



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, August 02, 2021

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

AGENDA

- 9:00 AM CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Opening Remarks - Chairman's Update
- ITEM 2** Presentation of County Service Pins - August 2021
- ITEM 3** Public Comments
- ITEM 4** Resolution of the Board of Commissioners of the County of Dare, North Carolina, Authorizing the Negotiation of an Installment Financing Contract and Providing for Certain Other Related Matters Thereto
- ITEM 5** Public Hearing on Manteo and Kill Devil Hills Property Acquisition and Installment Financing Contract
- ITEM 6** Amendment to Special Use Permit 2-2020 for William and Shelly Daugherty Group Development
- ITEM 7** Dare County Tourism Board - Soundside Event Center and Site Update
- ITEM 8** Annual Settlement - 2020 Taxes
- ITEM 9** RFQ for Professional Engineering Services
- ITEM 10** Certificate of Achievement for Excellence in Financial Reporting
- ITEM 11** Proclamation - Child Support Awareness Month
- ITEM 12** **Consent Agenda**
1. Approval of Minutes
2. NC DPI Facility Needs Survey
- ITEM 13** **Board Appointments**
1. Parks and Recreation Advisory Council
2. Upcoming Board Appointments
- ITEM 14** **Commissioners' Business & Manager's/Attorney's Business**

ADJOURN UNTIL 9:00 A.M. ON AUGUST 16, 2021



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, Sr.



Presentation of County Service Pins - August 2021

Description

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

George Fockler - Deputy Sheriff, Sheriff's Dept. - 10 year pin

Roy Ambrose - Detention Officer and Orman Mann - Sr. Facility Maintenance Tech - 10 year pins

Thomas (Brett) Barnett - Emergency Med Tech Paramedic - 15 year pin

Pamela Kaiser - Community Health Technician and Travis Rodeheaver - Parks Maintenance - 15 year pins

William (Dustin) Respass - Distribution System Specialist - 15 year pin

Merry Ballance - Telecommunicator - 20 year pin and Patricia (Pam) Midgett, IT Admin. Assistant - 25 year pin

Lisa Heath - Dance Program Supervisor - 35 year pin

Board Action Requested

None - presentation

Item Presenter

Robert Outten, County Manager



Public Comments

Description

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

Comments can be made at the Commissioners Meeting Room in Manteo (Administration Bldg., 954 Marshall Collins Drive, Manteo) or through an interactive video link at the Fessenden Center Annex (47013 Buxton Back Road, Buxton).

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO

Description

please see the following Item Summary

Board Action Requested

Adopt Initial Resolution and capital project ordinance.

Capital project ordinance was adopted by the Board on 7/19/2021.

Item Presenter

David Clawson, Finance Director

Item Summary: **RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**

This agenda item is to begin the process to issue debt with a ten-year term to finance the purchase of two properties and perform renovations, per the approved FY 2022 Capital Improvements Plan and Debt Affordability Model.

The projects and the requested budget are as follows and agrees to the approved CIP project:

Kill Devil Hills	parcel 002741002	EMS station site	\$1,961,700
Manteo	parcel 023298000	Youth center	\$ 767,000
Youth Center renovations		Very preliminary estimate	\$ 201,300
Costs of issuance		Actual	<u>\$ 70,000</u>
Total			\$3,000,000

The schedule for the financing is:

5/18	Letter sent to the NC General Assembly JL Committee on Local Government
TBD	BOC approved the purchase of the Manteo parcel
7/23	Notice of Public Hearing publication deadline
8/2	BOC adopts Initial Resolution and calls for a public hearing
8/2	BOC holds Public Hearing
8/4	Local Government Commission (LGC) application due
8/9	Term Sheet for financing bids due to Piper Scott (placement agent)
9/7	BOC adopts Approving Resolution
9/14	LGC meeting and approval
9/16	Debt closing
TBD	Manteo property closing
October	Kill Devil Hills property closing

Attachments after this Item Summary are:

- Notice of Public Hearing
- Financing Term Sheet
- Capital Project Ordinance (per the above budget)

The Initial Resolution states:

- It is in the best interest of the County to enter into an installment financing contract to finance the Projects, and that some or all of the projects will be pledged under the deed of trust (*ONLY the Manteo parcel will be pledged*);
- The Projects are essential to the County, and the County can finance them at favorable interest rates;
- The financed amount will not exceed \$3,000,000;
- The use of an installment financing contract for the financing vehicle is preferred;
- There is no property tax increase necessary to finance the Projects;
- The County's taxing power is not pledged for the financing;
- The County is not in default under any of its debt service obligations;

- The County's budget process is in compliance with the Local Government Budget and Fiscal Control Act;
- Per past audit reports, the County has been in compliance with the law and has not been censured by the LGC; and
- A public hearing will be held on the financing on August 2, 2021.

The Initial Resolution authorizes:

- The County Manager & the Finance Director to proceed with the Contract for a principal amount of not to exceed \$3,000,000 under NCGS 160A-20;
- The Finance Director is directed to file an application with the LGC; and
- The Finance Director is authorized and directed to retain Parker Poe Adams & Bernstein as bond counsel, DEC & Associates as Financial Advisor, and Piper Scott & Co. as Placement Agent.
- Sets a Public Hearing on August 2, 2021 on the contract, the deed of trust, and the projects.

The Board is requested to:

1. Adopt the Initial Resolution; and
2. Adopt the Capital Projects Ordinance.

The capital project ordinance was adopted by the Board on July 19, 2021.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO

WHEREAS, the County of Dare, North Carolina (the “*County*”) is a validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the “*State*”);

WHEREAS, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

WHEREAS, the Board of Commissioners of the County (the “*Board*”) hereby determines that it is in the best interest of the County to enter into (1) an Installment Financing Contract (the “*Contract*”) with a financial institution to be determined (the “*Bank*”) in order to finance the capital costs of the acquisition of land and an existing building for future use by the County to replace the County’s Kill Devil Hills EMS Station and the acquisition of property and renovation of the existing building to be used as a youth center (the “*Projects*”), and (2) a deed of trust, security agreement and fixture filing (the “*Deed of Trust*”) related to the County’s fee simple interest in some or all of the real property on which the Projects will be located (the “*Mortgaged Property*”) that will provide security for the County’s obligations under the Contract;

WHEREAS, the County hereby determines that the Projects are essential to the County’s proper, efficient and economic operation and to the general health and welfare of its inhabitants; that the Projects will provide an essential use and will permit the County to carry out public functions that it is authorized by law to perform; and that entering into the Contract and Deed of Trust is necessary and expedient for the County by virtue of the findings presented herein;

WHEREAS, the County hereby determines that the Contract allows the County to finance the Projects at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the County;

WHEREAS, the County hereby determines that the estimated cost of financing the Projects is an amount not to exceed \$3,000,000 and that such cost of financing the Projects exceeds the amount that can be prudently raised from currently available appropriations, unappropriated fund balances and non-voted bonds that could be issued by the County in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

WHEREAS, although the cost of financing the Projects pursuant to the Contract is expected to exceed the cost of financing the Projects pursuant to a bond financing for the same undertaking, the County hereby determines that the cost of financing the Projects pursuant to the Contract and the Deed of Trust and the obligations of the County thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the financial benefits of financing the Projects; and (3) no revenues are produced by the Projects so as to permit a revenue bond financing;

WHEREAS, the County has determined and hereby determines that the estimated cost of financing the Projects pursuant to the Contract reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

WHEREAS, the increase in taxes, if any, necessary to meet the sums to fall due under the Contract will not be excessive;

WHEREAS, no deficiency judgment may be rendered against the County in any action for its breach of the Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure any money due under the Contract;

WHEREAS, the County is not in default under any of its debt service obligations;

WHEREAS, the County's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the County has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget ordinance;

WHEREAS, past audit reports of the County indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the County has not been censured by the North Carolina Local Government Commission (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies; and

WHEREAS, a public hearing on the Contract after publication of a notice with respect to such public hearing was held on the date of the adoption of this Resolution and approval of the LGC with respect to entering the Contract must be received; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AS FOLLOWS:

Section 1. ***Authorization to Negotiate the Contract; Ratification.*** That the County Manager and the Deputy County Manager/Finance Director, individually and collectively, with advice from the County's financial advisor, are hereby authorized and directed to solicit proposals from financial institutions to finance the Projects and to proceed and negotiate on behalf of the County to finance the Projects for a principal amount not to exceed \$3,000,000 under the Contract to be entered into in accordance with the provisions of Section 160A-20 of the General Statutes of North Carolina and to provide in connection with the Contract, as security for the County's obligations thereunder, the Deed of Trust conveying a lien and interest in the Mortgaged Property, including the improvements thereon, as may be required by the Bank providing the funds to the County under the Contract. All actions of the County Manager and the Deputy County Manager/Finance Director, individually and collectively, or their designees, in furtherance of financing the Projects, whether previously or hereinafter taken, are hereby ratified and authorized.

