 92.03 Definitions
- 92.04 Powers and duties of county
- 92.05 Declaration of state of emergency
- 92.06 Emergency Management Department established; appointment of Director
- 92.07 Duties and responsibilities of Director
- 92.08 Emergency Management Plan
- 92.09 No governmental or private liability
- 92.10 Conflicting ordinances, orders, rules and regulations suspended
- 92.11 Applicability extensions
- 92.12 Effective date
- 92.99 Penalty

§ 92.01 SHORT TITLE.

This chapter shall be known and may be cited and referred to as the "Dare County Emergency Management Chapter."

§ 92.02 INTENT AND PURPOSE.

(A) It is the intent and purpose of this chapter to set forth the authority and responsibility of the county, its officers, departments, and employees in the prevention of, preparation and planning for, response to and recovery from natural or man-made emergencies including natural or man-made accidental, military, paramilitary, weather-related, or riot-related causes. It is further the intent and purpose of this chapter to establish an office that will insure the complete and efficient utilization of all of the county's resources to prepare and plan for, respond to, recover from, and mitigate against emergencies.

(B) This chapter shall not relieve any municipal or county department of the legal responsibilities or authority given to it in the Municipal or County Charter or by local ordinances, nor will it adversely affect the work of any volunteer agency organized for relief in emergencies.

(C) This chapter is adopted pursuant to G.S. § 166A-19.31. To the extent not specifically enumerated herein, all authorities and powers conferred on the county pursuant to G.S. Ch. 166A, and all similar provisions of state and federal law, are incorporated herein by reference.

§ 92.03 DEFINITIONS.

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

CHAIRMAN. The Chairman of the Dare County Board of Commissioners, the Chairman's designee, or, in the case of the absence or disability of the Chairman and the Chairman's designee, the person authorized to act in the Chairman's stead.

EMERGENCY. An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, or paramilitary cause, weather-related, or riot-related cause.

EMERGENCY AREA. The geographical area covered by a state of emergency.

EMERGENCY MANAGEMENT. Those measures taken by the public and governmental units operating within the county to minimize the adverse effect of any type of emergency, including the never-ending preparedness cycle of planning, prevention, mitigation, warning, movement, shelter, emergency assistance, response, and recovery. This term shall not, however, include any activity, maneuvers, operations, or exercises that are the primary responsibility of the military forces of the United States.

EMERGENCY MANAGEMENT PERSONNEL. All employees of the county and municipal governments within the county, their departments, boards, institutions, and councils, agents, representatives, contractors and subcontractors who are participating in emergency management activities. Where possible, duties assigned to municipal or county departments shall be the same as or similar to the normal duties of the department.

STATE OF EMERGENCY. The condition that exists whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, public safety authorities are unable to maintain public order or afford adequate protection for lives or property, and which constitutes a significant threat to public health, safety and welfare whether actual or imminent as authorized pursuant to G.S. § 166A-19.3(19).

VOLUNTEERS. All volunteer personnel and agencies offering emergency management service to, and accepted by municipalities and the county.

§ 92.04 POWERS AND DUTIES OF COUNTY.

(A) Pursuant to G.S § 166A-19.15, the county is responsible for emergency management within the geographical limits of the county. All emergency management efforts within the county, including activities of the municipalities within the county, shall be coordinated by the county.

(B) The county is authorized to take the following actions in furtherance of coordinating emergency management efforts:

(1) Establish and maintain an emergency management agency.

(2) Appoint a Director of the County Emergency Management Agency who will have the direct responsibility for the organization, administration, and operation of the county's Emergency Management Program.

(3) Appropriate and expend funds, execute contracts, enter into mutual aid agreements with other units of federal, state, and local government and other non-profit organizations and agencies, obtain and distribute equipment, materials, and supplies for emergency management purposes, and provide for the health and safety of persons and property, including emergency assistance.

(4) Develop, coordinate, and implement an emergency management plan consistent with policies and standards established by the state.

(5) Assign and make available resources for emergency management purposes for service within or outside of the geographical limits of the county.

(6) Delegate powers in a declared state of emergency to an appropriate official.

(7) Coordinate with municipalities within the county and other units of local, state, and federal government, and other non-profit, emergency management, and affected organizations in the development and implementation of an emergency management plan and response to disasters.

§ 92.05 DECLARATION OF STATE OF EMERGENCY.

(A) Pursuant to G.S. § 166A-19.22, a state of emergency shall be declared when it is determined that circumstances and conditions exist which create a real or imminent threat of a public crisis, disaster, rioting, catastrophe, or similar public emergency within the county in response to which public safety authorities are unable to maintain public order or afford adequate protection for lives and property and which pose significant threats to public health and safety.

(B) The Dare County Board of Commissioners hereby delegates to the Chairman of the Board of Commissioners, or the Chairman's designee, who shall also be a member of the Board of Commissioners, the authority to determine and declare the existence of a state of emergency within the county, to order the evacuation of some or all portions of the county, to authorize the reentry of persons into the county following evacuation, and to impose, during that state of emergency, prohibitions and restrictions deemed necessary to protect public health, safety and welfare and minimize damage to property: The type of prohibitions and restrictions authorized during a state of emergency include prohibition and restriction:

(1) Of movements of people in public places, including any of the following:

(a) Imposing a curfew.

(b) Directing and compelling the voluntary or mandatory evacuation of all or part of the population from any stricken or threatened area within the governing body's jurisdiction.

(c) Prescribing routes, modes of transportation, and destinations in connection with evacuation.

(d) Controlling ingress and egress of an emergency area, and the movement of persons within that area.

(e) Providing for the closure, within the emergency area of streets,

roads, highways, bridges, public vehicular areas, or other areas ordinarily used for vehicular travel, except to the movement of emergency responders and other persons necessary for recovery from the emergency. As authorized by G.S. 166A-19.31(b) (1) e. the Dare County Sheriff may exercise the authority granted by this subdivision during a declared state of emergency.

(2) Of the operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate;

(3) Upon the possession, transportation, sale, purchase, and consumption of alcoholic beverages;

(4) With the exception of lawfully possessed firearms (defined pursuant to G.S. § 166A-19.31(b)(4) as handguns, rifles, or shotguns), upon possession, storage, and use of dangerous weapons and substances, and combustible fuels;

(5) Upon other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency.

(6) Any and all prohibitions and restrictions authorized by G.S. § 166A-19.31.

(C) A state of emergency declared pursuant to this chapter, and all prohibitions and restrictions imposed as a result of the declaration, shall be established by written declaration duly executed by the Chairman or the Chairman's designee, and shall remain in effect until such time as the declaration is amended or rescinded in the same manner. The declaration shall include a listing of all restrictions and prohibitions imposed and, where applicable, the date and time on which such restrictions and prohibitions become effective. When a town's mayor consents to or requests the county state of emergency include his or her town as authorized by G.S 166A-19.22. (b) (2) & (3), it shall be stated in the county's declaration. Notice of the declaration will be provided to a North Carolina Department of Transportation representative as soon as practical when the closure of any streets, roads, highways, bridges, public vehicular areas, or other areas ordinarily used for vehicular travel is ordered. The signed declaration shall be posted conspicuously on the County website and will be submitted to the North Carolina Department of Public Safety WebEOC critical incident management system as required by G. S. 166A-19.31(d).

(D) At such time as a state of emergency is declared, the Dare County Emergency Management Plan, all standard operating procedures adopted pursuant to the Plan, and all applicable mutual aid agreements and other similar agreements and compacts shall be activated.

(E) Any declaration of a state of emergency, and all restrictions and prohibitions imposed as a result of the declaration, shall apply in all unincorporated areas of the county unless otherwise specified in the declaration.

**§ 92.06 EMERGENCY MANAGEMENT DEPARTMENT ESTABLISHED;
APPOINTMENT OF DIRECTOR.**

(A) The Dare County Emergency Management Department is hereby established, and shall serve as the coordinating agency for all activity in connection with emergency management within the county. The Department shall be the agency through which the Dare County Board of Commissioners exercises the authority and discharges the responsibilities vested in it during emergencies. The Department shall also be the coordinating agency for all activity connected with emergency management, including activities within municipalities.

(B) The Dare County Board of Commissioners shall appoint a Director of the Dare County Emergency Management Department who shall be a person well-versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of an emergency.

(C) The Director shall designate and appoint Deputy Directors to assume the duties of the Director during an emergency in the event of his or her absence or inability to fulfill these duties.

§ 92.07 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR.

The Director shall be responsible to the Dare County Board of Commissioners with regard to all phases of emergency management activity. The Director shall be responsible for the planning, coordination and operation of all emergency management activities in the county. The Director shall maintain liaison with state and federal authorities and the authorities of nearby political subdivisions to maximize effective operation of emergency management plans. The Director's duties shall include, but are not limited to, the following:

(A) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the county for emergency management purposes.

(B) Developing, coordinating and implementing a comprehensive Emergency Management Plan for the county, including plans for the immediate use of all facilities, equipment, manpower and other resources of the county for the purpose of minimizing or preventing damage to persons and property, and protecting and restoring to operational status those governmental services and public utilities necessary for the public health, safety, and welfare.

(C) Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or other property for emergency management purposes, and identifying suitable buildings as public shelters.

(D) Through public informational programs, educating the public as to actions necessary and required for the protection of their persons and property in case of an emergency.

(E) Conducting proactive public alerts to ensure the efficient operation of

emergency management personnel and procedures, and to familiarize residents and businesses with emergency management regulations, procedures and operations.

(F) Coordinating the activities of all other public and private agencies engaged in emergency management operations, including planning, organizing, staffing, equipping, training, testing, and activation of emergency management plans and programs.

(G) Developing and maintaining a system of damage assessment to determine the level of post-emergency damage to public and private property.

(H) Entering into mutual aid agreements with other units of federal, state, and local government, and other organizations as may be necessary, for the mutual sharing and coordination of resources needed to respond to and recover from a disaster.

(I) Coordinating the development of Standard Operating Procedures to provide for the implementation of the Emergency Management Plan.

§ 92.08 EMERGENCY MANAGEMENT PLAN.

(A) The Emergency Management Director shall develop a comprehensive Emergency Management Plan which shall be adopted and maintained by resolution of the Dare County Board of Commissioners. The Emergency Management Plan shall identify all possible threats of an emergency to the county, and proscribe procedures to respond to and mitigate the consequences of disasters. It is intended that the Emergency Management Plan be consistent with all applicable state and federal emergency management and incident response guidelines. It is further intended that the services, equipment, facilities, and personnel of all departments and agencies of county and municipal government be utilized to the fullest extent in the Plan. When approved, it shall be the duty of the Emergency Management Director to coordinate and maintain the Plan, and of all departments and agencies to perform the functions assigned under the Plan, and maintain their areas of responsibility in a current state of readiness at all times. All provisions of the Plan shall have the effect of law whenever a state of emergency has been declared.

(B) The Director shall prescribe in the Plan those positions within the emergency management organization, in addition to his or her own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the Director a current list of 3 persons as successors to his or her position. The list will be in order of succession and will nearly as possible designate persons best capable of carrying out of all assigned duties and functions.

(C) Each service chief and department head assigned responsibility in the Plan shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and, where needed, volunteers. Each chief shall formulate a Standard Operating Procedure to implement the specific plans for carrying out his or her assigned area of responsibility.

(D) Amendments to the Plan shall be submitted to the Director. If approved, the Director will then submit the amendments to the Dare County Board of Commissioners with his or her recommendation for their approval.

(E) When personnel requiring specialized competency or skill for an emergency function are not available within government, the Director is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also include the granting of authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of an emergency. Such services from persons outside of government may be accepted by local government on a volunteer basis. Such citizens shall be enrolled as Emergency Management volunteers.

(F) The Plan shall provide for the coordination between the County and the municipalities within the county, the National Park Service, the Dare County Sheriff, and others as may be needed, to make timely and coordinated decisions regarding the implementation of the Plan in response to actual or imminent emergencies.

§ 92.09 NO GOVERNMENTAL OR PRIVATE LIABILITY.

(A) This chapter is adopted by the County of Dare as an exercise of its police powers for the protection or the public peace, health, and safety as authorized by state and federal law, and all functions hereunder and all other activities relating to emergency management are hereby declared to be governmental functions. Neither the county, nor its agents, representatives, or any volunteer, emergency management personnel, individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents therefore acting in good faith and without gross negligence or willful misconduct while carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this chapter or any applicable provision of state and federal law, shall be liable for any injury or damage sustained to persons or property as the result of said activity.

(B) Any person, firm, or corporation, together with any successors in interest, if any, owning or legally controlling real or personal property who voluntarily or involuntarily, knowingly or unknowingly, with or without compensation grants a license, privilege, or otherwise permits or allows the county and its agents, representatives, contractors, and subcontractors the right to inspect, designate and use the whole or any part or parts of such real or personal property for the purpose, activities, or functions relating to emergency management as provided for in this chapter or within the North Carolina General Statutes shall not be civilly liable for the death of, or injury to, any persons, or the loss of or damage to the property of any persons where such death, injury, loss or damage resulted from, through or because of the use of the said real or personal property for any of the above purposes provided that the use of said property is subject to the order or control or pursuant to a request of Dare County, the State of North Carolina, or any political subdivision thereof.

§ 92.10 CONFLICTING ORDINANCES, ORDERS, RULES AND REGULATIONS SUSPENDED.

At all times when the orders, rules, and regulations made and promulgated pursuant to this chapter shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.

§ 92.11 APPLICABILITY EXTENSIONS.

The municipalities within Dare County may ratify this chapter and adopt it as their own, including all forms and conditions specified herein.

§ 92.12 EFFECTIVE DATE.

This chapter shall be effective on the date adopted by the Dare County Board of Commissioners.

§ 92.99 PENALTY.

Unless otherwise provided for by law, it shall be a Class 2 misdemeanor for any person to violate any of the provisions of this chapter, or any proclamations, provisions or any Emergency Management Plans, or provisions or any Standard Operating Procedures adopted or issued pursuant to the authority contained herein, or to willfully obstruct, hinder, or delay any member of the Emergency Management organization in the enforcement or the provisions of this chapter or any proclamations, provisions or any Emergency Management Plans, or provisions of any Standard Operating Procedures adopted or issued thereunder.



Emergency Operations Plan Update

Description

This is an update of the 2007 Plan. The document has been reformatted for better presentation and changes were made to align with current practices and lessons learned during past emergencies. Specific changes include removing all references to the Hatteras Island Support EOC, transitioning references to the Control Group to “Senior Leaders” who coordinate decision making efforts on pages 12-15, 30 & 47, and revisions to Annex G - Evacuation and Reentry (Pages 42-53) to update reentry priorities and add a section on “entry” when no evacuation has been ordered. In that section (page 52) specific wording on non-resident property owners during a pandemic was added. The majority of the document remains the same as the 2007 version.

Board Action Requested

Approval

Item Presenter

Drew Pearson



EMERGENCY OPERATIONS PLAN

DARE COUNTY EMERGENCY OPERATIONS PLAN

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Foreward

Prior to the onset of the Global Pandemic in March of 2020, the Emergency Management Department had undertaken a complete review of the “Emergency Management Program” using the 2016 Emergency Management Standard promulgated by the Emergency Management Accreditation Program (EMAP).

EMAP is the accreditation standard used to evaluate, enhance and accredit emergency management programs nationwide. North Carolina Emergency Management encourages the use of the EMAP standard and provides assistance under the Emergency Management Performance Grant program.

The pandemic brought the EMAP review to a halt. As a result, the 2007 version of the Emergency Operations Plan needed interim changes to address lesson learned during recent emergency response and recovery operations.

Approval

Submitted to Dare County Board of Commissioners on July 20, 2020 by:

Drew Pearson
Dare County Emergency Management Director

Approved by Dare County Board of Commissioners on July 20, 2020 by:

Robert Woodard
Chairman, Dare County Board of Commissioners

DARE COUNTY EMERGENCY OPERATIONS PLAN

Instructions for Use

It is intended that this plan, when implemented, be used by Dare County response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

BASIC PLAN: To be used by Dare County Emergency Response Organizations.

ANNEXES: Address the specific functions for use by the operational managers.

APPENDICES: Give support to operational annexes.

STANDARD OPERATING PROCEDURE (SOP): SOPs are not contained in this plan, but must be developed by each operational manager and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the emergency operations center to insure integration of services when two or more agencies work together.

Each annex to this plan contains a purpose statement for that area of response. All individuals with assigned responsibilities should be familiar with the entire plan; however, added emphasis must be given to those areas for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur but are not specifically addressed herein.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Plan Development and Maintenance

The Dare County Emergency Operations Plan (EOP) was developed to fulfill the requirement set forth in Chapter 92.08 of the Dare County Code for an Emergency Management Plan. The EOP was developed to address multiple hazards which threaten Dare County. Through the use of a functional format, the EOP encourages an Integrated Emergency Management System approach to disasters and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. This approach requires a system-wide integration of skills, people and resources as well as the utilization of a County Emergency Operations Center EOC. This plan also recognizes Incident Command as the appropriate management system to be applied to all Dare County emergency/disaster situations. An appropriate Incident Command structure should be implemented when emergency/disaster response is required.

This document presents a basic plan which serves as a summary document to numerous functional annexes. These annexes define who will do what, when and where emergency/disaster threatens. Supporting SOPs are necessary to address how each agency will perform its assigned duties during emergency/disaster situation. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergency/disaster; and significantly decreases vulnerability of the public and their property to hazardous threats.

This plan defines which agencies are responsible for fulfilling the legal responsibilities identified in North Carolina General Statutes Chapter 166A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness. All agencies tasked under this plan contributed to the development of this plan.

Since this plan was originally adopted in 2007, it has been utilized to guide emergency operations from response through recovery to include recent emergencies like Hurricane Dorian in 2019 and Global Pandemic in 2020. Maintenance of the Plan will be undertaken as the Emergency Management Department completes its ongoing program review using EMAP standards. Interim changes based on lessons learned will be entered once approved.