Section 2. ***Application to LGC.*** That the Deputy County Manager/Finance Director or his designee is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the County and its financial condition as may be required by the LGC.

Section 3. ***Direction to Retain Special Counsel and Financial Advisor.*** That the Deputy County Manager/Finance Director is hereby authorized and directed to retain the assistance of Parker Poe Adams & Bernstein LLP, as special counsel, DEC Associates, Inc., as financial advisor, and Piper Sandler & Co., as placement agent.

Section 4. ***Ratification.*** All actions of the County and its officials, whether previously or hereafter taken in effectuating the proposed financing as described herein, are hereby ratified, authorized and approved.

Section 5. ***Repealer.*** That all motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed.

Section 6. ***Effective Date.*** That this Resolution is effective on the date of its adoption.

Adopted this the 2nd day of August, 2021.

Robert Woodard, Chairman

Attest:

Cheryl C. Anby, Clerk to the Board

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

I, *Cheryl C. Anby*, Clerk to the Board of Commissioners of the County of Dare, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT, DIRECTING THE PUBLICATION OF NOTICE WITH RESPECT THERETO AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**” duly adopted by the Board of Commissioners of the County of Dare, North Carolina at a meeting held on the 2nd day of August, 2021.

WITNESS my hand and the corporate seal of the County of Dare, North Carolina, this the ___ day of August, 2021.

(SEAL)

Cheryl C. Anby
Clerk to the Board of Commissioners
County of Dare, North Carolina

NOTICE OF PUBLIC HEARING

The Board of Commissioners (the “Board”) of the County of Dare, North Carolina (the “County”) is considering entering into an installment financing contract (the “Contract”), in a principal amount not to exceed \$3,000,000, under which the County will make certain installment payments, in order to (a) pay the capital costs of the acquisition of land and an existing building located at 1630 N. Croatan Hwy, Kill Devil Hills, for future use by the County to replace the County’s Kill Devil Hills EMS Station and the acquisition of property and renovation of the existing building located at 101 N. Hwy 64/264, Manteo, to be used as a youth center (the “Projects”) and (b) pay the costs associated with entering into the Contract. In connection with the Contract, the County will grant a security interest in either or both of the sites of Projects and improvements thereon to be financed with the proceeds of the Contract for the benefit of the entity providing the funds to the County under the Contract.

NOTICE IS HEREBY GIVEN, pursuant to Sections 160A-20 of the General Statutes of North Carolina, that on August 2, 2021 at 9:00 a.m., or as soon thereafter as practicable, in the County Board of Commissioners’ Meeting Room, Administration Building, 954 Marshall C. Collins Drive, Manteo, North Carolina 27954, the Board will conduct a public hearing concerning the approval of the execution and delivery of the Contract, the financing of the Projects and the granting of a security interest described above. All interested parties are invited to present comments at the public hearing on the Contract.

/s/ Cheryl C. Anby
Clerk to the Board of Commissioners
County of Dare, North Carolina

COUNTY OF DARE, NORTH CAROLINA
SERIES 2021 INSTALLMENT FINANCING CONTRACT



JUNE 2021						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FINANCING SCHEDULE

<u>DATE</u>	<u>EVENT</u>	<u>PARTICIPANT</u>
May 18	Send Joint Legislative Letter	County; BC
July 23	Publish notice of Public Hearing in newspaper	County; BC
August 2	County adopts Initial Findings Resolution; Holds public hearing	County; BC
August X	LGC Kick off call	All
August 4	Submit LGC application	County
August 9	RFP responses due	County; PA
August 16	Documents distributed	BC; PC
August 20	Document review X:XXam Dial-in: 866.390.5250 Passcode: 7355668	All
September 7	County holds Public Hearing and adopts Approving Resolution	County; BC
September X	Finalize documents	BC; PC
September 14	LGC Approval	LGC
September 16	Closing	All

Participants:

County	County of Dare, NC	BANK	Bank Provider –
FA	Financial Advisor - DEC Associates Inc.	PC	Provider Counsel –
BC	Bond Counsel - Parker Poe	PA	Placement Agent – Piper Jaffray

**Dare County Public Facilities Corporation
Dare County, North Carolina
Installment Financing Contract**

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The Contract (as defined herein) is offered solely pursuant to this Term Sheet to a limited number of “Qualified Institutional Buyers” or “Institutional Accredited Investors” within the meaning of the Securities Act of 1933, as amended. No dealer, broker, salesperson or other person has been authorized by the County (as defined herein) or Piper Sandler & Co., as Placement Agent, to give any information or to make any representations other than those contained in this Term Sheet, and if given or made, such other information or representations must not be relied upon as having been authorized by any of the foregoing. By execution and delivery of an investment letter in the form attached as Appendix A to this term sheet and the execution and delivery of the Contract, any such lender therefor shall be deemed to have had access to such financial and other information concerning the County and the Contract as such lender deemed necessary to make an independent investment decision to execute the Contract, including the opportunity, at a reasonable time prior to such execution, to ask questions of and receive answers concerning the County and the terms and conditions of the Contract and the security therefor.

This Term Sheet is being sent to you as a prospective lender in connection with a private placement identified by Piper Sandler & Co. Piper Sandler & Co. has not independently verified the information contained herein or otherwise made any further investigation of the financing, the credit of the issuer, the collateral or the terms. Neither Piper Sandler & Co. nor any of its affiliates, partners, officers, agents, employees or representatives makes any representation or warranty, express or implied, as to the accuracy or completeness of such information. See the last page of this Term Sheet for additional disclaimers. Lenders will be expected to complete their own due diligence if selected.

Issuer: County of Dare, North Carolina (the “County”).

Issue: Installment Financing Contract pursuant to NCGS 160A-20 (the “Contract”)

Purpose: The \$3,000,000* proceeds of the Contract will be used to purchase 1) 2.08 acres of land with an existing restaurant in Kill Devil Hills (County plans to demolish the building and build an EMS station at a later date), and 2) 0.72 acres with an existing building in Manteo to use for a Parks and Recreation facility. Proceeds from this loan will also be used to renovate the existing building for Dare County Parks and Recreation. The County will pledge the Manteo land and Parks and Recreation building as collateral for the Contract (the “Manteo Project”).

Par Amount: Approximately \$3,000,000*

Dated/Closing Date*: On or about September 16, 2021.

Bids Due to Piper: August 9, 2021

Principal Payment Dates: December 1, beginning December 1, 2021, with a final maturity of December 1, 2030.

*Preliminary, subject to change.

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**Dare County Public Facilities Corporation
Dare County, North Carolina
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Interest Payment Dates: December 1 and June 1, beginning December 1, 2021.

Rating: The Issuer will not seek a rating. The County’s current LOBs bond ratings are AA/Aa2/AA-.

Tax Status: Interest will be tax exempt and will not be Bank Qualified.

Current Amortization: *

12/1/21	\$300,000
12/1/22	300,000
12/1/23	300,000
12/1/24	300,000
12/1/25	300,000
12/1/26	300,000
12/1/27	300,000
12/1/28	300,000
12/1/29	300,000
12/1/30	300,000
Total	\$3,000,000

Bidder Rate Quote: Bidders are requested to provide a **fixed interest rate** for a single interest rate. The County prefers that the interest rate not be subject to adjustment due to changes in tax code or bank capital requirements. Your bid should indicate if that is not the case.

Average Life *: 4.839 years

Prepayment Provision: The County requests a 1-year prepayment option at par.

Security: The Contract will be secured under a Deed of Trust on the Manteo Project. The County’s obligation to pay the debt service will be subject to annual appropriation by the Board of County Commissioners. The taxing power of the County will not be pledged to secure repayment.

*Preliminary, subject to change.

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Investment Letter: A form of investor letter is attached as **Appendix A** to this Term Sheet. Unless Piper Sandler obtains a written representation in the following form as part of the investor letter or otherwise, Piper Sandler will be required under its regulatory authority to obtain a CUSIP.

The Lender is a bank¹, any entity directly or indirectly controlled by a bank, or under common control with a bank (other than a dealer registered under the Exchange Act), or a consortium of such entities [or the Lender is a municipal entity purchasing the securities with funds that are, at least in part, proceeds of, or fully or partially secure or pay, the lending entity's issue of municipal obligations (e.g. state revolving fund or bond bank)], and the Lender is entering into the Contract solely for its own account for investment purposes only, with a present intent to retain its interest in the Contract until maturity or early redemption (subject to the understanding that disposition of the Lender's property will remain at all times within its control).

The Contract will contain language restricting the transfer of the Lender's interest in the Contract consistent with policies of the North Carolina Local Government Commission.

Description of Dare County: Current financials for the past 5 years can be found at the following link:

<https://www.darenc.com/departments/finance/annual-financial-reports>

¹ The term "bank" means a banking institution organized under the laws of the United States or a Federal savings association, as defined in section 2(5) of the Home Owners' Loan Act [12 USCS § 1462(5)], (B) a member bank of the Federal Reserve System, (C) any other banking institution or savings association, as defined in section 2(4) of the Home Owners' Loan Act [12 USCS § 1462(4)], whether incorporated or not, doing business under the laws of any State or of the United States, a substantial portion of the business of which consists of receiving deposits or exercising fiduciary powers similar to those permitted to national banks under the authority of the Comptroller of the Currency pursuant to the first section of Public Law 87-722 (12 U.S.C. 92a), and which is supervised and examined by State or Federal authority having supervision over banks or savings associations, and which is not operated for the purpose of evading the provisions of this title, and (D) a receiver, conservator, or other liquidating agent of any institution or firm included in clauses (A), (B), or (C) of this paragraph." 15 U.S.C.S. § 78c.(a)(6).

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Special Counsel and
Bond Counsel:

Parker Poe Adams & Bernstein LLP serves as bond counsel to the County, will draft all bond documents, and will provide a validity opinion and an opinion as to the treatment of the interest component of installment payments under the Contract under State and federal tax law. The proposer should indicate if it is the proposer's preference to draft the financing documents. By submitting a proposal, the successful proposer waives any conflict of interest that Parker Poe Adams & Bernstein LLP's involvement in connection with the financing presents to such successful proposer.

Financial Advisor:

DEC Associates, Inc. serves as the County's financial advisor.

Acceptance of Proposals:

The County reserves the right to select the proposal that best meets the needs of the County, but the selection will be made primarily on the lowest interest cost to the County. The County reserves the right to reject all proposals. Selection of any proposal is subject to approval thereof and approval of documentation by the Board of County Commissioners which is expected to occur on June 21, 2021, and the North Carolina Local Government Commission which is expected to occur on July 13, 2021. The successful bidder will be expected to honor its bid quote through closing.

Transfer Restriction:

The Contract will be non-transferable, except to a bank, insurance company or similar financial institution or any other entity approved by the Local Government Commission of North Carolina.

We look forward to your response by 4:00pm North Carolina time on June 15, 2021. Proposals should be emailed to: matt.morrell@psc.com

*Preliminary, subject to change.

**Dare County Public Facilities Corporation
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REGARDING THE USE OF THIS TERM SHEET

THE INFORMATION AND EXPRESSIONS OF OPINION HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE, AND NEITHER THE DELIVERY OF THIS TERM SHEET NOR ANY SALE MADE HEREUNDER SHALL, UNDER ANY CIRCUMSTANCES, CREATE ANY IMPLICATION THAT THERE HAS BEEN NO CHANGE IN THE AFFAIRS OF THE COUNTY SINCE THE DATE HEREOF.

THE CONTRACT HAS NOT BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933, AS AMENDED.

IN MAKING AN INVESTMENT DECISION, INVESTORS MUST RELY ON THEIR OWN EXAMINATION OF THE COUNTY AND THE TERMS OF THE OFFERING, INCLUDING THE MERITS AND RISKS INVOLVED. THESE SECURITIES HAVE NOT BEEN RECOMMENDED BY ANY FEDERAL OR STATE SECURITIES COMMISSION OR REGULATORY AUTHORITY. FURTHERMORE, THE FOREGOING AUTHORITIES HAVE NOT CONFIRMED THE ACCURACY OR DETERMINED THE ADEQUACY OF THIS DOCUMENT. ANY REPRESENTATION TO THE CONTRARY IS A CRIMINAL OFFENSE.

Additional Information Respecting Documentation

The attached document is being sent to you as a prospective purchaser or lender in connection with a private placement or loan opportunity identified by Piper Sandler & Co. or its affiliate. Piper Sandler & Co. and its affiliates have not independently verified the information contained herein or otherwise made any further investigation of the loan, the credit of the borrower and any obligor, the collateral or the loan terms. Neither Piper Sandler & Co. nor any of its affiliates, partners, officers, agents, employees or representatives makes any representation or warranty, express or implied, as to the accuracy or completeness of such information. All references to financial information of the borrower, any obligor or the collateral shall not be considered as applicable for any period after the date they are referenced, unless expressly stated otherwise.

In addition to this Term Sheet, you as prospective lender will be provided with or granted access to all of the available financial and other information requested and deemed by you to be necessary to enable you to make an independent and informed judgment with respect to the collateral, the borrower and any obligor and their credit and the desirability of participating in the prospective financing. You as prospective lender agree to make a complete examination of all loan documents and approve of the form and content of the same prior to your funding, and you agree that Piper Sandler & Co. and its affiliates shall have no responsibility to perform and have not independently performed an examination of or approved the loan documents or any specific loan terms and shall not have any duty to inspect the collateral or the books and records of borrower or any obligor.

By accepting this package and considering becoming a prospective lender, you hereby represent that you have the sophistication and knowledge required to evaluate the loan, the credit of the borrower and any obligor, the collateral and the loan terms and that you will make your own independent credit analysis and decision with respect to the loan based upon your own independent examination and evaluation of the transaction and the information you have deemed appropriate,

*Preliminary, subject to change.

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without reliance on Piper Sandler & Co. or its affiliates, its directors, officers, employees, attorneys or agents.

Piper Sandler & Co., its affiliates, directors, officers, employees, attorneys or agents make no representations or warranties, express or implied as to the business wisdom or propriety of entering into the loan, compliance with any lending or regulatory requirements, the credit worthiness of the borrowers or any obligor and the value and security of the collateral or with respect to the solvency, condition (financial or other) or future condition (financial or other) of borrower, any obligor, or the collateral securing any loan or for the due execution, legality, validity, enforceability, genuineness, sufficiency or collectability of the collateral or any loan document relative thereto. Piper Sandler & Co. and its affiliates shall not be responsible for the performance or observance of any of the terms, covenants or conditions of the loan documents.

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**Dare County Public Facilities Corporation
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Form of Investor Acknowledgement Letter

[Date]

[Issuer Name]
Piper Sandler & Co., as Placement Agent
800 Nicollet Mall
Minneapolis, MN

Re: Dare County, North Carolina Installment Purchase Contract dated as of _____, 2021

Ladies and Gentlemen:

The undersigned, [name of lender] (the "Lender") hereby represents and warrants to you as follows:

1. The Lender has on the date hereof entered into the Installment Purchase Contract dated as of _____, 2021 (the "Loan Obligation") between the Lender and Dare County, North Carolina (the "County").

2. **DELETE PARAGRAPH AND FOOTNOTE IF THE LENDER IS A NON-BANK ENTITY:** The Lender is a bank², any entity directly or indirectly controlled by the bank or under common control with the bank, other than a broker, dealer or municipal securities dealer registered under the Securities Exchange Act of 1934, or a consortium of such entities; or a municipal entity with funds that are, at least in part, proceeds of, or fully or partially secure or pay, the Lender's issue of municipal obligations (e.g., state revolving fund or bond bank).