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Record of Changes

Purpose of Change	Date of Change	Pages Changes	Change Entered By

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Distribution List

Electronic version of this plan has been distributed to the following:

Chairman, Dare County Board of Commissioners
Mayor, Town of Southern Shores
Mayor, Town of Kitty Hawk
Mayor, Town of Kill Devil Hills
Mayor, Town of Nags Head
Mayor, Town of Manteo
Mayor, Town of Duck
Dare County Sheriff
Superintendent, Cape Hatteras National Seashore
Dare County Manager
Dare County Emergency Management
County Commissioner's Office and Town Halls
Dare County Water
Dare County Public Relations Officer
Dare County Social Services
Director Dare County Superintendent of Schools
Dare County Health Director
Dare County Planning
Director Dare County Finance Officer
Dare County Tax Supervisor
Dare County Fire Marshal
Dare County Emergency Medical Services Director
Dare County Public Works
Dare County Detention Center
Dare County Communications
Dare County Municipal Police Chiefs
N. C. Highway Patrol
American Red Cross
N.C. Division of Emergency Management
O.B. Repeater Association
Dominion Power
N. C. Department of Transportation
National Weather Service
U. S. Coast Guard
Cape Hatteras EMC

DARE COUNTY EMERGENCY OPERATIONS PLAN

Basic Plan – Part One: Overview

I. PURPOSE

This plan predetermines actions to be taken by governmental agencies and private organizations of Dare County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation.

1. Dare County is located in Northeastern Coastal North Carolina, Emergency Management Eastern Branch, and FEMA Region IV. It is bound on the East by the Atlantic Ocean, on the South by Hyde County, on the North by Currituck County, and on the West by Tyrrell County. The current population of the County and municipalities within the County is approximately 38,000. The anticipated population during peak tourist months is approximately 300,000+ people.

The unique geographical location, natural and historic attractions are the basis for a very large tourist population. Dare County includes within its boundaries: a large portion of the Cape Hatteras National Seashore including numerous historic sites, the Alligator River National Wildlife Refuge, 90 miles of oceanfront beaches, marinas and extensive boating traffic (commercial and pleasure), two military bombing ranges, U.S. Coast Guard facilities, several inhabited barrier and non-barrier islands which are connected to the mainland by bridges, three small non-controlled airports with limited private and commuter air traffic, and ferry service which connects the southern end of Hatteras Island to Ocracoke Island.

The major traffic arteries are: U.S. 158 which connects northern Dare County to Currituck County, U.S. 64/264 which connects Dare County with Hyde and Tyrrell Counties, and Hwy. 12 which connects southern Dare County with Ocracoke Island by means of Ferry Service, and Currituck Co. Outer Banks to northern Dare County.

2. The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards (natural, technological and national security) for Dare County are:
 - Hurricanes
 - Northeasters
 - Severe Thunderstorms

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- Tornadoes/Waterspouts
- Tidal Flooding/Over wash
- Severe Winter Storm
- Extreme Heat
- Hazardous Materials
- Oil Spills
- Large Structure Fire/Fire Storm
- Forest or Grassland Fire
- Landfill Fire
- Marina Fire
- Severe Bridge Damage
- Boating/Shipping Accident
- Airplane Crashes (Civilian/Military)
- Mass Casualty Accident
- Civil Disorder (Evacuation/Reentry)
- Public Health
- Vandalism/Sabotage/Terrorism
- National Security Emergency
- Tsunami

B. Assumptions

1. The occurrence of any one or more of the emergency/disaster events previously listed could impact Dare County severely, and include several of the following consequences:

- Loss of electrical power
- Failure of the water distribution system
- Severance of road/highway network
- Creation of a new inlet
- Necessity for mass care and feeding operations
- Evacuation of people from the county
- Need for debris clearance
- Multiple injuries and fatalities
- Drastic increase in media attention
- Damage to the communications network
- Damage to the telephone network
- Economic impact
- Increased number of vectors
- Need for official public information and rumor control
- Need for State or Federal assistance
- Need to evacuate county resources
- Re-entry of essential personnel and equipment
- Re-entry of the public

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- Damage to vital records
 - Need for damage assessment
 - Need for auxiliary power
 - Donated goods
 - Contamination of private wells
 - Over taxing local resources
 - Depth of staffing
 - Loss of facilities vital to maintaining essential services
 - Environmental impact/wildlife, natural resources
 - Management of reconstruction
 - Coordination of staged resources
 - Damage to historical sites
 - Isolation of population
 - Presidential Disaster Declaration
2. The occurrence of one or more than one of the previously listed hazards could result in a true catastrophic disaster situation which would grossly overwhelm local and state resources.
 3. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the County.
 4. Officials of the County are aware of the possible occurrence of an emergency or disaster and they have acknowledged their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

III. CONCEPT OF OPERATIONS

- A. As required by General Statute 166A, it is the responsibility of County government to organize and plan for the protection of life and property from the effects of emergencies.
- B. In multi-jurisdictional emergencies, actions will be coordinated by Senior Leaders, consisting of the Chair of the Dare County Board of Commissioner, the six Municipal Mayors, the Superintendent of the Cape Hatteras National Seashore, and the Dare County Sheriff.
- C. The County Emergency Operations Center (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from a number of local government, private sector and volunteer organizations, known as the Support Group. They provide information, data and

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recommendations to Senior Leaders. Another function of this Support Group is to implement decisions from Senior Leaders, County Manager, Emergency Management Director, Incident Commander, etc..

- D. When an emergency situation develops, the senior elected official or the designee of the jurisdiction may declare a State of Emergency (as defined in GS 14-288.1) exist within the jurisdiction (or part thereof) and begin implementing emergency procedures.
- E. Termination of a State of Emergency shall be declared by the authority of whom it was proclaimed.
- F. The County Manager and Emergency Management Director will coordinate and control County resources and coordinate with municipalities on needs or progress.
- G. Agency Standard Operating Procedures (SOPs) are essential in support of the plan.
- H. Emergency Information will be disseminated through media outlets by the Joint Information Section.
- I. Initially, emergency operations will be conducted utilizing local personnel, equipment, and facilities. Contact should be established with the N. C. Division of Emergency Management for sharing of information and the procurement and management of State and Federal resources should that become necessary.
- J. Coordination with adjoining counties is essential when events occur that may impact jurisdictions beyond Dare County.
- K. Planning and training are necessary and integral parts of emergency and disaster preparation and must be prerequisites to effective emergency operations.
- L. Lines of succession for all department/agency heads identified as having emergency responsibilities under this plan are shown in the appropriate standard operating procedures and in the Emergency Management Operations Directory.
- M. It is the responsibility of personnel activated to support emergency operations to ensure all documents be protected and preserved in accordance with existing laws, statutes, and ordinances.
- N. The County provides for the relocation of the governing body to the EOC during times of emergency if necessary. If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility.

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- O. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Dare County Emergency Management Director.

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Basic Plan – Part Two: Responsibilities

I. PURPOSE

This section tasks departments within local government with emergency functions in addition to their normal duties. Specific responsibilities are outlined below under the section entitled “Assignment of Responsibilities”. Responsibilities for certain organizations which are not a part of local government are also outlined.

II. ASSIGNMENT OF RESPONSIBILITIES

A. Senior Leaders

1. Senior Leaders are those individuals able to:
 - Declare a local state of emergency under N.C.G.S. 166A-19.22
 - Impose restrictions and prohibitions under N.C.G.S 166A-19.31
 - Utilize other authorities to protect public health and safety.
2. Senior Leaders with the authority to declare a state of emergency and impose restrictions and prohibitions in their jurisdiction, as provided by county/municipal code or ordinance, are the Chair of the Dare County Board of Commissioners and the six municipal Mayors or their designees.
3. The Superintendent of the Cape Hatteras National Seashore and the Dare County Sheriff have authorities outside of G.S. 166A that they can use independently to protect public health, safety and welfare where they have jurisdiction. Based on these authorities, the National Park Superintendent and Dare County Sheriff are key Senior Leaders who collaborate and coordinate actions the Chair of the Dare County Board of Commissioners and the six municipal Mayors.
4. When needed Senior Leaders and other key personnel will report to the Dare County EOC, either in person or virtually, to receive briefings from subject matter experts arranged by Emergency Management Director, allowing them to make timely and coordinated decisions regarding the implementation of this Plan in response to actual or imminent emergencies.
5. Senior Leaders are responsible for Direction and Control as outlined in Annex A Direction and Control.

B. Support Group

1. Members of the Support Group consist of:

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- Sheriff's Office
- Social Services
- Superintendent of Schools
- County Health Department
- County Tax Supervisor
- Finance Officer
- Communications Director
- Emergency Medical Services Director
- Public Information Officer
- Red Cross
- Outer Banks Repeater Group
- State Highway Patrol
- Dominion Power
- Cape Hatteras Electric Cooperative
- Tideland Electric Cooperative
- North Carolina Department of Transportation
- United States Coast Guard
- Public Works
- Water Department
- County Manager
- Fire Marshal
- Mental Health Director
- Planning Director
- Information Technology
- Tourist Bureau
- Chamber of Commerce
- Board of Realtors

2. The Support Group consists of representatives from predetermined governmental and volunteer agencies. All Support Group shall serve in the EOC either in person or virtually.
3. This group is tasked with the implementation of decisions made by Senior Leaders and others.
4. The County Manager and/or Emergency Management Director serves as Operations Officer for the Support Group.

A. Assignment of Individual Responsibilities

1. Chair, Dare County Board of Commissioners

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- a. Participate in collaborative discussion with other Senior Leaders and key personnel to make decisions to ensure public health and safety across Dare County.
 - b. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergency/disaster.
 - c. Declare a state of emergency at the County level and provide guidance and objectives for action by the Support Group including:
 1. Activation of the Dare County Emergency Operations Plan.
 2. Ordering an evacuation to include all or part of the county.
 3. Restricting the sale of alcohol and/or firearms.
 4. Ordering a curfew.
 5. Restricting entry to Dare County
 6. Initiating measures as necessary to provide for the protection of life and property.
 - d. Authorize requests for assistance from State government through the N.C. Division of Emergency Management.
 - e. Coordinate emergency response actions with the Chairman from adjoining jurisdictions.
 - f. Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission
2. Municipal Mayors
- a. Report to the Dare County Emergency Operations Center, either in person or virtually, to participate in collaborative discussion with other Senior Leaders and key personnel to make decisions to ensure public health and safety across Dare County.
 - b. Utilize and commit municipal personnel, facilities and equipment resources in support of countywide emergency/disaster response operations, wherever possible, not to conflict with town needs.

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- c. Inform respective Town Manager of the details decisions and authorize actions in support of emergency/disaster operations.
 - d. Assess needs of the municipalities and share information with other Senior Leaders.
3. Superintendent Cape Hatteras National Seashore
- a. Report to the Dare County Emergency Operations Center, either in person or virtually, to participate in collaborative discussion with other Senior Leaders and key personnel to make decisions to ensure public health and safety across Dare County.
 - b. Utilize National Park Service resources and personnel in cooperation with Dare County resources to support emergency/ disaster operations.
 - c. Provide for the priority clearance of runways at First Flight and Billy Mitchell air strips.
 - d. Assess needs of the Park and share information with other Senior Leaders.
4. Dare County Sheriff
- a. Report to the Dare County Emergency Operations Center, either in person or virtually, to participate in collaborative discussion with other Senior Leaders and key personnel to make decisions to ensure public health and safety across Dare County.
 - b. Plan for conducting traffic control and other law enforcement operations throughout the County during emergency/disaster.
 - c. Identify emergency law enforcement assistance needs and develop necessary mutual aid agreements to support those needs.
 - d. Provide security for the Emergency Operations Center and equipment, receiving and staging, shelter operations, as required.
 - e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
 - f. Assist with the dissemination of emergency public information to groups of citizens affected and/or isolated by the emergency event.

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- g. Develop and maintain standard operating procedures for law enforcement operations during emergency/disaster situations.

5. County Manager/Operations Officer

- a. During Emergencies serves as Operations Officer of the Support Group in the Emergency Operations Center.
- b. During emergencies ensure that all responding agencies of local government document all expenditures related to the emergency.
- c. Direct county agencies to develop and continually update emergency plans and standard operating procedures (SOPs) to respond to emergencies.
- d. Support the Emergency Management department in the development of periodic exercise and tests of the county emergency systems.
- e. Determine appropriate agency representation for the Dare County Emergency Operations Center
- f. Implement the County Emergency Plan by the authority of the County Chairman, and verify adherence to County personnel policy.
- g. Review and authorize the release of emergency public information statements by the Dare County Public Relations Officer.
- h. Coordinate emergency response actions with the County Manager from adjoining jurisdictions.
- i. Assess County needs/damages and share information with the Senior Leaders.

6. Emergency Management Director

- a. Perform assigned duties according to North Carolina General Statutes and local ordinances.
- b. Responsible for emergency planning in accordance with Federal and state guidelines.
- c. Coordinate emergency operations within the jurisdiction.

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- d. In cooperation with the Supervisor of the Dare County Communications, establish and equip the Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required.
- e. Develop and maintain a current warning and notification list of emergency operations center personnel.
- f. Provide programs to properly train the emergency management organization.
- g. Maintain current list of available resources.
- h. Coordinate exercises and tests of the emergency system within the jurisdiction.
- i. Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- j. Alert and activate, as required, the Emergency Management organization when informed of an emergency within the County.
- k. Coordinate the procurement of resources requested from municipalities within the County and direct aid to areas where needed.
- l. Submit necessary emergency information and reports to the proper agencies during emergency/disaster events.
- m. Assume the role of the Operations Officer in his absence or the absence of his designee.
- n. Maintain operational readiness with state office of Emergency Management.
- o. Serve as principal liaison and advisor for emergency operations to all Senior Leaders.
- p. Develop and maintain standard operating procedures for emergency management operations during emergency/disaster situations.
- q. Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- r. Maintain operational readiness of primary Emergency Operations Center.

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7. Deputy Emergency Management Director/Fire Marshal
 - a. Report to the EOC and supervise the emergency operating center administrative support staff.
 - b. Serve as liaison between the Dare County Fire Departments and the Emergency Operations Center during an emergency/disaster.
 - c. Assume the duties and responsibilities of the Emergency Management Director in their absence.
 - d. Provide for narrative and operational journals to be maintained during emergency/disaster.
 - e. Serve as the principal emergency management liaison and advisor to the Support Group.
 - f. Disseminate emergency information from the EOC to the Dare County Fire Departments during emergency/disaster.
 - g. Maintain status log of available firefighting resources during time of emergency/disaster.
 - h. Develop and maintain standard operating procedures for Fire Marshal's emergency operations during emergency/disaster.

8. State and Federal Representatives
 - a. The Area One Coordinator for the North Carolina Division of Emergency Management coordinates State Government resources response to Dare County emergency operations.
 - b. N.C. Highway Patrol provides a liaison to Dare County Emergency Operations Center during emergency/disaster activations.
 - c. N. C. Department of Transportation provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
 - d. The National Park Service provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
 - e. The U.S. Coast Guard provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

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9. Utility Representatives

- a. Dominion Energy provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- b. Cape Hatteras Electric Co-op provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- c. Tideland Electric Co-op provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- d. Communications service companies provide liaisons to the Dare County Emergency Operations Center during emergency/disaster activations.
- e. Dare County Water Department will provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

10. Public Relations Officer

- a. Maintain current inventories of public information resources to include: weather preparedness, family preparedness, and information as requested.
- b. Coordinates procedures for the conduct of movements/briefings of news media representatives during emergency/disasters.
- c. Develop and clear all media releases pertaining to emergency operations with the Operations Officer.
- d. Provide for rumor control and emergency instructions.
- e. Develop media advisories for the public.
- f. Provide emergency information materials for the public including non-English speaking groups.
- g. Function as a spokesperson for the county during emergencies.
- h. Develop and maintain standard Joint Information Section operating procedures for public relations operations during emergency/disaster operations.
- i. Provide liaison to the Dare County Emergency Operations Center during time of emergency activation.

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11. Emergency Medical Services Director

- a. Plan for coordination of ambulance activities throughout the County during emergency/disasters.
- b. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency/disaster events.
- c. Coordinate with Medical facility authorities on use of medical facilities within the County for mass casualty incidents.
- d. Coordinate with designated hospitals within Dare County service area for transport and receipt of casualties during emergency/disaster events.
- e. Establish and implement policy concerning the relocation of personnel and equipment during time of emergency/disaster.
- f. Coordinate with the Dare County Health Director and the Social Services Director to determine emergency transportation needs for special needs populations.
- g. Develop and maintain standard operating procedure for emergency medical service activities during emergency/disaster situations.

12. Social Services Director

- a. Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, and other volunteer organizations involved with shelter, feeding and clothing operations.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency procedures in conjunction with appropriate agencies.
- c. Coordinate with the Dare County EMS Director and the Health Director concerning special needs population. (See donate goods annex)
- d. Provide a liaison to Red Cross and the Salvation Army for the receipt, management and distribution of donated goods following an emergency/disaster event.

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- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Develop and maintain standard operating procedures for social services operations during emergency/disaster situations.

13. Communications Supervisor

- a. Establish and maintain communications network/procedures for two-way communications between the Dare County Emergency Operations Center, Dare County field emergency response resources, and the State Emergency Operations Center.
- b. Provide for the dissemination of warning information to emergency response personnel.
- c. Provide a liaison to the Dare County Emergency Operations Center during emergency activations.
- d. Develop and maintain standard operating procedures for communications center operations during emergency/disaster events.
- e. Coordinate with Emergency Management Director all communications.

14. Public Works Director

- a. Plan for emergency repair and restoration of County roads, vital facilities and utilities during and following emergency/disaster.
- b. Develop and maintain resource lists with source, location, and availability of equipment, fuel and operational personnel to support response/recovery operations.
- c. Provide a Dare County Debris Management Plan.
- d. Identify manpower and equipment needs and procurement of necessary special emergency equipment.
- e. Provide storage and access to fuel for emergency service vehicles during emergency/disasters.
- f. Maintain emergency power, water and sanitation resources at critical facilities in the County during emergency/disasters.

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- g. Provide a liaison to the Emergency Operations Center during emergency/disaster activations.
- h. Develop and maintain standard operating procedures for public works functions during emergency/disaster situations.

15. Health and Human Services Director

- a. Provide for health care at emergency facilities, including mass care facilities.
- b. Coordinate with State water supply authorities in the event of ground water contamination or water system failure to assure quality of emergency water supplies.
- c. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- d. Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- e. Coordinate with the EMS Director and the Social Services Director in the identification of special needs population.
- f. Develop and maintain a standard operating procedure for emergency public health operations during emergency/disaster situations.
- g. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
- h. Provide a liaison to the Dare County Emergency Operations Center during emergency activations.
- i. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
- j. Develop and maintain a list of medical/health care resources that may be utilized during emergency/disaster.

16. Finance Officer

- a. Develop financial accounting record procedures for agencies to report their emergency expenses.

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- b. Assist the Tax Officer with documentation of disaster damage to county owned facilities during emergency/disaster situations.
- c. Provide County budget information in support of a request for a Presidential Disaster Declaration.
- d. Develop and maintain standard operating procedures for county emergency financial record keeping during emergency/disaster situations.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Assist in the establishment and management of procedures for post-disaster donated funds.

17. Damage Assessment Officer/Tax Officer

- a. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
- b. Collect data and prepare damage assessment reports; forward to the North Carolina Division of Emergency Management through local Emergency Management Coordinator.
- c. Provide information to Public Information Officer regarding timely release of damage assessments.
- d. Develop and maintain standard operating procedures for county tax operations during emergency/disaster situations.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Co-ordinate mutual aid agreements with other municipalities to assist in damage assessment.

18. Superintendent of Schools

- a. Support transportation operations during evacuation and reentry.
- b. Provide support personnel, equipment and facilities as necessary (schools, lunch room personnel, bus drivers, etc.)

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- c. Develop and maintain standard operating procedures for the safety and protection of students, faculty, and other personnel during emergency/disaster situation.
- d. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- e. Develop and maintain a list of resources that may be used during emergency/disasters including recovery efforts.
- f. Planning Director
- g. Coordinate with municipal/state agencies in the development and maintenance of a reconstruction plan to be implemented following a major disaster.
- h. Identify the projected need for additional building inspectors following a major disaster and pursue agreements for obtaining certified personnel from other localities.
- i. Provide pertinent technical reconstruction information to the public information officer for dissemination to the public following a major disaster.
- j. Develop and maintain standard operating procedures for county reconstruction operations following a major disaster.

19. Airport Manager

- a. Provide support for aircraft operations during and following emergency/disaster event.
- b. Provide for the priority clearance of runways at the Dare County Regional Airport.
- c. Provide for extended hours of operations for airport facilities during emergency/disaster operations.
- d. Identify capabilities and limitations of the airport facility to support aviation operations during emergencies.
- e. Coordinate with the FAA regarding the need to restrict air space over the affected area.

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- f. Identify available space on the airport grounds that could be utilized for vehicular and commodity stockpiling.
- g. Coordinate with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.
- h. Coordinate with the National Park Service and the North Carolina Department of Transportation for the use of the two airstrips located at Kill Devil Hills and Frisco, if needed during an emergency/disaster situation.
- i. Develop and maintain standard operating procedures for airport operations during emergency/disaster situations.
- j. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

20. Amateur Radio Operator

- a. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- b. Transmit and receive emergency traffic as necessary during emergency/disaster events.
- c. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
- d. Maintain a message log for all emergency traffic.
- e. Coordinate with amateur radio operators in Dare County to establish and support post-disaster emergency communications.
- f. Develop and maintain a list of resources that may be used during emergency/disaster.
- g. Report communications transmissions to the Operations Center.

21. Information Technology Director

- a. Provide support personnel for technical assistance with computer equipment and information systems during emergency/disaster activations.

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- b. Provide for the protection of computerized vital records during emergency/disaster events.
- c. Cooperate with the Tax Director/Damage Assessment Officer in the gathering and documentation of damage assessment data following a major emergencies/disaster.
- d. Develop and maintain standard operating procedures for the management of county data processing during emergency/disaster situations.
- e. Coordinate with Emergency Management Director in the collection, review and update of hazardous material facility information available for emergency response.

22. American Red Cross, Salvation Army, VOAD Liaison

- a. Coordinate with the Director of Dare County Social Services and school personnel in providing shelter/mass care operations.
- b. Designate a coordinator and personnel to assist the Director of Social Services in the management of donated post disaster goods.
- c. Cooperate with all volunteer organizations active in disasters in the delivery of mass feeding operations.
- d. Coordinate post-disaster damage assessment information with the Dare County Tax Director/Damage Assessment Officer.
- e. Provide liaisons to the Dare County Emergency Operations Center during emergency/disaster activations.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Basic Plan – Part Three: Authorities

I. PURPOSE

This section provides legal references to support Dare County's actions in the event of an emergency/disaster occurrence.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Actions taken during emergency/disaster events require that legal guidelines are followed to assure protection of the general public and to maintain law and order in the County.
2. Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the County or portions thereof.
3. Mutual Aid agreements exist between some agencies within Dare County.

B. Assumptions

1. Some actions taken during emergency events will be unpopular with the general public.
2. Actions implemented will be based on the safety and welfare of the overall population, therefore being undesirable to specific groups.

III. CONCEPT OF OPERATIONS FOR AUTHORIZATION AND AUTHORITIES

A. Complete information pertaining to Authorization and Authorities will be maintained in the Dare County EOC or online to include:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- NCGS 166A - Emergency Management Act
- NCGS 14-288.1 Riots, Civil Disorders, and Emergencies
- NCGS 143.215.86(a) & NCGS 143.215.94U(a) Oil Spill Act
- PL 81-920 Civil Defense of 1960
- Dare County Code - Chapter 92

B. Agencies tasked with responsibilities under the Dare County Emergency Operations Plan will be responsible for providing copies of Mutual Aid Agreements to be kept on file in the Emergency Operations Center.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Annex A – Direction and Control

I. PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

- A. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures. Response forces in Dare County will utilize the Incident Command System (ICS).
- B. Many hazards threaten the County which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control Emergency Operations Center (EOC) function in order to conduct effective and efficient emergency operations.
- C. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the Dare County Emergency Management for action.
- D. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - 1. There exists an imminent threat to the public safety/health;
 - 2. Extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency/disaster situation.
 - 3. Local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency/disaster situation.
 - 4. The disaster affects multiple political jurisdictions within the County which are relying on the same emergency resources to resolve the emergency/disaster situation,
 - 5. Local emergency ordinances are implemented to control the emergency/disaster situation.

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- E. The County Emergency Operations Center serves as the central direction and control point for county-wide emergency response activities.
- F. The primary County Emergency Operations Center (EOC) is located at 370 Airport Road in Roanoke Island. The secondary EOC is located at the Dare County Detention Center on Driftwood Drive, Roanoke Island.
- G. The primary EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to their EOC in a timely fashion.
- H. Standard operating procedures have been developed to effectively direct and control disaster operations/recovery.
- I. Emergency operations and coordination at all levels of government will be carried out according to plans supporting standard operating procedures that Exist at those levels of government.

III. OPERATIONS DIRECTION AND CONTROL

A. General

1. The type and magnitude of any emergency event occurring in Dare County will dictate the need to activate the EOC.
2. The Dare County EOC may be activated by the Chair of the Dare County Board of Commissioners or their designee, the Operations Officer/County Manager, and the Emergency Management Director or the Assistant Emergency Management Director.
3. Notification of EOC personnel is the responsibility of the Emergency Management Director.
4. Operational readiness of the primary EOC is the responsibility of the Emergency Management Director.
5. Administrative decisions regarding food supplies and other incidental needs for the primary EOC during activations is the responsibility of the Emergency Management Director.
6. Whenever the Dare County EOC is activated or activation of the EOC appears to be imminent, the North Carolina Division of Emergency Management will be notified.

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7. Upon activation, the six mayors or their designees will serve as liaisons between the EOC and their municipalities.
8. Frequent staff reviews/briefings will be conducted.

B. Staffing

Personnel assigned to the Dare County EOC will operate in one of two functional sections as assigned.

1. Senior Leaders are responsible for:
 - a. Setting objectives, policies and strategies pertinent to the emergency/disaster situation.
 - b. Providing leadership and decision making for implementation by the Support Group.
 - c. In coordination with the Operations Officer, the Emergency Management Director, and the Public Information Officer, prepares statements for release to the general public.
 - d. Utilizing communications equipment available to Senior Leaders, the members will maintain a line of communications with their respective staff and other elected officials.
 - e. Upon activation, maintain a presence, in person or virtually in the Dare County EOC to carry out Senior Leaders responsibilities.
 - f. In cooperation with the Emergency Management Director and the Operations Officer, maintain an awareness of actions being taken in response to the emergency situation.
2. The Support Group, under the direction of the Operations Officer is Responsible for the direct supervision of on-scene operations including the allocation of resources. The Support Group consists of the following Sub-Groups (Emergency Support Functions):
 - a. Information/Notification and Warning: Operations Officer, Emergency Management, Public Information Officer, EBS/media, Fire Marshal and Management Information Systems. Group Leader: Operations Officer or designee.

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- b. Communications: Dare County Communications Amateur Radio. Group Leader: Supervisor, Dare County Communications.
- c. Traffic Control/Law Enforcement: Sheriff's Office, N.C. Highway Patrol, National Park Service, and N.C. Department of Transportation. Group Leader: Sheriff's Office.
- d. Fire/Search and Rescue: Fire Marshal, Emergency Medical Service, U.S. Coast Guard, National Park Service and Sheriff's Office. Group Leader: Fire Marshal.
- e. Shelter/Mass Care/Emergency Transportation: Department of Social Services, Health Department, Emergency Medical Service, Superintendent of Schools, and American Red Cross. Group Leader: Department of Social Services.
- f. Medical Emergency/Mass Casualty: Health Department, Emergency Medical Service, Fire Marshal, and Sheriff's Office. Group Leader: Emergency Medical Service.
- g. Utilities: Operations Officer, Public Works, Dominion Energy, and Dare County Water Department. Group Leader: Operations Chief.
- h. Damage Assessment/Recovery: Operations Officer, Tax Officer, Finance Officer, Emergency Management, Red Cross, and Management Information Systems. Group Leader: Operations Officer.
- i. Hazmat: Fire Marshal, Sheriff's Department, Emergency Medical Service, Emergency Management, U.S. Coast Guard, and National Park Service. Group Leader: Emergency Management.

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Annex B – Critical Facilities

I. PURPOSE

This section provides for the identification and management of critical facilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these facilities would be crucial to the immediate emergency response following a major emergency/disaster event, and others would be critical for long term recovery operations.
2. Several categories of critical facilities have been identified in Dare County to include:
 - Electric distribution system components
 - Health/Medical Facilities
 - Transportation Networks
 - Communications Network Components
 - Public Buildings
 - Emergency Services Facilities
 - Water Distribution/Drainage Facilities
 - Historic Structures
 - Landfill and Debris Sites
 - Public/Private Supply Centers
3. A list of public and private sector facilities that could be utilized during an emergency/disaster response is maintained by Emergency Management.
4. Dare County critical facility information is updated on a regular basis.

B. Assumptions

1. Identification of facilities will make it possible to predict the consequences of disaster, and to expedite the response of necessary resources from outside the area of impact.
2. Knowledge of critical facilities will reduce the dependence on “unwritten” and “assumed” information.
3. Knowledge of critical facilities will expedite damage assessment and loss estimation.

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4. The identification of critical facilities allows for the prioritization of post- disaster areas.

III. CRITICAL FACILITIES

- A. Information pertaining to critical facilities will be maintained in the Dare County computer systems, and accessible from the Dare County Emergency Operations Center.
- B. Continuous update of the critical facilities inventory will be maintained.
- C. critical facilities may serve as the basis for establishing mutual aid/statement of understanding with other governmental or non-governmental agencies.
- D. Knowledge of critical facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

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Annex C – Resource Management

I. PURPOSE

This annex provides for the identification and management of resources that may be utilized during emergency/disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event, and others may be critical for long term recovery operations.
2. Several categories of resources have been identified in Dare County to include:
 - Personnel
 - Equipment
 - Facilities
 - Information
 - Commodities
3. Dare County Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
4. Dare County's resource inventory is updated on a regular basis.

B. Assumptions

1. Following an emergency/disaster situation, the initial emergency response will be dependent upon local public and private resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency/disaster response.
3. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

III. RESOURCE MANAGEMENT OPERATIONS

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- A. Dare County Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
- B. Municipal Departments and Agencies outside county government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. The request for resources outside the municipality/county will go through Dare County Emergency Management to NC Division of Emergency Management.

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Annex D – Public Information, Notification and Warning

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a public information and warning system in the event of an emergency. Also provided are instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will initiate notification and warning of emergency services personnel. (The County Warning Point is Dare Central Communications).
2. Broadcast media will be relied upon to assist in the dissemination of warning to the general public and to advise on appropriate actions to be taken.
3. Telephone, two-way radio communications or pagers may be utilized to notify public officials, EOC staff, emergency personnel and others as required.
4. Emergency service vehicles equipped with public address systems may be used for warning the general public.
5. Special needs groups, persons in group quarters, or schools may require special warning and/or notification.
6. The capability exists to override the cable TV system to deliver emergency information to the public. Dare County Manager and Emergency Management Director must authorize the use of the system.
7. Under circumstances outlined in communications handbook, the on-duty communications supervisor may issue emergency public information using cable override system.
8. Emergency Management has the capability to utilize the Emergency Alert System to deliver emergency information to the public.
9. Dare County will receive extensive local, state, and national media coverage during emergency and disaster situations.
10. NOAA weather radio is utilized extensively by residents of Dare County, and provides another avenue for the delivery of emergency public information.

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11. The U.S. Coast Guard will deliver emergency information to marine traffic in the Dare County area.
12. Due to the large number of tourists in the Dare County area, all available methods of notification and warning must be utilized to assure delivery of emergency information to the public.

B. Assumptions

1. Use of all available forms of warning and notification will provide sufficient warning to the general public, tourists, and special needs population.
2. Assuming immediate evacuation actions are required, use of mobile public address systems and/or house-to-house alert warning may be necessary.
3. Some members of the general public may not choose to heed official warning of an emergency event, thus complicating the task of emergency service workers.
4. Special interest groups in the County may disagree with official public information.
5. Emergencies and disasters which impact Dare County may be of interest to media sources beyond the County and the State considering the large number of out-of-state Dare County property owners and the tourist population.
6. The public may accept rumors, hearsay and half-truth as valid information which may cause fear and confusion.
7. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster related instructions to the public.
8. Demand for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to question from the public.

III. PUBLIC INFORMATION/NOTIFICATION & WARNING OPERATIONS

- A. Dare County Manager; Emergency Management Director must authorize the use of the Cable TV Warning System.
- B. The Emergency Management Director must authorize the use of the Emergency Alert System (EAS).
- C. Emergency warning will originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

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1. Local radio stations.
2. NOAA Weather Radio (National Weather Service Office)
3. Sirens, horns, or mobile public address systems
4. Telephone
5. Spectrum Cable
6. Current TV
7. Newspapers/Social Media
 - a. Coastland Times
 - b. Virginia Pilot
 - c. OBX Today
 - d. Island Free Press
 - e. OBX Voice

D. Receipt and Dissemination of Warning

1. Dare County Central Communications serves as the Dare County Warning Point on a 24-hour a day basis.
2. The N.C. Highway Patrol serves as the State Warning Point and is located in the Raleigh Communications Center. NAWAS and NWS alerts are received by the State Warning Point.
3. Notification of governmental officials and emergency response personnel by the County Warning Point will follow established procedures.

E. Public Information Operations

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards, family preparedness, emergency management function, and necessary actions to be taken by the group.
2. During emergencies/disasters, Senior Leader and general information advisories will be prepared on a timely basis and released to the media. Dare County Public Information office is an official source of information.

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3. Actions will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.
4. The National Weather Service will issue weather watches or warnings directly to Dare Central Communications and to the media for public release.
5. Hard copy news releases will be disseminated to the media, to appropriate County and municipal officials, and to the Office of Emergency Management by fax from the EOC.
6. Local emergency response information will be transmitted via the Weather Channel by routing that information through the State EOC.
7. Dare County will practice an aggressive approach for the dissemination of information to motorists detained in traffic congested areas/control points.
8. Dare County will also practice an aggressive approach for the dissemination of information to isolated populations during and following emergency events.

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Annex E – Communications

I. PURPOSE

The annex describes the County's emergency communications system.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operate a Central Communications Center. This facility is necessary to provide for effective and efficient communications with emergency response personnel.
2. The County Communications Center operates as the County warning point.
3. The County Communications Center operates as an E-911 center.
4. Portable/hand-held radios are available for issue to key response agency personnel for supplemental emergency communications.
5. Auxiliary power is available to the Dare County Communications Center, and to the necessary tower facilities.
6. The Communications Center facility is designed as secure facilities.
7. The Dare County emergency communications network is heavily dependent on the commercial telephone network.

B. Assumptions

1. Emergency and disaster occurrences could have a detrimental effect on the Dare County emergency communications network.
2. The commercial telephone system serving Dare County is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
3. Commercial electric power may be shut off during significant emergencies affecting Dare County, necessitating the use of auxiliary power.
4. It is possible for communities within the County to be isolated from communications for extended periods of time.

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5. Loss of Dare Central's repeater system would hamper or possibly eliminate the ability to page, alert, or communicate with emergency services personnel throughout the County.
6. The ability to repair damage to the County emergency communications system is contingent upon the availability of private commercial repair technicians.
7. State assistance may be needed to procure supplemental communications equipment or to locate available repair technicians following a major disaster.
8. The County Communications Center is often the first point of contact for the general public during emergencies.

III. COMMUNICATIONS OPERATIONS

A. General

1. The County Emergency Communications Center is operated 24 hours a day and serves as the Dare County Warning Point.
2. Emergency communications standard operating procedures will be implemented. Backup capabilities will be activated as necessary.
3. The County Communications Center is co-located with the County EOC.
4. Field emergency service personnel utilize the County emergency communications network to communicate with the EOC.
5. When emergency events occur, the Communications Center should verify that the Emergency Management Director has been notified.

B. Specific

1. Telephone Service
 - a. Commercial telephone service in the County is provided by CenturyLink, Spectrum Cable and cellular phone systems.
 - b. The CenturyLink will be provided a restoration priority list for telephone service prior to and/or following a major disaster.
 - c. Cellular phones will be used as a back-up means of communications in the EOC if necessary.

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- d. During emergencies, personnel will staff information telephone lines in the EOC to respond to questions from the general public.