3. The Lender has sufficient knowledge and experience in business and financial matters in general, and investments such as the Loan Obligation in particular, to enable the Lender to evaluate the Loan Obligation, the credit of the borrower, the collateral and the bond terms and that the Lender will make its own independent credit analysis and decision to enter into the Loan Obligation based on independent examination and evaluation of the transaction and the information deemed appropriate, without reliance on Piper Sandler & Co. or its affiliates, its directors, officers, employees, attorneys or agents.

4. The Lender acknowledges that no credit rating has been sought or obtained with respect to the Loan Obligation.

5. The Lender acknowledges that no official statement has been prepared for the Loan Obligation, and that the County will not be entering into a continuing disclosure agreement to provide ongoing disclosure respecting the Loan Obligation. The Lender has been offered copies of or full access to all documents relating to the Loan Obligation and all records, reports, financial statements and other

² A) a banking institution organized under the laws of the United States or a Federal savings association, as defined in section 2(5) of the Home Owners' Loan Act [12 USCS § 1462(5)], (B) a member bank of the Federal Reserve System, (C) any other banking institution or savings association, as defined in section 2(4) of the Home Owners' Loan Act [12 USCS § 1462(4)], whether incorporated or not, doing business under the laws of any State or of the United States, a substantial portion of the business of which consists of receiving deposits or exercising fiduciary powers similar to those permitted to national banks under the authority of the Comptroller of the Currency pursuant to the first section of Public Law 87-722 (12 U.S.C. 92a), and which is supervised and examined by State or Federal authority having supervision over banks or savings associations, and which is not operated for the purpose of evading the provisions of this title, and (D) a receiver, conservator, or other liquidating agent of any institution or firm included in clauses (A), (B), or (C) of this paragraph." 15 U.S.C.S. § 78c(a)(6).

*Preliminary, subject to change.

PIPER | SANDLER

Dare County Public Facilities Corporation
Dare County, North Carolina
Installment Financing Contract

Page 8

TERM SHEET

information concerning the County and pertinent to the source of payment for the Loan Obligation as deemed material by the Lender, which the Lender as a reasonable investor, has requested and to which the Lender, as a reasonable investor, would attach significance in making an investment decision.

6. The Lender confirms that its entering into the Contract constitutes an investment that is suitable for and consistent with its investment program and that the Lender is able to bear the economic risk of the Contract, including a complete loss of such investment.

7. The Lender states that: (a) it is a bank, savings and loan association, insurance company, or registered investment company; or an investment adviser registered either with the Securities and Exchange Commission under Section 203 of the Investment Advisers Act of 1940 or with a state securities commission (or any agency or office performing like functions); or any other entity (whether a natural person, corporation, partnership, trust, or otherwise) with total assets of at least \$50 million; and (b) it is (i) an “accredited investor” within the meaning of Rule 501(a)(1) of Regulation D under the Securities Act of 1933, as amended (the “1933 Act”) or (ii) a “Qualified Institutional Buyer” as defined in Rule 144A under the 1933 Act; and (c) it is capable of evaluating investment risks and market value independently, both in general and with regard to transactions and investment strategies in municipal securities; and (d) it is exercising independent judgment in evaluating: (i) the recommendation of the Placement Agent, if any, or its associated persons; and (ii) the quality of execution of the Lender’s transactions by the Placement Agent; and (e) the Lender has timely access to material information that is available publicly through established industry sources as defined in Municipal Securities Rulemaking Board (MSRB) Rule G-47;³

8. The Lender is entering into the Contract solely for its own account for investment purposes only, with a present intent to remain in the Contract until maturity, early redemption or mandatory tender, and not with a view to, or in connection with, any distribution, resale, pledging, fractionalization, subdivision or other disposition thereof (subject to the understanding that disposition of Lender’s property will remain at all times within its control).

9. The Lender understands that the Loan Obligation (i) has not been registered under the Securities Act of 1933, as amended (the “Act”), and (ii) has not been registered or qualified under any state securities or “Blue Sky” laws, and that the Contract has not been qualified under the Trust Indenture Act of 1939, as amended.

10. The Lender acknowledges that in connection with the Lender entering into the Contract: (i) Piper Sandler & Co. as Placement Agent has acted at arm’s length, is not an agent or financial advisor of, and owes no fiduciary duties to the Lender or any other person irrespective of whether the Placement Agent has advised or is advising the Lender on other matters, and (ii) the Lender represents it has had the opportunity to consult with its own legal counsel and to negotiate this Certificate prior to execution. The Lender waives to the fullest extent permitted by law any claims it may have against the Placement Agent arising from an alleged breach of fiduciary duty in connection with the Contract.

11. The Lender understands that the County and Piper Sandler & Co., and their respective counsel and Bond Counsel will rely upon the accuracy and truthfulness of the representations and warranties contained herein and hereby consents to such reliance.

12. The signatory of this Certificate is a duly authorized officer of the Lender with the authority to sign this Certificate on behalf of the Lender, and this Certificate has been duly authorized, executed and

³ Pursuant to MSRB Rule G-47 established industry sources shall include the MSRB’s Electronic Municipal Market Access (“EMMA”[®]) system, rating agency reports, and other sources of information relating to municipal securities transactions generally used by brokers, dealers, and municipal securities dealers that effect transactions in the type of municipal securities at issue.

**Dare County Public Facilities Corporation
Dare County, North Carolina
Installment Financing Contract**

TERM SHEET

delivered.

Very truly yours,

By: _____

Name: _____

Title: _____

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

**for
Financing and Purchase of Property in Kill Devil Hills and Purchase and Renovations to
Property in Manteo**

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

Section 1 The projects are the purchase of property in Kill Devil Hills for the site to replace the KDH EMS Station (parcel 002741002), approved by the Board on 3/1/2021, and the purchase and renovation of property in Manteo for use as youth center (parcel 023298000), approved by the Board on 7/19/2021.

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

Section 3 The following amounts are appropriated for the projects:

Purchase of KD Hills property	615531-737101-60351	\$1,961,700
Purchase of Manteo property	615640-737101-60352	\$767,000
Renovation to Manteo property	615640-737101-60352	\$201,300
Cost of debt issuance	615490-545300-98732	\$70,000

Section 4 The following revenue is anticipated to be available to complete the project:

Installment financing proceeds – private placement	613090-470200-98732	\$3,000,000
--	---------------------	-------------

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

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

Adopted this 2nd day of August, 2021

copy
Chairman, Board of Commissioners

[SEAL]

copy
Clerk to the Board of Commissioners



Public Hearing on Manteo and Kill Devil Hills Property Acquisition and Installment Financing Contract

Description

The Board will conduct a public hearing concerning the approval of the execution and delivery of the Contract, the financing of the Projects and the granting of a security interest described above.

Board Action Requested

Hold Public Hearing per the following notice, published prior to 7/23/2021.

Item Presenter

David Clawson, Finance Director

NOTICE OF PUBLIC HEARING

The Board of Commissioners (the “Board”) of the County of Dare, North Carolina (the “County”) is considering entering into an installment financing contract (the “Contract”), in a principal amount not to exceed \$3,000,000, under which the County will make certain installment payments, in order to (a) pay the capital costs of the acquisition of land and an existing building located at 1630 N. Croatan Hwy, Kill Devil Hills, for future use by the County to replace the County’s Kill Devil Hills EMS Station and the acquisition of property and renovation of the existing building located at 101 N. Hwy 64/264, Manteo, to be used as a youth center (the “Projects”) and (b) pay the costs associated with entering into the Contract. In connection with the Contract, the County will grant a security interest in either or both of the sites of Projects and improvements thereon to be financed with the proceeds of the Contract for the benefit of the entity providing the funds to the County under the Contract.

NOTICE IS HEREBY GIVEN, pursuant to Sections 160A-20 of the General Statutes of North Carolina, that on August 2, 2021 at 9:00 a.m., or as soon thereafter as practicable, in the County Board of Commissioners’ Meeting Room, Administration Building, 954 Marshall C. Collins Drive, Manteo, North Carolina 27954, the Board will conduct a public hearing concerning the approval of the execution and delivery of the Contract, the financing of the Projects and the granting of a security interest described above. All interested parties are invited to present comments at the public hearing on the Contract.