2. Two-way Radio Systems

- a. The County's Central Communications System is designed as a principal system to be used for direction and control activities. Principle users of the system include:

- Law Enforcement
- Emergency Management
- Fire/Rescue
- Emergency Medical Service
- Public Works
- Lifeguard Services
- Medical Facilities
- Dare Med-Flight
- National Park Service
- N.C. Highway Patrol

- b. Additional two-way radio communications capabilities existing in the EOC are:

- U.S. Coast Guard
- Amateur Radio Emergency Service
- N.C. Emergency Management

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Annex F – Traffic Control/Law Enforcement

I. PURPOSE

This annex provides for security, maintenance of law and order, and traffic control.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Law Enforcement in Dare County is provided by the Dare County Sheriff's and six municipal police departments.
2. State Law Enforcement agencies that operate within Dare County's borders are the N.C. Highway Patrol, NC. Division of Marine Fisheries, N.C. Wildlife Commission, Alcohol Law Enforcement, and State Bureau of Investigation.
3. Federal Law Enforcement agencies that operate within the borders of Dare County are the National Park Service, U.S. Fish and Wildlife, and the U.S. Coast Guard.
4. A spirit of cooperation exist between the local, State, and Federal Law Enforcement agencies that operate within Dare County, and Federal and State agencies routinely cooperate with local Law Enforcement operations during emergency events.
5. When N.C. Highway Patrol personnel are requested to support Dare County traffic control, a ranking officer from the Patrol will be present in the Dare County EOC to coordinate N.C. Highway Patrol operations.
6. Pre-determined traffic control points have been identified by the State Highway Patrol, Dare County Sheriff, and Town Police to facilitate management of traffic flow when evacuation is required.

B. Assumptions

1. Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are exceeded, support may be obtained from state and federal law enforcement agencies.
2. An evacuation from Ocracoke or Corolla could significantly affect Dare County Law Enforcement/Traffic Control operations.

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3. During evacuations, accidents or mechanical failure could significantly affect the evacuating traffic flow.
4. Significant numbers of the tourist population will not be familiar with Dare County evacuation procedures or evacuation routes.
5. There will be adequate numbers of law enforcement personnel in the Dare County area during an emergency event to provide for security.
6. Following an emergency event, it may be necessary to augment local law enforcement personnel with out of County resources for security and traffic control.

III. TRAFFIC CONTROL/LAW ENFORCEMENT OPERATIONS

- A. Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement officers in Dare County will assist with the dissemination of emergency information to isolated populations and to motorists stranded in traffic congestion during emergencies.
- C. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.
- D. Law enforcement agencies will have primary responsibility for traffic control and security in and near an evacuated area and in other areas of emergency operations. Law enforcement agencies may be called upon to assist with warning the public.
- E. The Dare County Sheriff's Office will be the coordinating agency for law enforcement operations in Dare County during multi-jurisdictional emergency events.
- F. Law enforcement officers in the field will observe and report emergency activity to the Dare County EOC.
- G. Law enforcement officers will enforce the provisions outlined in the County Proclamation of State of Emergency.
- H. Request for additional outside law enforcement assistance will be made by the senior law enforcement officer to the Emergency Management Director.

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Annex G – Evacuation and Reentry/Entry

I. PURPOSE

This annex provides for coordinated evacuation and reentry of the county when necessary during emergencies. It also provides managing entry when evacuations are not ordered and restrictions and prohibitions are used to control entry into an emergency area.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas, and population in the county most vulnerable to these threats.
2. Efforts are being made to identify special evacuation problems.
3. There are two highway routes allowing evacuation from Dare County to inland counties. Highways 158 and 64. Use of either of these two routes necessitates crossing two lane bridges.
4. Due to the geographical nature of Dare County, (land masses joined by bridges), combined with the forces of wind and water, there is significant potential for large populations of people to become isolated.
5. Evacuation and reentry routes through adjacent counties are also prone to flooding.
6. A comprehensive hurricane evacuation study was completed to determine traffic evacuation clearance times.
7. Dare County emergency service personnel have participated in several emergency evacuations in recent years, thus gaining valuable experience in evacuation and reentry procedures.
8. There are no Red Cross hurricane approved shelters in Dare County, thus necessitating evacuation from the County during hurricane threats.
9. Evacuation from Ocracoke or the Currituck beaches necessitates travel through Dare County.
10. There is no commercial public transportation serving Dare County.

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11. Damage to Highway 12 may require residents of Dare County to evacuate or reenter through Ocracoke or Rodanthe on scheduled or emergency ferry service provided by NCDOT.
12. Hurricane evacuation route signs have been placed along the two evacuation routes from Dare County.

B. Assumptions

1. Emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous material incident, major fire, or other incident. Large-scale evacuation may be needed in the event of an impending hurricane.
2. Sufficient warning time will normally be available to evacuate the threatened population.
3. Traffic control resources must be in place prior to the public release of an evacuation order.
4. Evacuation and reentry information will be made available to the public by all available means.
5. If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warning,
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
9. Debris or damage to the roadway could hamper reentry.
10. Effective evacuation should be completed during daylight hours.
11. A delayed evacuation order could endanger lives and result in civil disorder,
12. Evacuation from Dare County will affect adjacent counties as well as counties further inland.

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13. The use of the Dare County reentry permit procedure will facilitate an orderly reentry into previously evacuated areas.
14. Stranded motorists could present significant problems during an evacuation situation.

III. CONCEPT OF OPERATIONS FOR EVACUATION

A. General

1. The responsibility for ordering evacuations rest with Senior Leaders. To ensure consistent and effective actions, Senior Leaders collaborate to implement evacuation decisions. Each Senior Leader makes decisions within their jurisdiction. If a single municipality is to be evacuated, the mayor will issue the order. If only a portion of unincorporated Dare is to be evacuated, the Chair of the Board of Commissioners will issue the order. When evacuation involves more than one jurisdiction, Senior Leaders work collectively often with municipal Mayors consenting to be included in a single County wide order issued by the Chair of the Dare County Board of Commissioners.
2. Public information concerning evacuation or reentry orders will be released through all available media.
3. The incident commander at the scene of an isolated emergency in Dare County has the authority to order an evacuation.
4. Regional coordination of traffic control, shelter/mass care and public information will enhance the total evacuation and reentry process.
5. Law Enforcement will implement traffic control for evacuation and for reentry.

B. Specific

1. Movement Control and Guidance
 - (a) Traffic control points to support a county-wide evacuation have been predetermined.
 - (b) The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
 - (c) Access to Dare County will be denied to non-essential personnel once an evacuation order has been issued.

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- (d) Rest areas and comfort stations are located along evacuation routes, outside of Dare County.
- (e) Vehicles experiencing mechanical problems during the evacuation will be moved off the roads by wrecker services.

2. Staging Areas, Pick-up Points and Routes

- (a) Stranded motorists will be assisted by law enforcement officers.
- (b) The Dare County Airport is designated as the primary staging area.
- (c) The Fire Stations located within the County have been pre-designated staging areas and as mobilization points to organize the emergency response from personnel and equipment entering from areas outside the County.

3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)

- (a) Institutions within the County must develop procedures for evacuation.
- (b) Schools will develop evacuation procedures. Pre-designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and 'walk-away' evacuations. Parents will be advised of the location of reception centers.
- (c) Dare County Communications, local fire departments, Social Services and the Red Cross will identify special needs populations.

IV. CONCEPT OF OPERATIONS FOR RE-ENTRY/ENTRY

A. POLICY

Following a disaster, when evacuation of Dare County has occurred, road blocks (control points) will be established restricting reentry into Dare County until such time as it has been determined by Senior Leaders, that it is safe to do so. The essential criteria for safety in allowing reentry are:

1. The provision of minimum access on primary roads.

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2. Reestablishment of emergency services (police, fire, rescue, and medical facilities).
3. Removing of utility hazards.

B. ASSUMPTIONS

That a disaster of significant proportions has affected all or portions of Dare County that would initiate evacuation.

1. That damage is such that food, water, and shelter are not immediately available.
2. That damage is such that debris will restrict movement along primary road systems.
3. That damage is such that electrical power will not be available.
4. That damage is such that local emergency and public communications will not be available or significantly reduced.
5. That damage is such that health services, medical facilities and medical transport will not be available.
6. That law enforcement, fire, and rescue service will be greatly hampered.

C. OBJECTIVES

1. The primary objectives of post-storm reentry management is to identify immediate needs of disaster areas and once identified, provide a systematic return to Dare County of human and material resources that will prevent loss of life and stabilize infrastructure so as to start an emergency assessment/recovery process.
2. The secondary objective of post-storm reentry management is to provide a network of management systems with the ability to control and coordinate emergency operations within municipal and county jurisdictions and with other assisting agencies, both within and outside the county.

D. REENTRY PROCEDURE

During a State of Emergency that requires a mandatory evacuation to ensure public safety, Dare County officials will determine when it is safe to return. A staged reentry process is used to facilitate a safe and orderly return allowing the recovery process to begin.

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1. REENTRY STAGES

(a) Priority One: Essential Personnel.

- Essential personnel include essential utilities personnel, government personnel, medical personnel, and damage assessment personnel. Essential personnel will be allowed entry with a reentry permit and matching government-issued identification.

(b) Priority Two: Permanent Residents & Essential Personnel for Critical Businesses.

- Permanent Residents will be allowed reentry with a valid NC driver's license or government-issued identification card with a local address. To expedite movement through traffic control points residents can also display a reentry permit.
- Non-resident essential personnel of critical businesses such as grocery stores, food distributor, pharmacies, banks, gas stations, property management, building supply and hotels will be permitted reentry with a reentry permit and matching current government-issued ID.

(c) Priority Three: Non-Resident Property Owners and Non-Resident Employees of Non-Critical Businesses

- Non-resident property owners will also be allowed reentry with a current tax bill or parcel data sheet with matching current government-issued id or a reentry permit with matching current government-issued identification.
Non-resident employees of non-critical businesses will be allowed entry with a reentry permit with matching current government issued identification.

(d) Priority Four: General Public and Visitors

- No reentry permit is needed for Priority Four.

2. REENTRY TIMELINE AND FACTORS

- ### (a) Upon cancellation of all hurricane warnings and watches which include Dare County and when no major damage has been experienced, Senior Leaders will evaluate conditions and authorize reentry to evacuated areas.

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- Mayors will receive assessment from their respective municipal operations centers to determine extent of damage.
 - Department of Transportation officials will assure that primary roads are open and bridges are without damage.
 - If no significant damage to Dare County is sustained then unrestricted re-entry may be allowed.
 - Senior Leaders may rescind access at any time upon receiving notice of possible life/safety problems.
 - Public Information announcements will be released by the Joint Information Section as decisions are made.
- (b) Upon cancellation of all hurricane watches and warnings which include Dare County and when significant damage has been noted to affect only unincorporated portions of the county or one municipality, the Senior Leader with responsibility for that area will assume responsibility of that area.
- Restricted reentry to the damaged area will be at the discretion of the controlling authority.
 - Public Information announcements may be made by the municipality or the Joint Information Section as decisions are made.
 - All requests for assistance beyond the capabilities of the municipality should be set to the Dare County Emergency Management Director.
 - Reentry may be staged using priorities outlined above on a schedule set by Senior Leader as the area is deemed safe.
- (c) Upon cancellation of all hurricane watches and warnings which include Dare County and when significant damage to more than one municipality has occurred, then decisions on reentry will be made collectively by Senior Leaders.
- Damage to more than one municipality may greatly affect reentry into surrounding municipalities or unincorporated Dare County.
 - Collective decisions by Senior Leaders will be necessary to control/assist needs of affected area.

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- Public Information announcements will be released by the Joint Information Section as decisions are made. This will keep recovery crews, residents and the public informed as to the progress of debris clearance and projected times for phased reentry.
- Reentry will be staged using priorities outlined above on a schedule set by Senior Leaders as areas are deemed safe.

E. ENTRY PROCEDURE

During a State of Emergency that does not require a mandatory evacuation but does require access restrictions to ensure public health and safety, Senior Leaders will manage entry using the same priorities as outlined above for reentry with the following exception:

1. During “public health emergencies,” as defined below, the County will classify and treat non-resident property owners (e.g., persons who own property in Dare County but do not live full-time in Dare County) in a manner identical to persons who live year-round in and are permanent residents of Dare County.
 - a. A “public health emergency” is a condition that requires the Governor of North Carolina to declare a state of public health emergency and is defined as “an occurrence or imminent threat of an illness or health condition, caused by bio-terrorism, epidemic or pandemic disease, or (a) novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents or permanent or long-term disability.” This definition is consistent with the definition listed in 2001 by the World Health Organization and U.S. Centers for Disease Control.
 - b. A “non-resident property owner” includes, in addition to the non-resident property owner, the families of the same, which shall mean spouses, parents, children, brothers, sisters, grandparents, or grandchildren (including step-, half-, and in-law relationships) of non-resident property owners.

F. ACCESS CONTROL DURING REENTRY AND ENTRY OPERATIONS

Access will be jointly controlled/enforced by the North Carolina Highway Patrol, municipal law enforcement agencies, National Park Service and Sheriff’s Department with the Sheriff being the lead law enforcement officer.

Permits that identify individuals and their entry priority are issued by Dare County Emergency Management and will be used to manage entry into Dare County. Permits

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issued by Currituck and Hyde County will be used to manage access through Dare County to the Currituck Outer Banks and Ocracoke Island.

1. Entry to emergency areas in Dare County will be controlled by barricading roads and establishing access control points.
2. Water access control points may be established at ferry landings and other locations as needed.
3. Air access control points may be established as needed at airports in Dare County.

Notification of restricted entry to Dare County will be provided as follows:

1. All local radio stations to broadcast restricted entry as soon as information is available.
2. All news media notified of restricted entry as soon as information is available.
3. Automated signs positioned at key routes visitors may transit, NC Department of Transportation in cooperation with the NCDOT Emergency Operations Center.
4. The Dare County Alert and Notification system will be used to notify users.
5. Social media will be used to notify the public.

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Annex H – Emergency Medical Services

I. PURPOSE

This annex provides for Emergency Medical Care and provisions for medical services during natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operates the following health and medical facilities and services:
 - Dare County Emergency Medical Services
 - Dare County Med Flight (medical evacuation helicopter)
2. There are private medical/health care facilities being operated in Dare County.
3. Eight Emergency Medical Stations are located strategically throughout Dare County.
4. In addition to Dare Med Flight, Dare County is served by Nightingale (Norfolk) and East-Care (Greenville) air ambulance services.
5. One nursing home is located in the Town of Nags Head.
6. One hospital is located in Dare County (Nags Head). The nearest hospital facility is located in Elizabeth City, 43 miles from Dare County's northern boundary. The nearest trauma center is at Norfolk General Hospital.
7. A mass casualty event has the potential to overwhelm the limited existing emergency medical resources in Dare County.
8. The seasonal population impacts significantly upon the Dare County EMS response capabilities.

B. Assumptions

1. A large-scale emergency will result in increased demands on EMS, Health and medical personnel.
2. Many of the injured will be transported to medical facilities by persons other than medical personnel.

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3. Disruption of the communications system will impede the delivery of emergency medical service.
4. When local resources can no longer meet the demands of the situation, state agencies will be contracted through the Division of Emergency Management to provide additional resources.
5. Catastrophic disasters may affect large areas of the County, surrounding counties, and medical resources may be damaged, destroyed, or unavailable.
6. Following a disaster affecting Dare County, field emergency medical facilities may have to be established.

III. OPERATION FOR MEDICAL SERVICES

- A. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
- B. EMS capabilities will be expanded by volunteer personnel serving the respective response area.
- C. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
- D. When necessary an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the County Communications Center or EOC.
- E. The primary function of Dare Med Flight (medical evacuation helicopter) is the transport of patients; it may also be used for other emergency operations.
- F. Coast Guard, NCNG, and other military and state operated helicopters could be utilized for patient evacuation.

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Annex I – Fire and Rescue

I. PURPOSE

The annex provides for the coordination of fire and rescue activities to ensure the safety of life and property within Dare County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County has fifteen fire departments, five of which are located in the municipalities and the remaining ten are located in unincorporated villages.
2. A majority of Dare County firefighters are volunteers.
3. Special fire/rescue resources exist including ocean rescue, aerial trucks, heavy/light rescue units, and mobile cascade air systems.
4. The N.C. Division of Forest Resources has equipment in Dare County for firefighting, located at the Dare County Regional Airport.
5. The U.S. Fish and Wildlife Service has equipment in Dare County for firefighting on the Alligator River National Wildlife Refuge.
6. Limited U.S. Coast Guard capability exists in Dare County to fight fires aboard watercraft.
7. A Hazardous Materials Response Unit is located in Williamston, N.C. available through the N.C. Division of Emergency Management.
8. Mutual aid agreements for support exist among fire departments within Dare County.

B. Assumptions

1. Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
2. When additional support is required, assistance can be obtained from state and federal agencies.
3. Incident Command will be implemented at the scene of every fire/rescue event occurring in Dare County.

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4. The Fire Marshal is the liaison between Dare County Fire Departments and Dare County local government and will reside in the EOC during activation.

III. OPERATION FOR FIRE AND RESCUE

- A. During emergencies, the fire and rescue service must be prepared to support each other utilizing available expertise, equipment, manpower and the automatic mutual aid system.
- B. Each incident which necessitates response by a number of emergency services (e.g. fire, rescue, law enforcement, etc), will be coordinated by an incident commander, established early in the event.
- C. If fire or threat of fire is involved, the fire chief of the district or his designated representative is the incident commander.
- D. Under authority of the North Carolina Hazardous Materials Right-to-Know Law and the Federal Emergency Planning and Community Right-to-Know (EPCRA), Fire Chiefs will survey facilities within their jurisdiction to identify types and volume of hazardous materials located within the jurisdiction. They should consider this information when developing response plans for hazardous materials accidents within their district. Coordination of facility emergency response plans with the local Emergency Operations Plan will be included in fire service planning.

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Annex J – Public Health Services

I. PURPOSE

The purpose of this annex is to provide for the public health services in Dare County during emergency/disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operates the following health and medical facilities and services:
 - Dare County Health Department
 - Dare County Environmental Health
2. The Dare County Health Department operates two facilities, the main office in Manteo and a satellite facility on Hatteras Island.
3. A large portion of the Dare County population is dependent upon private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when they occur.

B. Assumptions

1. A large-scale emergency to include a pandemic will result in increased demands on health and medical personnel.
2. Following an emergency/disaster, the Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.
3. A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures such as a temporary morgue.
4. When local resources can no longer meet the demands of the situation, State agencies will be contacted through the N.C. Division of Emergency Management to provide additional resources.

III. OPERATION FOR PUBLIC HEALTH SERVICES

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- A. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
- B. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.
- C. The Health Director will procure Medical Examiners who will identify and take charge of the proper recovery of human remains.
- D. The Health Director will oversee the testing of the water supply to insure its potability, as well as distribute information to the general public concerning the spread of contamination.
- E. The Health Director will be assisted by the Dare County Public Information Officer in dissemination of information regarding to public health.

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Annex K – Public Works

I. PURPOSE

The purpose of this annex is to provide for essential public works services during an emergency/disaster including: solid waste disposal, water distribution, fleet maintenance, and buildings and grounds.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Debris is a predictable consequence of disaster. The Public Works Department will be lead agency for managing debris clearance.
2. Dare County has several identified landfill sites for debris removal.
3. Some municipalities within Dare County have limited public works capabilities.
4. Dare County has limited public works resources and the majority of those resources are stored at the public works facility on Roanoke Island.
5. Emergency temporary debris reduction/storage sites have been identified within the county.

B. Assumptions

6. Dare County will have to request assistance from outside the county for significant debris removal and for utility restoration.
7. Contamination of the public water system is an expected consequence of disaster.
8. Since most of the road system in Dare County is either State owned or town owned, North Carolina DOT will take a lead role in clearing primary roads and bridges following a major disaster.

III. OPERATION FOR PUBLIC WORKS

- A. Priority debris clearance will be given to airports and to primary roadways (US 158 Bypass, US 64-264, NC 12 south). (Appendix for priority list)
- B. Public Works will request outside resources and manage the assignment of priorities for debris clearance.

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- C. The County and the municipalities will keep individual records on debris clearance expenditures.
- D. Priority will be given to restoration of the public water system.
- E. Fleet Maintenance Division will provide fuel and service to county vehicles.
- F. Building and Grounds Division will secure buildings and maintain generator for use in disasters.
- G. Building and Grounds Division will support law enforcement by placement of barricades and traffic cones where necessary in emergency/disaster situations.
- H. The Public Works Director will maintain a current plan for debris removal and private contractor reliability to assist in debris removal.

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Annex L – Impact Assessment

I. PURPOSE

This annex describes the process of initial damage assessment reporting up to 24 hours after an emergency/disaster event.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Hazards threatening Dare County have the potential for causing response inhibiting damage which can impede emergency operations.
2. A planned program for reporting impact assessment information to the Dare County Emergency Operations Center is essential for effective response operations.
3. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. Dare County Immediate Situation Report results in notification to the State EOC information on the severity of the problems and the determination of need for further assistance.
 - b. State support Impact Assessment results in the identification of immediate life support needs.
4. Following a significant disaster/emergency occurrence, a multitude of independent impact damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, and utility companies, local fire services, and Dare County Damage Assessment Teams.

B. Assumptions

1. Catastrophic disaster may exceed the impact assessment resources of Dare County and thus may require additional damage assessment personnel.
2. State, County and Municipal personnel not affected by the emergency/disaster may be available to assist with damage assessment.
3. Catastrophic disaster may impede the ability of emergency services to provide immediate response.

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4. The demand for information by the media may interfere with Dare County's ability to conduct damage assessment.
5. Damage to utility and communications systems may hamper the impact assessment process.
6. A major disaster affecting Dare County could result in the severance of a main transportation artery resulting in a significant alteration of services in Dare County.

III. INITIAL IMPACT ASSESSMENT OPERATIONS

A. General

Responsibility for Immediate Situation Reports lies with Municipal, County, State, and Federal Agencies.

B. Specific

1. Emergency response operations will be coordinated from the Dare County Emergency Operations Center. Each municipality will maintain a presence at the EOC.
2. Accurate emergency logs must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer will coordinate the compilation of impact assessment information, prepare impact assessment reports for the Emergency Management Director, and plot damaged areas on local maps.
4. The Emergency Management Director and the Operations Officer will review the impact assessment reports to determine if any outside assistance will be needed.
5. Impact assessment reports will be shared with Senior Leaders to assist in establishing priorities and decision making.
6. Information to be reported includes but is not limited to victim mass care, infrastructure survival, and food resources.
7. The Emergency Management Director will forward impact assessment reports and any requests for assistance to the N.C. Division of Emergency Management.

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8. Based upon the County's damage assessment reports, the State Emergency Response Team will determine what resource capabilities are available to meet anticipated needs.

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Annex M – Damage Assessment and Recovery

I. PURPOSE

This annex presents a system for the provision of detailed damage assessment and disaster recovery operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazards events which may affect Dare County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. Following initial impact assessment, the Dare County Situation Report results in notification to the State EOC information on the severity of the problems and the determination of need for further assistance.
 - b. State supported Disaster Assessment results in the identification of immediate life support needs.
 - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
3. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including but not to limited to the American Red Cross, private insurance companies, utility companies, and Federal Agencies (NPS, Fish and Wildlife, Coast Guard) etc.
4. Recovery from a significant disaster will be managed in two identifiable phases as follows.
 - a. Phase One is the emergency reaction phase and the implementation of emergency plans. Actions under this phase include such things as: emergency security, emergency debris removal, mass care, and restoration of essential services. Dare County Emergency Management will assume the lead role in coordination of this phase.

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b. Phase Two is the long-term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses. The lead roles in this phase will be assumed by the County Manager, the County Finance Officer, and the County Planner.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the affected area can be expected, and preparations must be made in Dare County to manage this assistance.
3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
4. Damage to the utility system and to the communications systems may hamper the recovery process.
5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
6. A major disaster could have significant long term economic impact on Dare County.
7. A major disaster affecting Dare County could result in the loss of a main transportation artery resulting in a significant alteration of services in Dare County.

III. CONCEPT OF RECOVERY OPERATIONS

A. General

Responsibility for preliminary and detailed damage assessment lies with local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the county EOC. Each municipality will maintain a presence in the EOC.

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2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Director, and plot damaged areas on local maps.
4. The Emergency Management Director and Operations Officer will review, with other appropriate officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The Emergency Management Director will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management, by the quickest means available. By Executive Order, the Secretary, N.C. Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency/recovery efforts.
6. Based upon the local damage assessment reports, the State Emergency Response Team will determine what recovery capabilities are available to meet the anticipated requirements.
7. The Governor may request a Presidential Declaration of Emergency, or a Presidential Declaration of Disaster, or a specific Federal Agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
8. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize the utilization of any federal equipment, personnel and other resources.
9. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance; Individual Assistance (IA) to help people and Public Assistance (PA) to help governments. Details on the IA and PA programs can be found on the FEMA website.

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Annex N – Shelter and Mass Care

I. PURPOSE

This annex provides for the care of the population through the identification of shelters and provisions of mass care.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, fires and hurricanes.
2. There are no identified HURRICANE shelters for pre-landfall use in Dare County; however, three schools have been designated as refuges of last resort.
3. Dare County is prepared to deliver auxiliary power to sections of three designated schools for shelter and mass care.
4. Sheltering for Dare County evacuees in other counties will be coordinated through the N.C. Division of Emergency Management.
5. A written agreement exists between the American Red Cross, Dare County Department of Social Services and the Dare County Board of Education for the coordination of shelter and mass care.

B. Assumptions

1. Local grocery stores, restaurants and other business will support initial shelter/mass care operations with donations of emergency supplies.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties. Shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
4. Evacuees will be provided with public information in the shelter concerning the emergency event.
5. Following a major disaster there will be an abundance of goods delivered to the disaster area by well-intended citizens outside the impacted area.

DARE COUNTY EMERGENCY OPERATIONS PLAN

III. OPERATION FOR MASS CARE

- A. If additional shelter support is needed following a disaster event, requests for assistance should be made through the N.C. Division of Emergency Management.
- B. The County Department of Social Services (DSS) serving as the lead agency for Shelter/Mass Care, will coordinate shelter location and operation with the American Red Cross (ARC), and will mutually support shelter operations with shared personnel and support services whenever possible.
- C. Public and private providers of institutional care (medical and residential) remain responsible for shelter plans for their residents
- D. Dare County will assume NO RESPONSIBILITY/LIABILITY for unauthorized shelter openings during emergency events.
- E. The American Red Cross, the Dare County Department of Social Services, and the Dare County Board of Education in coordination with the Dare County officials will determine when shelters should be closed.
- F. At each Dare County supported shelter location, the County will provide health/medical support, communications, fire protection and security.
- G. Crisis intervention and mental health counseling should be provided at shelters.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Annex O – Hazardous Materials Management

I. PURPOSE

This annex provides information for Dare County response to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Federal Emergency Planning/Community Right to Know Act – SARA Title III.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.
2. Hazardous material emergencies could occur from any one of several sources to include: shipping, roadway transportation, aircraft accident, or fixed facility accident.
3. Evacuation or shelter in place may be required to protect portions of the population of Dare County.
4. Certain hazardous material incidents will require response capabilities that are not currently available in Dare County, for example: Chlorine leak requiring use of level A equipment, significant fuel spill, unknowns materials washing ashore.
5. Victims of a hazardous materials incident may require unique or special medical care not typically available in Dare County.
6. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance.
7. Hazardous materials emergencies may require immediate emergency response actions.
8. The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction to include: notification and warning of the public, evacuation or shelter in place, immediate first aid, and isolation of the scene.

B. Assumptions

DARE COUNTY EMERGENCY OPERATIONS PLAN

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, Section 304 on a timely basis.
3. Emergency response personnel are knowledgeable in the use of available resources.
4. The U.S. DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
5. Response time for resources requested from outside the County will require a minimum of two hours.
6. Incidents in which the military can be identified as the responsible party, will generally be resolved by Federal resources.
7. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

III. CONCEPT OF OPERATIONS FOR HAZARDOUS MATERIALS

- A. There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) shipping incidents, (3) roadway transportation accidents, and (4) unknown substances washed ashore.
- B. The level of response required for an incident is determined by:
 - The quality and the toxic effects of the material involved in the release.
 - The population and/or property threatened.
 - The type and availability of protective equipment required for the released material, and; the probable consequences should no immediate action be taken.
- C. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in-place shelter, evacuation, and isolation of the contaminated environment.
- D. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.

DARE COUNTY EMERGENCY OPERATIONS PLAN

- E. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation is controlled.
- F. The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. A point of contact, the Facility Coordinator, will be identified at each covered facility as defined by SARA, Title III, Section 302.
- G. Dare County recognizes the role of the U.S. Coast Guard and the role of Sector North Carolina as the lead agency in response to oil spills or other hazardous material spills in the ocean or the waterways near Dare County.
- H. Specific hazardous materials facility information has been gathered and is available to the response community through Dare County Fire Marshal's Office.
- I. Coordination, if necessary, will be achieved through N.C. Emergency Management Office or through direct contact with adjoining counties.
- J. Training programs for emergency responders of the County will be through individual agency in-service training, community college course, and other offerings of related training.
- K. Exercise schedules for this plan are developed and maintained by the Emergency Management Department.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Annex P – Special Needs

I. PURPOSE

The purpose of this functional annex is to provide guidance and direction to special needs facility managers and agencies, which will result in increased safety for the special needs population in Dare County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. “Special Needs Population” refers to those citizens whose particular situation requires special consideration by emergency planners. Special needs individuals may or may not be institutionalized.
2. There are multiple facilities and agencies, which have responsibility for the safety of special needs populations. In Dare County those agencies include but are not limited to Social Services, Health/Mental Health, Nursing homes, and Private Home Health Care Providers.
3. The local “special needs population” is very dynamic, just as the general population is continually changing. As patient confidentiality must be respected, it is incumbent on the facility managers and care agencies to maintain current contact numbers of the special needs population.
4. Certain hazards will necessitate either evacuation or shelter in place procedures. Hurricanes, chemical emergencies and fires are examples of such hazards. When evacuations are necessary, some individuals must be transported by car, bus, or van.
5. The Dare County Emergency Medical Service have only a limited number of ambulances; these vehicles will be reserved for primary emergency response during any threat and thus, will not be available for evacuation of the special needs population. Therefore, the responsibility for securing transportation must be accepted by the special needs agencies and the responsibility must include planning for any necessary evacuation and relocation of the special needs individuals.
6. There is no identified “emergency special needs shelter” currently available in Dare County.

DARE COUNTY EMERGENCY OPERATIONS PLAN

7. Shelter-in-place procedures are an alternative to evacuation in some circumstances. Facilities plans must address shelter-in-place situations, as well as evacuation procedures.
8. The Dare County Emergency Management Director is available to assist agencies in the planning process. All special needs facility emergency plans must be consistent with existing County/Town plans. Families providing care for special needs individuals may contact the Emergency Management Office for guidance on emergency preparations.
9. Facilities providing special needs care must arrange contingencies for emergency needs to include auxiliary power, ventilation/air conditioning, heat, medical supplies, suitable vehicles, linen, and other such essentials as may be needed with the understanding that re-supply may be as long as 2 weeks.

B. Assumptions

1. It is assumed that each special needs facility or agency has a current emergency action plan which includes procedures for evacuation, procurement of emergency transportation and patient care; it is also assumed that facilities will take the initiative to train staff and residents and inform families as needed.
2. A number of special needs individuals have caring family and friends who will assist them during times of emergency, thus relieving the burden on public agencies; it is assumed that care facilities and agencies will be aware of which special needs' individuals will not need public assistance and that up-to-date accountability will be maintained.
3. Inevitably, there will be some individuals who will seek emergency assistance through the 911 system, who must be assisted by Dare County agencies within the limitations of the resources and confines of the Dare County Emergency Operations Plan. These cases may include individuals who are not alone or an individual in the care of family members.
4. Sheltering-in-place at facilities may be the best option for certain situations where evacuation cannot be accomplished in a safe/timely manner.
5. It is assumed that various means of transportation other than ambulances will be available to support an evacuation of the special needs individuals. A minimum of 48 hrs must be provided to the Director of Emergency Management to allow for transportation resource procurement.

DARE COUNTY EMERGENCY OPERATIONS PLAN

6. It is assumed that some agreements currently exist between local facilities and facilities beyond the locality, which address the relocation of individuals and patients with special needs, especially with private health care facilities.
7. It is assumed that individuals being relocated will be responsible for medications and special equipment during transport to include sufficient staff to accompany patients to insure proper patient care.
8. At least annually, the special needs facility operations and agency heads will meet with the Emergency Management Director to review plans and procedures for emergencies. The review will include mutual aid agreements, memorandums of understanding and contracts developed between facilities, agencies, etc. to support emergency situations.

III. CONCEPT OF OPERATIONS

- A. When emergencies threaten the area, the Emergency Management Director will provide notification to the special needs agencies and facilities in Dare County in sufficient time to allow for implementation of operational plans. Agencies, in turn, will be expected to notify individuals and families affected by the threat. Agencies, in turn, will be expected to notify individuals and families affected by the threat. Agencies and facilities will notify the Emergency Management Director of any problems that would threaten the successful implementation of operational plans.
- B. Agencies and facility operators will implement emergency action plans in response to the disaster threat in accordance with established disaster plans.
- C. For situations where public utilities have been severed, the Dare County Emergency Management will attempt to provide emergency resources to the facility as quickly as practical.
- D. Public Information related to the situation will be provided through the Dare County Public Information Officer. All agencies and special needs providers will attempt to coordinate outgoing emergency information through the Dare County Emergency Operations Center.
- E. Each public and private facility or agency will designate an emergency point of contact for receipt of notification and other emergency information. When notified of a threat the designated facility contact will take appropriate action in accordance with the facility emergency plan.

DARE COUNTY EMERGENCY OPERATIONS PLAN

- F. In the extreme event that normal means of communication are lost to special needs facilities, the Emergency Management Director will attempt to provide an emergency means of communications by sources available. The objectives of such assistance will be a link to the 911 center or the emergency operations center until normal communications can be restored.

- G. The following categories have been identified as special needs, but are not limited to:
 - 1. Any ventilator dependent patients
 - 2. Any patient who is airway dependent on suctioning
 - 3. Patients with IV analgesia, hydration, infusion therapy
 - 4. Diabetic patients requiring assistance with insulin
 - 5. Patients requiring daily visits for wound care or injections

- H. Memorandums of Understanding should be maintained and updated annually between health care facilities and special needs shelters.

DARE COUNTY EMERGENCY OPERATIONS PLAN

Annex Q – Donation Management

I. PURPOSE

This annex describes the management of goods/services donated by citizens of Dare County for disaster relief, and also describes the collection and shipment of goods and application of services donated by the people of Dare County to disaster victims elsewhere.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Following any disaster, an organized system of management for the identification, receipt, organizations, and distribution of donations is critical.
3. The timely release of information to the public regarding needs and points of contact are essential to management of donated goods.
4. Donated goods are essential to meet the needs of disaster victims.
5. Suitable facilities, equipment, and personnel, and preplanning are critical for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. Churches, fire stations and schools have served as collection points for donated goods.
8. 8. Money, staple goods, and items specifically requested by the affected area are generally the most appropriate donations.
9. The distribution of donated goods must be coordinated with the identification of unmet needs within the community.
10. The North Carolina Food Bank will receive and ship donated food items to disaster areas.

B. Assumptions

DARE COUNTY EMERGENCY OPERATIONS PLAN

1. Lack of an organized emergency system for donated goods management will result in lost time to provide assistance to the public.
2. Suitable space and equipment will be need to receive, sort, and store the influx of donated goods.
3. Adequate personnel for donated goods operations will be necessary.
4. Local distribution sites must be convenient to the affected population.
5. A regional reception and distribution site for donated goods will be established by the State of North Carolina; a State Coordinator for Donated Goods will be designated by the Division of Emergency Management.
6. Unsolicited donations of goods can be expected.
7. Donations of inappropriate and unwanted goods can be expected.
8. Certain people unaffected by the disaster will nevertheless seek to receive donated goods.
9. Some donors will attempt to bypass the established distribution system.
10. An aggressive public information effort will expedite the distribution of goods as well limit an influx of unwanted goods.
11. Citizens and businesses of Dare County may elect to donate money and goods to disaster victims here and elsewhere; they will seek information from County Government, the media emergency responders, and church and civic groups; appropriate guidance must therefore be available.
12. Transportation will be available to ship donate goods from warehouse to other destinations.
13. It is inevitable that there will be a surplus of some donated goods which will require storage and disposal.
14. Time needed for reentry of workers and volunteers after an evacuation of the County may delay activation of a donated goods management system.