/s/ Cheryl C. Anby
Clerk to the Board of Commissioners
County of Dare, North Carolina



Amendment to Special Use Permit 2-2020 for William and Shelly Daugherty Group Development

Description

A request for an amendment to SUP 2-2020 for Shelly OBX Mini Storage has been submitted by William and Shelly Daugherty. The amendment request is for the addition of a fourth mini storage warehouse. The site plan, staff report, original special use permit 2-2020 and draft amendments are attached with this cover sheet.

Board Action Requested

Approval of draft amendments and site plan for SUP 2-2020 "I move the proposed amendments and site plan for SUP 2-2020 for a mini storage group development be approved."

Item Presenter

Noah H Gillam, Assistant Planning Director



County of Dare

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5000

July 21, 2021

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Noah H Gillam, Assistant Planning Director *NHG*

RE: Request to amend Special Use Permit# 2-2020 for William and Shelly Daugherty to allow for the construction a fourth mini storage facility

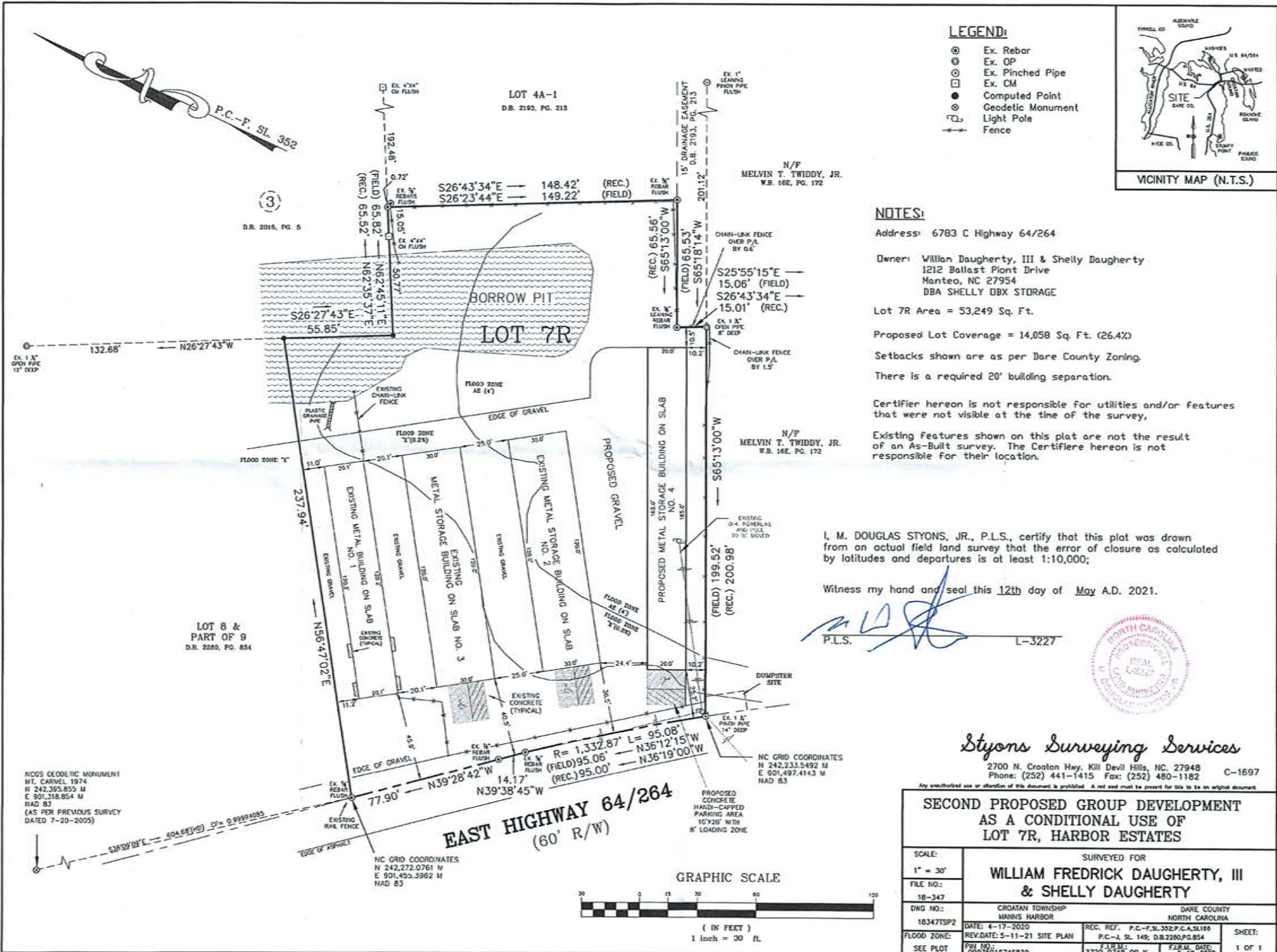
A request for an amendment to SUP 2-2020 for Shelly OBX Mini Storage has been submitted by William and Shelly Daugherty. The original SUP issued in June 2020 was for a group development consisting of three mini storage warehouse facilities located on parcel 023856000 in Manns Harbor. The amendment request is for the construction of one additional mini storage facility.

The applicants are proposing to construct a fourth mini storage building on the parcel. The fourth building will be a 3,300 square foot mini storage facility measuring 20' x 165'. A site plan (appendix B) is attached to this memo depicting the proposed improvements. The fourth proposed mini storage facility meets the requirements set forth in the zoning ordinance for group developments.

A copy of the site plan was provided to the Dare County Fire Marshal for his review and he has indicated that he has no issues with the proposed improvements. The only concern that he addressed was that the applicant needs to insure the pond on the property is kept clear of aquatic vegetation to allow drafting operation in case of a fire emergency. There is a condition in the SUP that addresses these concerns.

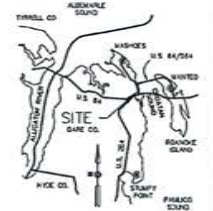
The Dare County Planning Board reviewed the proposed amendment to the SUP at their July 12, 2021 meeting and deemed the conditions and site plan appropriate. The property has been posted and the adjoining property owners notified as required by the Dare County Zoning Ordinance.

All prior conditions set forth in SUP 2-2020 shall remain in effect. The original SUP and the draft amendments are attached to this memo for the boards review.



LEGEND:

- ⊙ Ex. Rebar
- ⊙ Ex. OP
- ⊙ Ex. Pinched Pipe
- ⊙ Ex. CM
- Computed Point
- ⊙ Geodetic Monument
- ⊙ Light Pole
- Fence



VICINITY MAP (N.T.S.)

NOTES:

Address: 6783 C Highway 64/264

Owner: William Daugherty, III & Shelly Daugherty
 1212 Ballast Point Drive
 Manteo, NC 27954
 DBA SHELLY DBX STORAGE

Lot 7R Area = 53,249 Sq. Ft.

Proposed Lot Coverage = 14,058 Sq. Ft. (26.4%)

Setbacks shown are as per Dare County Zoning.

There is a required 20' building separation.

Certifier hereon is not responsible for utilities and/or features that were not visible at the time of the survey,

Existing features shown on this plat are not the result of an As-Built survey. The Certifier hereon is not responsible for their location.

I, M. DOUGLAS STYONS, JR., P.L.S., certify that this plot was drawn from an actual field land survey that the error of closure as calculated by latitudes and departures is at least 1:10,000;

Witness my hand and seal this 12th day of May A.D. 2021.

[Signature]
 P.L.S. L-3227

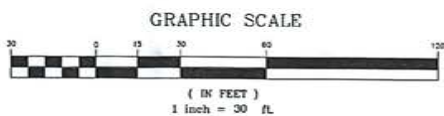


Styons Surveying Services

2700 N. Croatan Hwy. Kill Devil Hills, NC. 27948 C-1697
 Phone: (252) 441-1415 Fax: (252) 480-1182

Any unauthorized use or alteration of this document is prohibited. A red seal must be present for this to be an original document.