III. CONCEPT OF OPERATIONS

A. Receipt of donated goods for Dare County

DARE COUNTY EMERGENCY OPERATIONS PLAN

1. The Dare County Purchasing Dept. will serve as the lead agency for the reception and distribution of donated goods intended for Dare disaster victims.
2. The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
3. A central reception and sorting center for donated goods will be established in Dare, and separate sites convenient to the affected areas of the County will be established as distribution of donated goods.
4. The Director of Social Services will coordinate with other relief agencies involved in the disaster to ensure needs are met without duplication of effort.
5. Operational personnel will be solicited from the Director of Social Services, Hotline, DVAC, Civil Organizations, and Church groups list of available personnel resources.
6. Public Information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated with the County Public Information Officer.
7. Upon receipt, donated goods must be sorted and packaged in a manner appropriate for distribution to victims.
8. When identifiable, unwanted goods will be refused.
9. Surplus donated goods will be sold or otherwise disposed of in manner consistent with the donor's apparent intent.
10. Money will be placed in an established account with a local non-profit organization (Hotline, Outer Banks Community Fund).

B. Coordination with State and Regional Operation

1. The Division of Emergency Management and Dare County will share information on the availability and status of donated goods needed in Dare.
2. Dare will coordinate donated goods shipments with State's Donated Goods Coordinator or the established eastern Logistical Staging Area (LSA).

DARE COUNTY EMERGENCY OPERATIONS PLAN

3. Following receipt of a Presidential Declaration of Disaster, Dare Social Services will coordinate donated goods requests with other relief agencies represented in Dare's Disaster Recovery Centers.

C. Collection and Shipment of Donated Goods for other jurisdiction

1. An attempt will be made to identify the needs of the intended destination prior to collection of goods.
2. A systematic method will be established for collection of the donated goods to be shipped.
3. The receiving jurisdiction will be contacted to determine the most appropriate method of packaging. Goods will be sorted and packaged prior to shipment to accomplish the following:
 - Timely and undamaged arrival at the destination
 - Proper identification of contents
 - Minimal need for repackaging/sorting
 - Ease of loading and ease of unloading at the destination.
 - Elimination of inappropriate/unwanted goods
4. Shipments of donated goods will be coordinated with the receiving destination prior to departure from the County.
5. A suitable means of transportation will be arranged to allow for delivery of the shipment in a timely manner.
6. Shipments of donated goods should be coordinated with the Division of Emergency Management.
7. The N.C. Division of Emergency Management will establish a donated goods 800 number early in the event to assist in collection and identification of donated goods.



Health & Human Services, Public Health - WIC Special Funding

Description

The Public Health Division has received two one-time Special Funding awards from the NC DHHS, Division of Public Health, Nutrition Services Branch for the WIC Program. The first award will be used to purchase laptops & accessories for the WIC staff. The second award will be used for the enhancement of the WIC office in Kill Devil Hills and for advertising of the WIC programs.

Board Action Requested

Approve Budget Amendment

Item Presenter

None

DARE COUNTY

BUDGET AMENDMENT

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-WIC Client Services	103027	424290	54030	\$13,764	
<u>Expenses:</u>					
Contract Services-WIC	104600	510700	54030	\$3,925	
Operating-WIC	104600	513400	54030	\$6,239	
Advertising-WIC	104600	525600	54030	\$3,600	

Explanation:

Received 2 one-time WIC special funding awards. The first award is to purchase laptops & accessories for the WIC staff. The second award is to purchase items to enhance the WIC office in Kill Devil Hill and to purchase advertising for the WIC program.

Approved by:

Board of Commissioners: _____

Date: _____

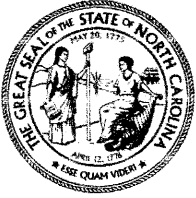
County Manager: _____

Date: _____

(sign in red)

Finance only:

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



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
MARK T. BENTON • Assistant Secretary for Public Health
Division of Public Health

April 30, 2020

MEMORANDUM

TO: Cathy Doyle
Dare County WIC

FROM: *Kim Lovenduski*
Kim Lovenduski, Deputy Director
Nutrition Services Branch

SUBJECT: WIC Special Funding Opportunity Approval – Phase 1

Thank you for submitting your FY2020 Special Funding Opportunity - Phase 1 Application. We are pleased to provide you with approval to purchase the following items:

QTY	ITEM	SFY	UNIT COST	TOTAL COST
4	Dell Latitude 3400 Laptop	2021	\$570.00	\$2280.00
4	Thunderbolt Universal Docking Station	2021	\$150.00	\$600.00
4	Dell Monitor	2021	\$97.00	\$388.00
4	Dell Memory	2021	\$80.00	\$320.00
4	Carrying Case	2021	\$20.00	\$80.00
4	AC Power Adapter	2021	\$35.00	\$140.00
1	Topaz Signature Pad	2021	\$251.95	\$251.95
1	Mag Tek Card Reader	2021	\$49.99	\$49.99
			Total	\$4109.94

Please note:

1. If the purchase price exceeds the amount approved, you must request approval of the excess before incurring the cost and use agency funds to cover the additional costs.
2. Submit a copy of the invoice for equipment to the NC Department of Health and Human Services, Nutrition Services Branch, Attention: Karen Mason, 5601 Six Forks Road, 1914 Mail Service Center, Raleigh, NC 27699-1914, at the time you report the expenditure. The

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • NUTRITION SERVICES BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609
MAILING ADDRESS: 1914 Mail Service Center, Raleigh, NC 27699-1914
www.ncdhhs.gov • TEL: 919-707-5800 • FAX: 919-870-4818

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

invoice should indicate the actual cost of each item including discount and sales tax and any serial or identification number.

3. If you no longer wish to purchase the equipment listed above please submit notification to the NC Department of Health and Human Services, Nutrition Services Branch, Attention: Karen Mason, 5601 Six Forks Road, 1914 Mail Service Center, Raleigh, NC 27699-1914.

Dare County WIC Program

Special Funding Opportunity Application

FFY2019-2020

Statement of Need

Dare County has long faced challenges serving WIC participants during weather events such as hurricanes that force road closures due to our unique geography as long barrier islands and inland low lying areas. The COVID19 pandemic presents a new challenge because it is of longer duration and a real danger to WIC prenatal and other high risk participants meeting face to face. In addition one of our staff is high risk and has had to remain at home during this “Stay Home, Stay Healthy” phase. With the current waiver of physical presence requirement we have been able to serve clients in remote sites by phone! This is very helpful to clients who would not participate in WIC at this time when staying home is required. The possibility of meeting federal regulations using telehealth technology to meet physical presence requirements is very exciting!

Dare County has no lapsed funding this fiscal year. In order to serve participants remotely, with the possibility of operating with telehealth technology we would like to purchase the necessary equipment to provide electronic interviews and documentation. Although we have a staff of 5, our 5 work stations are in 3 sites up to 60 miles apart, 4 use PCs, 1 a laptop. We also serve Hyde County through the BFPC program using a laptop and phone. Currently 1 CPA works alone in Kill Devil Hills and we would like to set up a 2nd office there. The CPA who has not been working will begin working remotely once technology is in place.

We need 4 additional laptops and 4 docking stations to replace 4 PCs for remote work, additional memory is requested to support new technology/speed of operation going forward. Supporting electronics already in place can remain in use. We request a signature pad and card reader for issuance in the new Kill Devil Hills office.

We are requesting funding to purchase equipment in the first quarter of SFY 20-21 (service period June 1st-September 30). If approved, once funds are received, WIC staff will work with department and county personnel to download software and to set up the new work stations for expanded services.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
MARK T. BENTON • Assistant Secretary for Public Health
Division of Public Health

June 18, 2020

MEMORANDUM

TO: Cathy Doyle, WIC Director
Dare County Health Department

FROM: *Kimberly D Lovenduski*
Kim Lovenduski, Deputy Director
Nutrition Services Branch

SUBJECT: WIC Special Funding Opportunity Approval – Phase 2

Thank you for submitting your application for consideration of the FFY2020 WIC Special Funding Opportunity – Phase 2. We are pleased to provide you with approval to purchase the following items:

QTY	ITEM	SFY	UNIT COST	ADDITIONAL COSTS	TOTAL COST
1	Washable Paint/Professional Paint Service	20-21	\$3,500.00		\$3,500.00
1	Carpet/tile Cleaning	20-21	\$425.00		\$425.00
1	Economical Portable Accordion Partition	20-21	\$303.99		\$303.99
2	Armless Bariatric Vinyl Guest Chair	20-21	\$438.00	\$152.00	\$1,028.00
1	Logan U-shaped Desk in Bark Gray	20-21	\$727.63	\$69.00	\$796.63
3	Jam Media Radio/Digital Advertising	20-21	\$1,200.00		\$3,600.00
				TOTAL	\$9653.62

Please note:

1. If the purchase price exceeds the amount approved, you must request approval of the excess before incurring the cost and use existing funds to cover the difference.
2. All expenses must be claimed in your November 2020 expenditure report via the Aid To County system.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • NUTRITION SERVICES BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609
MAILING ADDRESS: 1914 Mail Service Center, Raleigh, NC 27699-1914
www.ncdhs.gov • TEL: 919-707-5800 • FAX: 919-870-4818

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2020 Special Funding Opportunity

Clinic Enhancements Plan Our goal is to enhance the clinic in order to:

- Easily sanitize the walls when refinished with washable paint
- Clean carpets to address soiled spots from 30 years of use
- Socially distance from colleagues and clients per COVID19 guidelines
- Provide the opportunity to add additional work space for more staff in Kill Devil Hills

The Kill Devil Hills WIC office is currently set up for the WIC Director to work alone and does not utilize the entire office floor plan. We would like to make use of the large room behind and connected to our current space in order to socially distance from our clients and colleagues. In addition, more clients have been served in the Kill Devil Hills office than in Manteo in recent months and another office space would allow 2 staff to separate eligibility and assessment duties as recommended by USDA.

Narrative/Statement of Need The current WIC office consists of an entryway, hall with bathrooms, waiting area/play space/educational pamphlet distribution room and an office to interview and assess participants as well as store files, lab and breastfeeding supplies. Pictures are attached to illustrate the close quarters in the office and the flat paint that cannot be cleaned. The carpet and tile are more than 30 years old. With new washable paint, some wall repairs and carpet/tile cleaning, the storage files and cabinets could be moved to the large empty room. In addition the present desk and chair, if moved into the large room and separated by room dividers would be a space for another staff member to call or interview clients in Kill Devil Hills. A new desk with a place for lab supplies and electronics plus 2 participant chairs for a family would offer more space to provide distance during assessments.

Action Plan Once funded, Dare County contracts will be signed and purchase orders prepared. The private contractors will repair and paint the entryway, hall, bathrooms, offices and new office/storage space. Next, carpet and tile will be cleaned and furniture moved to the large room, separating office space from storage area with room dividers. The new desk and chairs will be assembled by county personnel with all work completed by the end of October 2020.

Expected Outcomes Clean, washable surfaces with more space to avoid crowding during interviews and assessments will facilitate best practices during the current and anticipated COVID19 threat to staff and WIC clients. In addition, space for 2 staff members to work together meets federally recommended separation of duties policy.

2020 Special Funding Opportunity

Outreach Plan Work with *Jam Media* to produce radio and online advertising for Dare County WIC Program to inform the eligible population of the latest developments in WIC such as:

- A more appealing variety of WIC foods including organic, convenient cheese options and specialty eggs.
- COVID19 waivers to offer flexibility in shopping by expanding varieties and sizes of WIC foods.
- Remote services during COVID19 pandemic to avoid the risk of spread in public offices.
- The convenience of electronic benefit card (EBT) shopping.

The goal is to reach our audience using a variety of methods that target different populations in order to increase WIC program enrollment and participation.

Narrative/Statement of Need Dare County WIC Program has mainly advertised in local newspapers due to budget constraints. With readership down our focus shifted to Facebook and department website advertising last year. Even with these new digital platforms, we acknowledge the need to more readily reach our constituents where they are.

The local radio and online media company *Jam Media* can air WIC information on 4 different stations at different times of day and reach a large population including Spanish speakers. In addition *Jam Media* reports increased readership of their online news called *OBXtoday* as people look for the latest COVID19 statistics. The WIC advertisement on *OBXtoday* would contain a link to all required media release information. Our required annual media release has not been published yet due to limited availability of department staff for non-COVID related duties and ever changing facts to report.

Action Plan Once funded, we will draft a county contract with *Jam Media* and prepare a Purchase Order. Funds will be encumbered when the budget is adjusted in order to optimally place advertising. Next we will work with *Jam Media* to develop and produce radio and online ads as specified in the approved bid using the latest WIC information regarding COVID19. All advertising will begin by the end of September as the usual downturn in tourist season work begins.

Expected Outcomes Radio and online advertising during the busy tourist season and height of hurricane season when more people listen to the radio and search online for the latest news should have a measureable effect on WIC Program enrollment and participation. By staging the 3 advertising months over different times of worker need, we expect to reach eligible participants as they budget for both seasonal work changes and pandemic constrictions. Our goal is to reach potential families with current WIC services information in order to increase interest in the food, nutrition education and breastfeeding services we provide in Dare County.



*Revised Memorandum of Understanding Between
National Park Service and County of Dare*

Description

On June 15, 2020 the Board approved a Memorandum of Understanding between the Cape Hatteras National Seashore within the National Park Service and the County of Dare to cooperate in the preparation of a Parkwide Environmental Impact Statement for sediment management to be used for future beach nourishment project requests within the Park and authorized the County Manager to execute the final agreement. The agreement that follows is revised.

Board Action Requested

Approve the revised MOU and authorize the County Manager to execute the final agreement.

Item Presenter

Robert Outten, County Manager

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED STATES DEPARTMENT OF THE INTERIOR, NATIONAL PARK SERVICE,
CAPE HATTERAS NATIONAL SEASHORE
AND
COUNTY OF DARE, NORTH CAROLINA

TO DESIGNATE THE COUNTY OF DARE AS A COOPERATING AGENCY FOR THE
PREPARATION OF AN ENVIRONMENTAL IMPACT STATEMENT FOR A SEDIMENT
MANAGEMENT FRAMEWORK ON CAPE HATTERAS NATIONAL SEASHORE

This Memorandum of Understanding (MOU) is entered into jointly between the Cape Hatteras National Seashore (Seashore) within the National Park Service (NPS) and the County of Dare (Dare County). The NPS and Dare County are together referred to in this MOU as the Parties, and individually may be referred to as a Party. The NPS is Lead Agency under the National Environmental Policy Act (NEPA), and Dare County is a Cooperating Agency, as described below, and may be referred to as such.

The purpose of this MOU is to establish a cooperating agency relationship and describe how the NPS, as the Lead Agency under NEPA assisted by Dare County as a Cooperating Agency, will jointly develop the Environmental Impact Statement for a Sediment Management Framework at the Seashore (EIS). This MOU:

- Describes how the Parties will cooperate to prepare the EIS in compliance with all applicable statutes, regulations, and policies, including NEPA (42 U.S.C. §4331) and the Council on Environmental Quality’s implementing regulations; the National Historic Preservation Act (NHPA) (54 U.S.C. § 300101) and the Endangered Species Act (ESA) (16 U.S.C. § 1531);
- Describes the general roles and responsibilities of each Party, as Lead or Cooperating Agency; and
- Provides a framework for cooperation and coordination between the Parties to successfully complete the NEPA process with the time and page limits set forth in Secretarial Order 3355 and associated Deputy Secretary Memoranda.

ARTICLE I—BACKGROUND AND OBJECTIVES

The Seashore has a long history of beach stabilization efforts utilized to control erosion and stabilize sand dunes. Beach erosion at the Seashore has impacted natural resources, cultural resources, transportation, visitor access, and facilities. Local partners and agencies have requested and are expected to continue seeking permission to mitigate the impacts of erosion at the Seashore through the implementation of beach nourishment projects.

The NPS anticipates developing a parkwide framework for sediment management, including the method, location, and frequency for sediment management actions that may be permitted at the Seashore. This framework would apply Seashore-wide and would serve the Seashore for the next two decades. A sediment management framework is needed for NPS and other agencies that seek to temporarily mitigate shoreline erosion, particularly in regards to access along state highway NC-12 and erosion near villages as well as near public and administrative seashore facilities. The framework is necessary to limit park impacts and provide timely response to those that seek federal permits to nourish beaches in the face of increased storm events and projected sea-level rise. Similarly, sediment management strategies may be used for certain habitat restoration projects.

The NEPA review will address various sediment management activities, including nourishment on both ocean and sound sides of the island, emergency actions, breach repair, and habitat restoration. Because sediment management has the potential to significantly impact the quality of the human environment, the NPS will prepare an EIS.

The EIS will be prepared in accordance with Secretarial Order (SO) 3355, Streamlining NEPA Review and Implementation of Executive Order 13807, which requires that all Department of Interior (DOI) EIS' be completed within one year, 365 days, of issuance of a Notice of Intent (NOI) to prepare and EIS and in 150 pages.

As established in the Council on Environmental Quality (CEQ) regulations (40 C.F.R. Part 1501.6), Executive Order 13352, and Department of the Interior (DOI) regulations (43 C.F.R. §§ 46.225-46.230), DOI bureaus will cooperate to the "fullest extent possible" with other agencies that have jurisdiction by law or special expertise, although "whether to invite, accept or end cooperating agency status" should be determined on a case-by-case basis considering all relevant information and factors." (January 30, 2002, CEQ Memorandum for the Heads of Federal Agencies).

The NPS is responsible for "conserve[ing] the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." 54 U.S.C. § 100101(a).

On January 13, 2020, the NPS hosted an Agency Scoping meeting to discuss sediment management at the Seashore, the planning process, Cooperating Agency status under NEPA, and technical expert coordination efforts. The NPS sent an invitation for Cooperating Agency participation to Dare County on January 21, 2020 and Dare County accepted on January 27, 2020.

ARTICLE II—LEGISLATIVE AUTHORITY

- A. **National Park Service:** This MOU is entered into pursuant to 54 U.S.C. 100101 *et seq.* (formerly 16 U.S.C. §§ 1-3); NEPA (42 U.S.C. §4321 *et seq.*); Council on Environmental

Quality regulations (40 CFR 1501 et seq.); and Department of the Interior NEPA-implementing regulations (43 CFR 46 et seq.).

- B. **Dare County:** This MOU is entered into pursuant to Chapter 153A of the North Carolina General Statutes.

ARTICLE III—ROLES AND RESPONSIBILITIES

The Parties agree to the following regarding their roles and responsibilities:

A. The NPS will:

1. Serve as Lead Agency under NEPA in developing the EIS, in accordance with 40 CFR § 1501.5.
2. Prepare the internal and public review versions of the draft and final EISs and be responsible for the quality and content of these documents. NPS will, in its sole discretion, identify a preferred alternative in the EIS.
3. Develop a reasonable range of alternatives, including a proposed action; and identify the potential direct, indirect, and cumulative impacts of the proposed action and alternatives and potential mitigation for those impacts.
4. Seek meaningful input from Dare County at key steps in the NEPA process, including: during scoping, when issues to be addressed in the EIS are refined; during refinement of the range of alternatives that will be analyzed in the EIS; when assessing impacts related to issues for which Dare County has jurisdiction by law or special expertise; and during review of the internal and publicly available version of the EIS.
5. Consider and use the environmental analyses and proposals (i.e., ideas or alternative concepts) of Dare County to the maximum extent possible consistent with NPS's responsibility as Lead Agency.
6. Incorporate in the draft and final EISs, to the extent practicable, the comments, recommendations, and data submitted by Dare County within its area of expertise or jurisdiction. If such input is not incorporated, the NPS will discuss the reasons with Dare County, respectively.
7. Share all substantive public comments.
8. Select an alternative for implementation, in its sole discretion, in the Record of Decision (ROD).
9. Work with Dare County to meet its requirements (State Environmental Policy Act, etc.)

10. Keep Dare County informed about the timeframes for the NEPA process, including public comments and alternatives under consideration, primarily by phone or email.
11. Hold meetings or conference calls with Dare County as deemed necessary by the NPS.
12. Identify Dare County as a Cooperating Agency, and acknowledge its roles and responsibilities, in the EIS.
13. Hereby designate the person listed in Article IV (Key Officials) as NPS's Lead Agency Representative for purposes of implementing the terms of this MOU. The Lead Agency Representative shall be responsible for ensuring that the terms of this MOU are followed by the NPS's employees, consultants, and contractors.
14. Provide reasonable notice of meetings dates and review periods, in accordance with schedule set forth under SO 3355, for Cooperating Agencies to effectively participate.

B. Dare County will:

1. Serve as a Cooperating Agency and assist the NPS in developing the EIS, in accordance with 40 CFR § 1501.6.
2. Provide technical assistance in those areas for which Dare County has special expertise and jurisdiction by law, by evaluating the potential alternatives, impacts, and mitigation effectiveness in the EIS.
3. Assist with evaluating data and technical reports and analyzing impacts related to issues for which Dare County has jurisdiction by law or special expertise.
4. Cooperate and assist in the scoping process and preparation of the EIS. This will be accomplished primarily through information exchange and participation in teleconference or face-to-face team meetings regarding the NEPA document.
5. Refine issues to be addressed in the EIS; collect necessary resource, environmental, social, economic, and institutional data, if not already addressed by NPS; analyze data, if necessary; provide written reports if requested by the NPS; and assist in refining alternatives.
6. Provide necessary information to be included in the decision file for the preparation of the NEPA document.
7. If appropriate, and within their special expertise and jurisdiction, assist in the refinement of the environmental impact analysis and documentation.

8. Review internal drafts of the EIS and comment on potential impacts that are in the Cooperating Agency's area of expertise. The Cooperating Agencies will provide comments on drafts within the timeframes established by the NPS in order to satisfy requirements under SO 3355.
9. Hereby designate the persons listed in Article IV (Key Officials) as the respective Cooperating Agency's Representative. The Cooperating Agency's Representatives shall be responsible for implementing the terms of this MOU and ensuring their respective agency's employees and consultants follow the terms of this MOU. The Cooperating Agency's Representatives shall attend all meetings and workshops (if any) and serve as the single point of contact for the exchange of materials and documents, including distributing information or documents within his or her agency as needed, and consistent with Article VI (the confidentiality provisions).
10. Maintain the confidentiality of all documents and deliberations, prior to the public release by the NPS of any NEPA document, including drafts, to the extent allowable by law.

C. The Parties agree:

1. To participate in the planning process for the EIS in good faith and make every effort to resolve areas of conflict. The parties agree to fully explore issues before coming to conclusions, and to commit to searching for opportunities for resolution in order to contribute to an effective planning process. In the event that conflicts cannot be resolved, the parties agree:
 - a. To work cooperatively to identify and resolve issues at the lowest possible level. Program staff from both parties will work to resolve specific issues in a timely manner; keeping in mind NEPA timelines impacted by the dispute.
 - b. Upon determination that resolution cannot be reached at the lowest possible level, the issue will be elevated to Cape Hatteras National Seashore Superintendent and the Dare County Manger, accordingly.
 - c. The Superintendent and Dare County Manger shall attempt to resolve the conflict within 5 days, allowing additional time as necessary for continued resolution while keeping in mind the NEPA timelines impacted by the dispute.
 - d. Upon determination by the Superintendent and Dare County Manger, that resolution cannot be reached, the issue will be elevated to the NPS Regional Director and the Dare County Manger. The NPS Regional Director and the Dare County Manger, shall come to a decision on how to proceed within 10 days and, whether in agreement or not, shall provide direction to respective staff.
 - e. The NPS Regional Director may refer unresolved issues for consideration by the Director of the NPS
 - f. In the case of any dispute, the agency seeking resolution shall prepare and transmit to all parties a written statement including the following: a brief summary of the dispute, a brief statement of each issue that needs to be resolved or decided, a brief description of any efforts to resolve the issue(s)

and the reasons those efforts were unsuccessful, and the perspectives of the other agencies on the dispute, outstanding issues, and previous efforts to reach a resolution. Each agency involved in the dispute will prepare a briefing paper describing the issue, background information, needs and concerns, and options from their perspective. Relevant staff needed to resolve disputes will meet to discuss the issue(s) and seek consensus resolution. The agency that seeks resolution also may schedule a joint briefing of all relevant agencies.

2. Not to utilize any individual or organization for purposes of plan development, environmental analysis, or cooperator representation, including officials, employees, or third-party contractors, having a financial interest in the outcome of the EIS. Questions regarding potential conflicts of interest should be referred to an appropriate ethics counselor for resolution. Coastal Science and Engineering (CSE) is a sub-contractor to Vanasse Hangen Brustlin, Inc. (VHB) currently under contract with the NPS to complete the EIS. Dare County may work with CSE or any other entity, for the benefit of Dare County, on specific issues within their area of expertise, but the NPS maintains authority over any modifications to the contract and performance of the contract with CSE and VHB on the EIS.
3. That the cooperation of the Parties under this MOU does not transfer any jurisdictional roles or responsibilities.
4. All Dare County duties and participation under this MOU are contingent upon availability of funds and staff.

ARTICLE IV - KEY OFFICIALS

A. Key officials are essential to ensure maximum coordination and communications between the Parties and the work being performed. They are:

1. For NPS:

Signatory/Administrative

David Hallac
Superintendent
Cape Hatteras National Seashore
1401 National Park Drive
Manteo, NC 27954
Telephone: 252-475-9032

Lead Agency Representative

Sabrina Henry
Environmental Protection Specialist- Planning and Compliance Lead
Cape Hatteras National Seashore

1401 National Park Drive
Manteo, NC 27954
Telephone: 252-475-9019

2. For Dare County:

Signatory/Administrative

Cooperating Agency Representative

Robert L. Outten
County Manager/Attorney
County of Dare, North Carolina
PO Box 1000
Manteo, NC 27954
Telephone: 252-475-5803

- B. **Communications:** Dare County will address any communication with their Agency letterhead regarding this MOU to the Lead Agency Representative with a copy to the Superintendent. All other communications that relate solely to routine matters described in this MOU may be sent only to the Lead Agency Representative. The NPS will address any communication regarding this MOU to the Cooperating Agency Representative(s). Communications that relate solely to routine matters described in this MOU may be sent only to the Cooperating Agency Representative(s).
- C. **Changes in Key Officials:** Notification of changes in key officials and representatives will be provided to the other parties in a reasonably timely manner. Changes to a Cooperating Agency's Representative shall be subject to approval by the NPS.

ARTICLE V—LIABILITY

- A. Nothing in this MOU alters, limits, or supersedes the authorities and responsibilities of the Parties on any matter within their respective jurisdiction. Nothing in this MOU shall require the Parties to respond beyond their respective authority.
- B. This MOU is intended to enhance the working relationship between the Parties by outlining the roles, responsibilities, and objectives of each Party in order to develop the EIS. It is not intended to and does not create any third-party rights or benefits, substantive or procedural, enforceable at law or equity against the United States or the State of North Carolina, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.
- C. Each party retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

ARTICLE VI—ACCESS TO RECORDS

- A. The Parties agree to keep and maintain records concerning this MOU, and afford another Party access to such records pursuant to a written request to the extent allowed by applicable law. The Parties recognize the records maintained and exchanged pursuant to this MOU may be disclosed to the public pursuant to the Freedom of Information Act and/or North Carolina public records laws.
- B. The NPS will give Dare County or any authorized representative the right to examine any records related to this MOU that otherwise would be available to Dare County under the Freedom of Information Act, 5 U.S.C. §552. The parties acknowledge that Dare County is subject to North Carolina’s Public Records Act (PRA), Chapter 132- North Carolina General Assembly. Under the PRA, Dare County will be required to produce “public records,” as defined by the PRA, should a public records request be received, unless a specific exemption to disclosure created by the PRA or another statute applies.
- C. The Parties will inform each other before disclosing any document whose disclosure may be required by law (including the North Carolina Public Records Act). Dare County will consult with NPS prior to the release of any documents, including deliberative drafts, required by the Freedom of Information Act or other applicable law.

ARTICLE VII—STANDARD CLAUSES

- A. **Civil Rights:** During the performance of this MOU, the participants agree to abide by the terms of U.S. Department of the Interior - Civil Rights Assurance Certification, non-discrimination and will not discriminate against any person because of race, color, religion, sex, or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
- B. **Promotions:** Dare County will not publicize, or otherwise circulate, promotional material (such as advertisements, brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies Governmental, Departmental, Bureau, or Government employee’s endorsement of product, service, or position which the repository represents. No release of information relating to the MOU may state or imply that the Federal Government approves of Dare County’s work product or considers Dare County work product to be superior to other products or services.
- C. **Participation in Similar Activities:** This MOU in no way restricts the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

- D. **Members of U.S. Congress:** Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this MOU, or benefits that may arise therefrom, either directly or indirectly.
- E. **Anti-Deficiency Act** – 31 U.S.C. § 1341 – Nothing contained in this MOU shall be construed as binding the NPS or Dare County to expend in any one fiscal year any sum in excess of appropriations made by Congress for the purposes of this MOU for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.

ARTICLE VIII—MODIFICATION AND TERMINATION

- A. This MOU may be modified only by a written instrument executed by the Parties.
- B. This MOU becomes effective upon signature by the authorized officials of the Parties and shall terminate upon issuance of the ROD by the NPS. Any Party may terminate their participation in this MOU earlier by providing the other Parties with 30 days advance written notice. If one Party provides the other Parties with notice of its intention to terminate, the Parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences. Notwithstanding any other provision of this MOU, if termination occurs prior to the issuance of the ROD, all parties will remain accountable, to the extent allowed by federal and state law, to the confidentiality of all documents.

ARTICLE IX—SIGNATURES

NATIONAL PARK SERVICE

By: _____ Date: _____
Regional Director, Interior Region 2 – South Atlantic-Gulf

COUNTY OF DARE

By: _____ Date: _____
Signatory



Board Appointments

Description

The following Boards have appointments this month.

1. East Lake Community Center Board
2. A.B.C. Board
3. Wanchese Community Center
4. Older Adult Services Advisory Council
5. Upcoming Board Appointments

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager



East Lake Community Center Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

July, 2020

BOARD APPOINTMENT
EAST LAKE COMMUNITY CENTER BOARD
(Three Year Term)

The East Lake Community Center Board manages the use of the Community Building and holds fundraisers to maintain the building.

Ted Hemilright
(Current term 7/17– 7/20)

Ted Hemilright would like to be reappointed.

No other applications on file

Other Members:
See attached list

EAST LAKE COMMUNITY CENTER BOARD
(Staggered/Three Year Term)

Manages the community building and holds fundraisers to maintain the building for reunions, parties, etc. that are held there.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Ted Hemilright 19635 Dell-Lee Rd. East Lake, NC 27953 473-3192	7-20	Apptd. 3-12 Reaptd. 7-14, 17
Rosemarie Doshier 19880 Hwy 64 East Lake, NC 27953 305-3996 rosemarie@thedoshierteam.com	7-21	Apptd. 10-08 Reaptd.7-09,12,15,18
Crystal Basnight 14540 Hwy 64 East Lake, NC 27953 473-5025	7-22	Apptd. 10-08 Reaptd.7-10,13,16,19
Erin Dennison 19402 US Hwy 64 East Lake, NC 27953 252-473-2614 (H) 410-363-5110 (W) Erindennison4610@comcast.net	7-22	Apptd. 06/20

Notes:

MEETING INFO: As needed

CONTACT INFO: Rosemarie Doshier, Chairman

MEMBERS COMPENSATED: No

Asher Vandenburg replaced Ted Hemilright 7/97.
Earl Glenn Twiddy appointed to fill unexpired term of Steve Tyler 12/98.
Danny Rowe appointed to fill unexpired term of Asher Vandenburg 1/99.
John Sethman appointed to fill unexpired term of Earl G. Twiddy 11/99.
Willis Creef appointed to fill unexpired term of Danny Rowe 11/99.
Deanna Etheridge replaced Willis Creef 7/00.
Richard G. Perrot appointed to fill unexpired term of Deanna Etheridge 5/01.
Craig Burgess replaced Earl Twiddy 7/04.
Nancy Cahoon apptd. for 3 yr term 10/08.
Rosemarie Doshier filled unexpired term of John Sethman 10/08.
Crystal Basnight filled unexpired term of Violet Cahoon 10/08.
Brian Horne appointed to fill unexpired term of Craig Burgess 10/10 (term will expire 2013)
Shelly Perrot appointed to fill seat left vacant (last held by Ricky Perrot) 10/10
Ted Hemilright appointed to fill unexpired term of Nancy Cahoon 3/12
Joseph Sexton appointed to fill unexpired term of Brian Horne 3/12
Crystal Basnight and Shelly Perrot reappointed; Joseph Sexton resigned leaving a vacancy 7/19
Shelly Perrot resigned; 4/20; Erin Dennison apptd. to fill her unexpired term 6/20

REVISED 6/20



A.B.C. Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

July, 2020

BOARD APPOINTMENT

A.B.C. BOARD

(Three Year Term)

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

The following term expires this month:

Fields Scarborough, Sr.
(Current Term 8/17 –8/20)
(Originally Apptd. 8/14)

He would like to be reappointed

Applications have been received from:

George Berry
Francis T. D'Ambra, Jr.
Jeffrey Dowdy
Allen Moran
William Simmonds

Other Members:
See attached list

A.B.C. BOARD
(Three Year Term)

This Board manages the sale of distilled spirits by promoting excellence in customer service, fiscal responsibility, operational effectiveness and compliance with laws that govern the sale and use of alcoholic beverages in Dare County. They retain authority to set policy and adopt rules in conformity with ABC laws and Commission rules.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
W. Ray White, CH P.O. Box 922 Manteo, NC 27954 441-4464	8/22	Reapptd. 8/89- 8/07 Apptd. 5/08 Reapptd. 8/10, 13, 16, 19
Robert "Bobby" Owens, II P.O. Box 505 Manteo, NC 27954 252-256-0668 (H)	8/21	Apptd. 6/11 Reapptd. 8/12, 15, 18
Fields Scarborough, Sr. P.O. Box 1691 Manteo, NC 27954 473-5833	8/20	Apptd. 8/14 Reapptd 8/17
Joe Tauber 205 Eagle Dr. Kill Devil Hills, NC 27948 410-491-9735	8/21	Apptd. 9/15 Reapptd. 8/18
James Clark 1508 Small Ct. Kill Devil Hills, NC 27948 252-715-0602 (H) 252-207-2912 (O)	8/21	Apptd. 9/15 Reapptd. 8-18

NOTES: MEETING INFO: 3rd Tuesday each month, 9:00 a.m., ABC Store in Manteo
MEMBERS COMPENSATED: No

CONTACT INFO: Ray White, Chairman
Ted Toler, ABC General Manager

Rondall Tillett replaced David Mizelle & Aubrey Heath appointed to fill term of Leon Daniels 8/94.
Carl Hayes replaced Aubrey Heath 8/98; Guy Midgett replaced Ray White 8/07.
Ray White appointed to fill unexpired term of Guy Midgett 5/08.
Bobby Owens appointed to fill unexpired term of Rondall Tillett 6/11.
Fields Scarborough, Sr. replaced Carl Hayes 8/14.

**On 8/3/15, the Dare County Board of Commissioners voted to increase the size of the ABC Board from three to five members.

Joe Tauber was appointed and James Clark was appointed 9/8/15.

Ray White was reappointed 8/5/19

REVISED 6/2020

APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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

Advisory Board or Committee interested in:

1st choice Dare County ABC Board

2nd choice Dare County Veteran Advisory Board

3rd choice ~~Dare County Planning Board~~ ^{Appntd. 7/16} Parks & Recreation Advisory Board GB

Name: George H. Berry

Address: 239 North Dogwood Trail

City/State/Zip Southern Shores, NC 27949

Telephone Home: (252) 261-1278

Business: (703) 473-0528

Resident of Dare County: yes no

Occupation: CEO Starfish Services, Inc.

Business Address: Same as above

Educational background:

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

Business and civic experience and skills:

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

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Have been attending VET advisory board mtgs

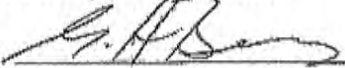
Expiration Date of Terms: _____

REFERENCES

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

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

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

Date: 6/29/16 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 6/29/16

Date forwarded to County Commissioners: _____

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

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

Advisory Board or Committee interested in:

1st choice Dare County ABC Board

2nd choice _____

3rd choice _____

Name: Francis T. D'Ambra Jr.