SECOND PROPOSED GROUP DEVELOPMENT AS A CONDITIONAL USE OF LOT 7R, HARBOR ESTATES			
SCALE: 1" = 30'	SURVEYED FOR WILLIAM FREDRICK DAUGHERTY, III & SHELLY DAUGHERTY		
FILE NO.: 18-347	DARE COUNTY NORTH CAROLINA		
DWG NO.: 18347TSP2	CROATAN TOWNSHIP	DARE COUNTY	
DATE: 4-17-2020	REV. DATE: 5-11-21	REC. REF.: P.C.-J. SL. 149; D.B.2280, PG.854	SHEET: 1 OF 1
FLOOD ZONE:	SEE PLOT	F.P.M. DATE: 09/29/18746839	F.A.M. DATE: 6-19-2020





Conditional Use Permit No.2 --2020

Dare County Sections 22-23.2, 22-31, & 22-68.

Application of: William & Shelly Daugherty

On June 15, 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 MH-A. This property is identified on the Dare County tax records as parcels 023856000 and 023856006 and located in the Manns Harbor 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 May 11, 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 William and Shelly Daugherty for a group development consisting mini storage facilities subject to such conditions as are hereinafter set out:

CONDITIONAL USE: a group development for mini storage facilities. A site plan depicting the proposed improvements identified as Appendix B is included as part of this Permit.

CONDITIONS:

1. The group development authorized at 6783 E Hwy 64/264 Manns Harbor, NC shall operate as prescribed in the definition set forth in Section 22-31 of the Dare County Zoning Ordinance.
2. There is an existing 2,400 square foot storage facility onsite that was constructed in 2008 on parcel 023856000 that is building one of the group development. A building permit for a 3,600 square foot storage facility on parcel 023856006 was filed with Dare County planning on March 20, 2020, is building two of the group development. A proposed 3,600 square foot storage facility is building three of the group development. Proposed building three is to be constructed after properties are recombined.
3. The recombination of parcels 023856000 and 023856006 shall be submitted within 6 months of the date of CUP approval by the Board of Commissioners. A building permit for the proposed 3,600 square foot building three shall only be secured from Dare County once properties are recombined and within 12 months of the date of CUP approval by the Board of Commissioners.
4. Additional lighting fixtures shall be installed that are similar to the existing fixtures on the site. The new light fixtures shall be installed so that no light illuminates or reflects on any adjacent property or public right-of-way
5. Tenants of the storage building shall be allowed access to the site between the hours of 6:00 a.m. and 10:00 p.m. daily.
6. Parking area for fire apparatus must be provided and maintained adjacent to the pond on the rear of the property. The parking area must be at least 20'ft wide by 50'ft long. The pond in this area must be cleaned out and maintained with a minimum depth of 5'ft to allow for drafting operations.
7. The Planning Department staff shall monitor the site. The applicant shall be notified in writing if any violation of this CUP. Appropriate measures to correct any violation identified by the Dare County Planning Department shall be made upon receipt of notice. Failure to correct any violations may void this CUP and may result in the assessments of civil penalties as provided for in Chapter 10 of the Dare County Code of Ordinance and/or any other legal remedy available to Dare County.

8. Parking for the individual storage units shall be allowed immediately adjacent to the storage buildings to facilitate the loading and unloading of individual units.
9. The storage units shall be used for unconditioned storage and no storage unit shall be used or occupied for residential or commercial purposes.
10. All solid waste containers shall be located on the mini storage facility property.
11. 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 15th day of June 2020



COUNTY OF DARE

Robert L. Woodard

By: _____

Robert L Woodard
Dare County Board of Commissioners

ATTEST:

By: *Cheryl Anby*
Cheryl Anby
Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: *William and Shelly Daugherty*
William and Shelly Daugherty

Shelly Daugherty

APPROVED AS TO LEGAL FORM

By: *Robert L. Outten*
Robert L. Outten
County Attorney



2021 AMENDMENT to Special Use Permit No. 2-2020
Dare County Sections 22-23.2, 22-31 and 22-65.

Application of: William & Shelly Daugherty for Shelly OBX Mini Storage

On August 02, 2021 The Dare County Board of Commissioners considered an amendment to SUP 2-2020 issued to William and Shelly Daugherty for the Shelly OBX Mini Storage group development in Manns Harbor. The original CUP was issued in June 2020 by the Dare County Board of Commissioners for a group development consisting of three mini storage warehouses. This amendment is for the construction of one additional 20' x 165' mini storage warehouse.

The following revisions shall be made a part of SUP #2-2020 as detailed below:

Condition #2 of the SUP 2-2020 is amended to read:

There is one existing 2,400 square foot storage facility and two existing 3,600 square foot storage facilities on the parcel. A proposed 3,300 square foot storage facility will be building four of the group development.

Condition #3 of the SUP 2-2020 is amended to read:

A building permit for the proposed 3,300 square foot building four shall be secured from Dare County within 24 months of the date of the SUP amendment approval by the Board of Commissioners.

All other terms and conditions included in the original SUP #2-2020 shall remain in force and part of this amendment.

This 02 day of August 2021

SEAL:

COUNTY OF DARE

By: _____
Robert L Woodard Sr.
Dare County Board of Commissioners

ATTEST:

By: _____
Cheryl Anby
Clerk to the Board

THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED

By: _____
William & Shelly Daugherty
Shelly OBX Mini Storage

APPROVED AS TO LEGAL FORM

By: _____
Robert L. Outten
County Attorney



*Dare County Tourism Board
Soundside Event Center and Site Update*

Description

Update of the plans for the Soundside Event Center and Site.

Board Action Requested

None - presentation

Item Presenter

Lee Nettles, Executive Director, Outer Banks Visitors Bureau.



Annual Settlement

Description

The Tax Collector reports to the Governing Board the Settlement for the 2020 taxes, both paid and unpaid. The Tax Collector also reports on the collection processing for the 2020 tax year.

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

SETTLEMENT FOR 2020 TAX YEAR

To: Dare County Board of Commissioners
 From: Becky Huff, Tax Collector
 Date: August 2, 2021

July 1, 2020 - June 30, 2021				
Dare County 2020 Tax Bills	Levy	Collected	Uncollected	%Coll
County (C99,ADV,FTL'S)	\$65,323,498.86	\$65,105,808.49	\$217,690.37	99.67%
Motor Vehicles	\$0.00	\$0.00	\$0.00	0.00%
Towns	Levy	Collected	Uncollected	%Coll
Kill Devil Hills	\$ 9,143,278.42	\$ 9,117,324.41	\$ 25,954.01	99.72%
Beach Nourishment	\$ 493,180.49	\$ 492,509.62	\$ 670.87	99.86%
Kitty Hawk	\$ 4,276,202.85	\$ 4,262,429.91	\$ 13,772.94	99.68%
Beach Nourishment	\$ 534,400.53	\$ 533,562.43	\$ 838.10	99.84%
Manteo	\$ 2,249,911.24	\$ 2,241,754.94	\$ 8,156.30	99.64%
Southern Shores	\$ 3,094,703.24	\$ 3,088,815.89	\$ 5,887.35	99.81%
Special Assessment	\$ 30,000.00	\$ 30,000.00	-	100.00%
Duck	\$ 3,615,940.22	\$ 3,615,479.92	\$ 460.30	99.99%
Beach Nourishment	\$ 997,721.47	\$ 997,506.81	\$ 214.66	99.98%

The total county real estate and personal property **levy** for **2020** was **\$ 65,323,498.86**. This total includes all real estate, mobile homes, boats, rental personal property, and business personal property. It also includes properties in bankruptcy, properties with unknown owners, and properties in conflict regarding ownership.

The total **collected** by June 30, 2021 was **\$ 65,105,808.49** for a collection rate of **99.67%** on real estate and personal property taxes. All unpaid real estate and personal property taxes for the years 2011 through 2020 that are eligible are being processed for upload to the NC Debt Setoff program.

The total county **motor vehicle levy** was **\$ 0.00**. NC Motor Vehicle taxes are now being levied along with registration fees through the Tax & Tag Program of the NC Dept of Revenue. All 2011 thru 2012 Motor Vehicle delinquent taxes have been uploaded to Debt Setoff for Collection.

It is required each year that the Board charge the Tax Collector to begin collections on the current year taxes. Due to the addition of several beach nourishment districts which require manual data entry, the 2020 tax bills will not be generated until late July or early August. The Charge to the Collector will be on the Aug 16, 2021 BOC agenda.

SETTLEMENT OF CURRENT AND PRIOR YEAR TAXES 2011 - 2020

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

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

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

COLLECTION TOTALS FOR THE YEARS 2011 - 2020 as of June 30, 2021

YEAR	LEVIES / ADJ	COLLECTED	UNCOLLECTED	% COLL
2020	98,266,208.88	97,934,927.11	331,281.77	99.66%
2019	92,885,937.19	92,659,948.95	225,988.24	99.76%
2018	91,704,427.99	91,586,319.51	118,108.48	99.87%
2017	90,136,420.37	90,053,702.67	82,717.70	99.91%
2016	84,057,198.44	84,002,026.22	55,172.22	99.93%
2015	83,096,477.27	83,026,627.56	69,849.71	99.92%
2014	79,477,669.57	79,428,852.52	48,817.05	99.94%
2013	77,857,430.18	77,812,388.48	45,041.70	99.94%
2012	71,827,330.18	71,784,953.70	42,376.48	99.94%
2011	70,415,708.94	70,365,003.10	50,705.84	99.93%
TOTAL	839,724,809.01	838,654,749.82	1,070,059.19	99.88%

SPECIAL ASSESSMENT COLLECTIONS

Collected 7/1/2020 - 06/30/2021

	<u>Total Levies +/- Adj</u>	<u>Collected in 2020</u>	<u>Total Collected</u>	<u>Balance</u>	<u>Total % Coll</u>
Roanoke Island Water Assessment:	\$ 4,875,685.00	\$ 338,161.87	\$ 4,512,532.53	\$ 363,152.47	92.55%
Shores Special Assessment:	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	100.00%

Zacchaeus Legal Services (Foreclosures)

Collected 7/1/2020 - 06/30/2021

2002-2020 Tax Years Collected in FY 2020-2021	\$ 310,641.51
Total Taxes Collected through foreclosure process	\$ 2,489,695.63
Total cost to Dare County	\$ -

YEAR	UNCOLLECTED	UNKNOWNNS	ACTIVE BANKRUPTCY	ACTIVE FORECLOSURE	COLLECTIBLE IN OFFICE
2020	331,281.77	3,817.87	8,174.71	42,239.88	277,049.31
2019	225,988.24	5,198.29	7,344.94	40,605.92	172,839.09
2018	118,108.48	5,956.44	3,000.15	30,528.91	78,622.98
2017	82,717.70	11,720.33	3,577.48	26,859.75	40,560.14
2016	55,172.22	4,279.60	1,302.37	18,029.05	31,561.20
2015	69,849.71	4,900.52	2,321.62	26,899.41	35,728.16
2014	48,817.05	4,507.85	1,913.12	19,780.94	22,615.14
2013	45,041.70	4,462.50	0.00	19,700.57	20,878.63
2012	42,376.48	6,777.12	0.00	22,311.18	13,288.18
2011	50,705.84	6,618.06	0.00	19,940.17	24,147.61
TOTAL	1,070,059.19	58,238.58	27,634.39	266,895.78	717,290.44

2020 TAX YEAR COLLECTION PROCESSING	
Second and Final Notice mailed to taxpayers	105
Pre-foreclosure letters mailed to taxpayers & lienholders	217
Payment Plans for delinquent taxes/ current & paid in full	102
Attachments & Garnishments	79
Phone Calls	@ 1200
NSF Legal Letters & Notifications	115
Parcels in Bankruptcy	10
2020 Delinquent Tax Parcels in Bankruptcy	7
Active Foreclosure Parcels	102
Taxes collected through Debt Setoff	\$ 39.79



RFQ for Professional Engineering Services

Description

An RFQ for professional engineering services was advertised on June 1, 2021. Three proposals were received on June 21, 2021 and reviewed by the Purchasing Agent, Finance Director, and County Manager. Based upon their knowledge of Dare County, overall responsiveness, and past experience with projects of similar scope, Albemarle and Associates, of Kill Devil Hills, North Carolina, was selected as the recommended engineer to serve the county on projects valued at \$50,000 or less.

Board Action Requested

Approve Albemarle and Associates as engineers for projects valued at \$50,000 or less and authorize the County Manager to negotiate a contract..

Item Presenter

Robert Outten, County Manager

**RE: Request for Qualifications
Professional Architectural/Engineering/Designing Services
For projects not to exceed \$50,000**

To Whom It May Concern:

The Dare County, North Carolina, Board of County Commissioners is seeking qualified firms to provide architectural and engineering services on an as needed basis for all projects requiring engineering services valued at \$50,000 or less.

In order to be considered all responses must be submitted in writing no later than **June 21, 2021 5pm EST**. Firms mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the response to the Dare County's Purchasing Agent on or before the specified time and date is solely and strictly the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence. Responses may be hand carried or mailed to:

**Dare County – Purchasing Agent
Attn: Dustin Peele
954 Marshall C. Collins Drive
Manteo, NC 27954**

Firms providing responses shall be licensed and responsible for complying with North Carolina laws, regulations, and local ordinances.

The Dare County Board of Commissioners reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Dare County.

No responses to the Request for Qualifications will be received or accepted after **June 21, 2021 5pm EST**. Late qualification packages will be deemed invalid and returned unopened to the firm.

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES IN
DARE COUNTY**

I. INTRODUCTION

Dare County is inviting interested architectural design/consulting engineering firms, licensed in the State of North Carolina, to submit their qualifications for consideration to provide engineering services for all projects valued at \$50,000 or less.

II. SCOPE OF SERVICES

Dare County is requesting statements of qualifications to enter into a contract on an “as needed” basis for engineering services.

The general scope of professional services includes but is not limited to:

- A. Certifying construction work has been completed as expected by County officials
- B. Ensuring completed work is up to code
- C. Identify potential issues during planning and construction phase
- B. Preparation of design development documents
- C. Preparation of construction documents
- D. Bidding and award of construction contracts
- E. Administration of the construction contract
- F. Preparation of schematic design drawings
- G. Feasibility studies
- H. Condition studies
- I. Cost estimate studies

III. SUBMISSION

- A. Submittals: Submit three (3) hard copies, marked “Dare County Engineering Services” and one electronic on a thumb drive as a PDF. Submittals will be received no later than **June 21, 2021 5pm EST**, at the office of the Dare County Administration, Attn: Dustin Peele, 954 Marshall C. Collins Drive, Manteo NC 27954
- B. Qualification packages may be hand-delivered or mailed. If the submittal is sent by mail or commercial express, the Respondent shall be responsible for actual delivery of the qualification package to the proper county office before the deadline. All submittals become property of the County. Request for Qualification packages will not be accepted via fax machine or internet e-mail.
- C. Mark outside of envelope with **RFQ** and proposal subject, “Dare County Engineering Services”.
- D. Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the firm to ensure that their proposal is received by the Purchasing Department personnel before the deadline indicated above in Section 1.1. There is nothing in this RFQ that precludes the County from requesting additional information from firms at any time during the qualification process.
- E. Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. On the contrary, all responsible firms/individuals are encouraged to submit

responses. Dare County reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the County.

- F. Qualification packages may be withdrawn by written request prior to submittal deadline.

IV. PREPARATION

- A. Firms are to submit qualification packages, which present their qualifications and understanding of the services to be performed. Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the firm's qualification package, or if the package fails to conform to the requirements of the RFQ, the County will be the sole judge as to whether that variance is significant enough to reject the firm's submittal.
- B. Qualification packages should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. Dare County does not expect nor will any more favorable consideration be given to submittals with fancy covers or binding, color photographs, sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-projected related material. Submittals shall be limited to 50 pages, double sided 8 ½ x 11, minimum 12-point font. Covers and dividers do not count in the 50 pages total.
- C. Firms requiring clarification or interpretation of this RFQ shall make a written request, which shall reach the Dare County Purchasing Department no later than the date and time for submittal of written questions (see Section V, paragraph C).
- D. Any interpretation, correction or change of this RFQ will be made by Addendum. Addenda will be published at www.darenc.com/departments/finance/purchasing/current-bids-rfp-s-and-rfq-s. It is the responsibility of the firm to ensure that all Addenda were received.
- E. All submittals shall provide a straight forward, concise description of firm's ability to satisfy the requirements of the RFQ.
- F. Qualification packages (and copies) should be bound in a single volume where practical. All documentation submitted with the offer should be bound in that single volume.
- G. In addition to the transmittal letter, the Non-Collusion Affidavit must be signed by a principal of the firm or an officer of the corporation duly authorized to bind the corporation.
- H. If any offer includes comments over and above the specific information requested in this RFQ such comments must be included as a separate appendix.
- I. The firm is solely responsible for all costs and expenses associated with the preparation of the submittal and of any supplementary presentation (including any oral presentation) if requested by County.
- J. Qualification Packages must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualification.