Address: 1211 Burnside Rd.

City/State/Zip Manteo NC 27954

Telephone Home: 252-305-8660

Business: 252-469-7793

Resident of Dare County: yes no

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

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

Educational background:

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

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

Business and civic experience and skills:

Former Chief of Police, Manteo, NC

LGFCU Advisory Board

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

Board, Committee, or Commission:

former, Chair, Dare County Juvenile Crime Prevention Council

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

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

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Hon. Edgar L. Barnes	Chief Dist. Court Judge	159 Fenwick Pl. Manteo, NC	252-305-9397
Hon. Dean Tolson	Clerk of Superior Court,	Dare County	252-216-7114
Mr. Jordan Hennessy	Legislative Asst. Sen. Bill Cook		252-614-3606

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

Date: 9-1-2015 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: _____

Date forwarded to County Commissioners: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1st choice ABC BOARD

2nd choice _____

3rd choice _____

Name JEFFREY DOWDY

Address 61 DUCK WOODS DR

City/State/Zip KITTY HAWK, NC 27949

Email Address DOWDY@DOWDYOSBORNECPA.COM

Telephone Home: 252-715-0970

Business: 252-449-4404

Resident of Dare County: yes no

Occupation: ACCOUNTANT/CPA

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

Educational background:

BACHELOR OF BUSINESS ADMINISTRATION WITH CONCENTRATION IN ACCOUNTING

Business and civic experience and skills:

SELF EMPLOYED BUSINESS OWNER FOR 25YEARS

SMALL BUSINESS TAX AND BUSINESS CONSULTING

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

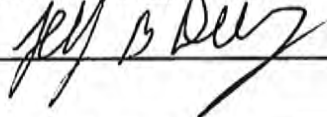
OUTER BANKS CHAMBER OF COMMERCE - TREASURER

REFERENCES

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

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

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

Date: 4/30/18 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 5/4/18

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

- 1st choice Planning Board 4.) Board of Adjustment
- 2nd choice ABC Board 5.) Equalization & Review
- 3rd choice Tourism Board 6.) Health & Human Services

Name Allen Moran

Address 381 Mother Vineyard Rd

City/State/Zip Manteo, NC 27954

Email Address allenm@darenc.com

Telephone Home: (252) 423-1309

Business: (252) 475-9222

Resident of Dare County: yes no

Occupation: Police Officer / Real Estate Broker / Restaurateur

Business Address: 7623 S. Virginia Dare Trl Nags Head, NC

Educational background:

NC licensed real estate broker, NC Justice Academy,

College of the Albemarle

Business and civic experience and skills:

Rotary International Community Service Chair (Manteo, 2012),

U.S. Restaurant Association Board Member

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

NCDOT Board, Roanoke Island Community Center,
Albemarle Regional Planning Organization,
Peanut Belt Regional Planning Organization

REFERENCES

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

Name	Business/Occupation	Address	Telephone
<u>RV Owens</u>	<u>Self-Employed</u>	<u>Manteo, Nc</u>	<u>216-8079</u>
<u>Doug Daughtie</u>	<u>Sheriff (Dare)</u>	<u>KDH, Nc</u>	<u>216-9898</u>
<u>Marc Basnight</u>	<u>Retired</u>	<u>Manteo, Nc</u>	<u>216-6703</u>

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

Date: 02/02/2018 Signature of applicant: *Alce M*

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Dare County Waterways Commission

2nd choice Dare County Board of Adjustment

3rd choice ABC Board

Name William Simmonds

Address 147 W. Oak Knoll Dr

City/State/Zip Nags Head, NC 27959

Email Address wsimm1017@gmail.com

Telephone Home: 321-607-4241

Business: _____

Resident of Dare County: yes no

Occupation: Recently retired NASA, Kennedy Space Center, Florida

Business Address: _____

Educational background:

BS Mechanical Engineering, Old Dominion University, Masters Engineering Management, George Washington University

Business and civic experience and skills:

Solid Waste Advisory Board - Hampton, Virginia, 1989-1992, Project Manager, (PM) KSC Railroad Bridge upgrades,

PM, Indian River Dredging Project, KSC, NASA & AF Barge and Wharf Terminal Improvement Project, Brevard County, Florida, Youth Science Fair Judge.

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

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Steve Milton, PM Chief, NASA	Mail Code LX-D1	John F. Kennedy Space Center, FL	32899 (321) 867-5965
Eric Anderson, Launch & Ops Div. Chief,	Mail Code VAE00	John F. Kennedy Space Center, FL	32899 (321) 867-5000
Ross A. Kearney, retired, former Mayor	Hampton of City,	328 Darby Ave. Hampton, Va.	23663 (757)-268-4081

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

Date: 08/03/2017 Signature of applicant: *William D. Lewis*

FOR OFFICE USE ONLY:

Date received: 8/9/17



Wanchese Community Center

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

July, 2020

WANCHESE COMMUNITY CENTER BOARD

(Two Year Term)

**The Wanchese Community Center Board manages and is responsible
for the upkeep of the community building.**

The following terms expire this month:

**Joyce T. Meekins
(Current Term 7/18 - 7/20)
Originally Apptd. 2/02**

**Robert L. Walton
(Current Term 7/18 – 7/20)
Originally Apptd. 7/05**

Both would like to be reappointed.

An application has been received from Justin Bateman.

Other Members:
See attached list

WANCHESE COMMUNITY CENTER BOARD
(Two Year Term)

The Wanchese Community Center Board manages and is responsible for upgrading the community building. The community of Wanchese has the opportunity to have reunions, parties, etc. at the community center.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Joyce T. Meekins Old Schoolhouse Rd. Wanchese, NC 27981 252-473-3087	7-20	Apptd. 2-02 Reapptd. 7-02,04,06, 08,10,12,14,16,18
Tina Sherrod PO Box 484 Wanchese, NC 27981 252-473-1826 (H) 252-216-8223 (B) t.sherrod@aparkinglotmaintenance.com	7-21	Apptd. 4-18 Reapptd. 07/19
Bill Wilson 291 ER Daniels Road Wanchese, NC 27981 252-216-6650	7-21	Apptd. 4-17 Reapptd. 7-17,19
Sally DeFosse 165 E.R. Daniels Rd. Wanchese, NC 27981 252-473-3792	7-21	Apptd. 2-09 Reapptd. 7-09,11,13, 15,17,19
Robert L. Walton P.O. Box 733 Wanchese, NC 27981 252-475-1195	7-20	Apptd. 7-05 Reapptd. 7-06, 08,10, 12,18
Becky Beacham P.O. Box 177 Wanchese, NC 27981 252-473-5313	7-21	Apptd. 7-13 Reapptd. 7-15,17,19
Joseph Lee Willis 365 Old Schoolhouse Road Wanchese, NC 27981 252-473-5347 (H) 252-475-9505 (B)	7-21	Apptd. 10-18 Reapptd. 07/19

NOTES:

MEETING INFO: Quarterly, 1st Tuesday of January, April, July, October, 7:00 p.m., Wanchese Community Center

CONTACT INFO: Becky Beacham, Chairman

MEMBERS COMPENSATED: No

8/93 – Rosie Davenport replaced Ruth Whiton

8/94 – George Schwartz replaced Harry Horton

7/01 – Will Fields replaced Randy O’Neal

2/02 – Joyce Meekins filled unexpired term of Linda Byrd Daniels

7/03 – Patricia Austin replaced Ken Doughty

10/03 – John B. Beasley filled unexpired term of Will Fields

7/05 – Jimmie Williams filled unexpired term of George Schwartz

7/05 – Robert Walton filled unexpired term of Nora Scarborough

2/09 - Sally DeFosse filled unexpired term of Patricia Austin

7/13 – Becky Beacham replaced Jimmie Williams

12/14 – Robin Holt filled unexpired term of Thomas Baum

4/17 – Bill Wilson filled unexpired term of Robin Holt

4/18 – Tina Sherrod filled unexpired term of Rosie Davenport (who passed away)

10/18 – Joseph Lee Willis filled unexpired term of Lish Meekins (who passed away)

7/19 – Tina Sherrod, Bill Wilson, Sally DeFosse, Becky Beacham & Joseph Lee Willis reappointed

REVISED 7/2020

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Wanchese Community Center Board

2nd choice _____

3rd choice _____

Name Justin Bateman

Address 72 Cudworth Cemetery Rd. / PO Box 87

City/State/Zip Wanchese, NC 27981

Email Address highway345south@gmail.com

Telephone Home: 252-256-3252

Business: 252-441-1024

Resident of Dare County: yes _____ no

Occupation: Radio DJ/Marketing

Business Address: 2422 Wrightsville Ave. Nags Head, NC 27959

Educational background:

Graduate of Manteo High, Class 2003

Some College - Technical School

Business and civic experience and skills:

- Current Member of Dare County Parks & Rec. Board

- Dare County Baseball Board of Directors Member

- Active Member of Bethany United Methodist Church
Wanchese, NC

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

See Page One @ the Bottom.

REFERENCES

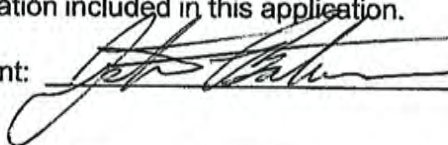
List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Becky Beachum</u>	<u>Barber</u>	<u>Wanchese, NC</u>	<u>252-216-8544</u>
<u>Ken Mann</u>	<u>Minister</u>	<u>Wanchese, NC</u>	<u>252-305-6402</u>
<u>Edward Lee Mann</u>	<u>Former Dare County Public Works Director</u>	<u>Wanchese, NC</u>	<u>252-255-3290</u>

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

Date: 7/1/2020

Signature of applicant:



FOR OFFICE USE ONLY:

Date received: _____



Older Adult Services Advisory Council

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

July, 2020

Board Appointment
Older Adult Services Advisory Council
(Four Year Term)

The Older Adult Services Advisory Council currently has a “Mainland” vacancy.

Applications have been received from Angelo Sonnesso and Barbara Franchi

The Advisory Council has requested the Board of Commissioners select which applicant should fill the Mainland opening for the Dare County Older Adult Services Advisory Board.

Other Members:

See attached list

OLDER ADULT SERVICES ADVISORY COUNCIL

(Four Year Term)

**This Council advises Dare County in its efforts to promote, organize, plan,
and coordinate services and programs for residents and visitors to
Dare County who are 55 years of age and older.**

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Linda Lengyel P.O. Box 211 Hatteras, NC 27943 937-623-3258 North Hatteras Island Area	11-22	Apptd. 3/13 Reapptd. 11/14, 18
Mary Pendill 129 Dogwood Circle Manteo, NC 27954 252-423-0757 (Cell), 252-473-3589 (H) Manteo Area	11-22	Apptd. 11/14 Reapptd. 11/18
Cynthia Harris, Vice-Chair. 92 S. Dogwood Trail Southern Shores, NC 27949 703-402-6288 South Beach Area	11-21	Apptd. 11/15 Reapptd. 11/17
Melissa Turnage 108 Rhodoms Dr. Kill Devil Hills, NC 27948 252-256-0026 (H), 252-475-5585 (O) Social Services Rep.	11-22	Apptd. 12/16 Reapptd. 11/18
Lynne Bloomfield, Chair 5024 Lindbergh Ave. Kitty Hawk, NC 27949 252-261-8937 (H) Irbloomfieldkhnc@charter.net Adult Services Rep.	11-23	Apptd. 11/14 Reapptd. 11/15, 11/19
Apollonia (Bella) Reber 2802 Seahorse Court Kitty Hawk, NC 27949 252-255-0925 (H), 252-455-5159 (C) Adult Services Rep.	03-24	Apptd. 3/20

Craig S. Albert
74 Gravey Pond Lane
Southern Shores, NC 27949
440- 666-2208
graveypond@yahoo.com
North Beach Area

11-21

Apptd. 2/19

Vacancy
Mainland Area

Claudia Hennessey
P.O. Box 740
Avon, NC 27915
252-995-6662
Wanchese Area

11-21

Apptd. 11/15
Reapptd. 11/17

John Clark
216 Harbour Rd.
Kill Devil Hills, NC 27948
252-715-0284
Central Beach Area

11-20

Apptd. 11/16

Jim Tobin
6951 Pecan Lane
PO Box 243
Manns Harbor, NC 27953
Jim.tobin@darenc.com
252-216-7732
DC Commissioner

1-21

Apptd. 6/17

NOTE: MEETING INFO: 2nd Wednesday, 10:00 a.m., except June, July, Aug. Meetings rotate between Baum Center, Dare Center and Fessenden Center

CONTACT INFO: Lynne Bloomfield, Chair
Cindy Harris, Vice-Chair
Brandi Bohanan, Dir., Baum Center

MEMBERS COMPENSATED: No

Commissioner Byrd replaced Commissioner Perry 9/97; Walter Parker replaced Herb Barr 11/97.
Josephine Fessler replaced Lovie Midgett 11/97.

Alpean Midgett apptd. to fill unexpired term of Louise Rossiter who resigned 11/97.

Henry Haywood apptd. to fill term Marge Keys 3/99;

Edna P. Fehrmann apptd. to fill unexpired term of Marge Keys 3/99.

Kathy Crowder replaced Jimmy Williams and Marjorie Midgett replaced Roy Midgett 11/99.

Grace Fruit replaced Edna Fehrmann 10/00; Cheryl Byrd's appt. tabled til 12/18/00.

Geneva H. Perry filled unexpired term of Comm. Cheryl Byrd 1/01.

Lovie Midgett apptd. to fill unexpired term of Alpean Midgett 4/01.
Shirley Venente replaced Walter Parker and Barbara Brenner replaced Josephine Fessler 1/02.
Mary Conway replaced Dell Collins 1/03 and Jonna Midgett replaced Sue Judge 1/03.
Virginia Tillett filled unexpired term of outgoing Comm. Geneva Perry 2/03.
Joe Rongo replaced "Fritz" Winfree 11/03; Annie Rose Wells filled unexpired term of Gee Fruit 3/04.
Paulette Prodanchek filled term of Barbara Brenner 4/05;
Lynda Hester filled term of Mary Conway 4/07.
Lynn Thomas filled term of Joe Rongo & Georgia Ellis filled term of Annie Rose Wells 8/07.
Judith Link filled unexpired term of Shirley Venente 5/08.
Steve Jennette filled term of Lovie Midgett 12/08; Gisele Mead filled term of Lynda Hester 1/09;
Linda Lenguel filled unexpired term of Steve Jennette 3/14.
Lynn Bloomfield filled term of Julia Haywood and David Faudie filled term of Betse Kelly 11/14.
Margarette Umphlett filled unexpired term of Virginia Tillett 12/14.
11/2/15: Cynthia Harris apptd. to South Beach seat, Sandra Clark to Mainland seat & Claudia Hennessey apptd. to Wanchese seat for two-year terms. With no applications from these designated areas, appointments were made from applications that were on hand.
John Clark replaced Georgia Ellis 11/16; Melissa Turnage filled unexpired term of Jonna Midgett 12/16.
Jim Tobin appointed to fill unexpired term of Margarette Umphlett 6/17
Sandra Clark did not want to be reappointed 11/17.
Kenneth Bukantas replaced David Faudie who resigned 1/19
Craig Albert replaced Paulette Prodanchek who resigned 2/19
Amber Jennings apptd., Lynne Bloomfield reapptd. 11/19
Kenneth Bukantas resigned 3/19; Amber Jennings resigned 3/20; Apollonia (Bella) Reber apptd. 3/20

REVISED 06/2020

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice

DCOAS

2nd choice

3rd choice

Name

Barbara Franchi

Address

6053 Martin's Point Road

City/State/Zip

Kitty Hawk, NC 27949

Email Address

bafranchi@charter.net

Telephone

Home: (252) 261-0164

cell
Business: (252) 207-8009

Resident of Dare County:

yes

no

Occupation:

teacher

Business Address:

Dare Cty.

Educational background:

BS in Education

Business and civic experience and skills:



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

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Cindy Harris		92 S. Dogwood Trail SS	(703) 402-6288 ^{cell}
Diana Johnson		Martin's Pt.	(252) 489-3702 ^{cell}

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

Date: 3-10-20 Signature of applicant: Barbara Franchi

FOR OFFICE USE ONLY:

Date received: 3/10/2020

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Older Adult Services

2nd choice _____

3rd choice _____

Name Angelo Sonnesso

Address 227 Kitty Hawk Bay Drive

City/State/Zip Kill Devil Hills, NC 27948

Email Address asonnesso@gmail.com

Telephone Home: 252-202-1190

Business: _____

Resident of Dare County: yes no

Occupation: Retired

Business Address: _____

Educational background:

Masters in Rehabilitation Counseling

Masters in Education

Business and civic experience and skills:

First Flight Lions Club, Outer Banks Repeater Association,

NC Library for the Blind board member, Community Coordinating Council

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

None

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Mary Pendill		Manteo	252-473-3589
Andrew Darling		So. Shores	252-619-6235
Ken Mann		Wanchese	252-473-3024

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

Date: 5/16/19 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 5-20-19



Upcoming Board Appointments

Description

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

Board Action Requested

None

Item Presenter

Robert Outten, County Manager

Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next three months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list.

August 3, 2020

1. ABC Board

The Dare County Alcoholic Beverage Control (ABC) Board manages the sale of distilled spirits by promoting excellence in customer service, fiscal responsibility, operational effectiveness, and compliance with laws that govern the sale and use of alcoholic beverages in Dare County.

- 1 term expires

2. Dare County Advisory Board

The Advisory Board works to advise and promote goals and policies to enhance the Dare County Center's operations and community outreach.

- 5 terms expire

September 8, 2020

1. Health and Human Services Board

- The Consolidated Health & Human Services Board serves as the policy-making, rule-making, and administrative board for Dare County's Department of Health & Human Services. NCGS 153A-77 requires that "After the subsequent establishment of the Human Services Board, its Board shall be appointed by the Board of County Commissioners from nominees presented by the Human Services Board." In accordance with the General Statute, the Consolidated Human Services Board reviews all applications and submits names of nominees to the Board of Commissioners for approval. Must meet occupational requirements affiliated with expiring seats.

- 4 terms expire

October, 2020

None

-----Instructions for Obtaining and Submitting Applications-----

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Cheryl C. Anby, Clerk to the Board at 475-5800.



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