- K. Submittals shall be typewritten or computer generated.
- L. The County may enter in a contract with more than one firm to provide the various engineering services that will be required.

V. GENERAL TERMS AND CONDITIONS

A. NON-COLLUSION AFFIDAVIT

Each qualification package must be accompanied by a notarized affidavit on non-collusion, executed by the firm or in the case of a corporation, by a duly authorized representative of said corporation. The Non-Collusion Affidavit is provided herein.

B. ADDENDA/CHANGES

Any additions, deletions, modifications or changes made to this RFQ shall be processed through the Dare County Purchasing Department. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

C. QUESTIONS

Questions concerning this RFQ should be directed to:

Dare County Purchasing
Attn: Dustin Peele
954 Marshall C. Collins Drive
Manteo, NC 27954
E-mail: dustin.peele@darenc.com

All questions pertaining to this RFQ must be submitted by email to dustin.peele@darenc.com no later than June 14, 2021 5pm EST.

Only emailed questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that the County feels are pertinent to all proposers will be posted as an addendum to the RFQ on the county's website.

D. PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction shall not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3). However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner.**

E. MINORITY BUSINESSES

The County of Dare encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.

F. **AWARD/CONTRACT TIME**

No parts of this solicitation are to be considered part of a contract nor are any provisions contained herein to be binding of Dare County.

Award shall be made to the responsible firm(s) whose qualifications are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFQ.

The County wishes to enter into an agreement with one firm which will be responsible for the work associated with this RFQ.

Dare County anticipates award of contract within 90 days of receipt with all work, architectural, design, and construction to be completed at a later date. The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful firms for each specified project.

G. **CONTRACT DOCUMENT**

The successful firms will be required to enter into a design consultant services agreement (standard AIA).

H. **SUBCONSULTANTS**

If any subconsultants will be used for the various projects, the successful firm shall provide to the Purchasing Agent a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant.

The successful firm shall not substitute other subconsultants without the written consent of the County.

The successful firm shall be responsible for all services performed by a sub-engineer as though they had been performed by the successful firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time the County determines that any sub-engineer is incompetent or undesirable, the County shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and the County of Dare.

It shall be the successful firm's responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

I. **INSURANCE**

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and the County, to include professional liability (E&O), from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its

forces as enumerated above. See Sample Contract for additional information regarding insurance coverages and limits.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the County of Dare as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Dare County Purchasing Director and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

J. FUNDING

Some of the planned projects may be funded in whole or in part by funds provided by the United States of American and/or subdivisions and agencies thereof. In turn, Applicants should affirmatively acknowledge the Applicant's willingness to be bound by any and all statutory or regulatory requirements that may result from the use of "federal funds" by County on some or all of the potential projects, as such statutory or regulatory requirements exist at the time of this RFQ or as they may be amended or modified in the future (including any amendments or modifications applicable to any particular project when it is commenced

VII. QUALITY COMMITMENT

The County will utilize best management practices to ensure the highest quality of services is provided to its citizens. With this goal in mind, firms are required to demonstrate how they possess and utilize appropriate quality management systems which result in customer satisfaction and continuous improvements.

VIII. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested firms desiring to provide services should include the following with its Statement of Qualifications:

1. Firm name, address, telephone, fax number, contact person and e-mail address;
2. Year established and former firm names;
3. Names of principles of the firm and states in which they are registered;
4. Types of engineering services for which the firm is qualified;
5. Understanding of the scope of work/services that may be required for projects of this scale;
6. List of staff members and resumes of those persons who will be assigned to work with the County on the various projects. Include an Organizational Chart but do not include resumes or list of personnel who will not be assigned to these projects.
7. Quality Control and Assurance processes as stated above in Section VII.

IX. EVALUATION PROCESS:

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be by a

selection committee established by the County. The selection committee will review, analyze and rank all submittals based on their response to the information requested. The selection shall be made in order of preference based on criteria established herein.

If desired, the selection committee may short list the number of qualified firms. The County reserves the discretion to determine the number of firms that will be on the short list. The County may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the selection committee may schedule interviews if required in the selection process. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The selection committee may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among the firm(s) deemed most qualified to provide the required services. At the discretion of the County, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the County, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The County will negotiate a stipulated sum fee for basic services and a rate schedule to be utilized for additional services and contingent additional services with the most qualified firm at a compensation which is considered to be fair and reasonable to the County. These rates shall include all disciplines (example: architect, project manager, engineers, administrative staff, etc.). In making this decision, the County will take into account the established value, general scope, the complexity, and the professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with the firm considered to be most qualified, negotiations with that firm shall be terminated.

Negotiations will then proceed with the remaining ranked firms in the same manner until an agreement is reached, unless it is determined by the committee that it is in the best interest of the County that the process be terminated or modified.

The County of Dare reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The County reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submittal without further discussion or interviews.

X. SELECTION PROCESS

The included criteria, but not limited to, may be used in the evaluation of qualification packages for development of a shortlist to be considered for potential negotiations. These criteria are not necessarily listed in order of importance.

- Firms qualifications and experience including location of offices and related staffing
- Firms ability to provide desired services
- Previous work experience with projects of similar scope and size
- Firm's demonstration of ability to understand the specialized requirements with FEMA, federally and state funded grant projects, etc.
- Financial stability of the consultant

- Demonstration of Cost Control: Demonstrated experience implementing cost saving measures that effectively maximized the utilization of funding from a variety of sources and minimized unnecessary expenses while achieving desired results.
- References: Evaluation of comments received from referenced previous clients

RESPONDER'S CERTIFICATION FORM

I have carefully examined the Request for Qualifications, the sample Agreement for Design Consultant Services and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional design consultant services for Dare County in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

NAME OF FIRM: _____

BY: (printed name) _____

SIGNATURE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

ACKNOWLEDGEMENT OF ADDENDA

Responder hereby acknowledges receipt of all Addenda through and including:

Addendum No.	Date	Acknowledgement
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON-COLLUSION AFFIDAVIT

State of North Carolina

_____, being first duly sworn, deposes and says that:

- 1. He/She is the _____ (title) of _____(firm's name), the responder that has submitted the attached response;
- 2. He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
- 3. Such response is genuine and is not a collusive or sham response;
- 4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Dare or any person interested in the proposed contract; and

Signature

Title

NOTARIZE

Subscribed and sworn to before me,

This _____ day of _____, 20____

Notary Public _____

My Commission Expires: _____

**STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES IN
DARE COUNTY**

Submitted by

Albemarle & Associates , LTD

June 17, 2021





June 17, 2021

Dare County – Purchasing Agent
Attn: Dustin Peele
954 Marshall C. Collins Drive
Manteo, NC 27954

**RE: Professional Engineering Services
For projects not to exceed \$50,000 - Statement of Qualifications**

Dear Mr. Peele:

It is with great pleasure that we submit this Statement of Qualifications for your consideration to provide Professional Services to the County for projects not exceeding \$50,000. Albemarle & Associates, Ltd. is an engineering firm located here in Dare County with over forty-one years of professional experience throughout eastern North Carolina. Our firm has the expertise, knowledge, qualifications and strong desire to assist the County with surveying, engineering, planning, architectural, environmental and construction management services. As you will find within the support information included within this package, we have assisted other local municipalities; Kitty Hawk, Kill Devil Hills, Nags Head, Manteo, Currituck County and many project for Dare County with survey, design and construction administration on a wide range of ventures. These projects have included roadway and bridge construction and rehabilitation, drainage and stormwater management, water distribution, sanitary sewer and other utilities, pedestrian access and multi-use paths, recreational and waterfront facilities, dredging, beach and sound accesses and stabilization, governmental facilities and numerous other endeavors.

Albemarle & Associates, Ltd. has the experience to assist the County with any and all of the steps involved in the development, maintenance and rehabilitation of municipal infrastructure. This expertise provides great benefit in assessing municipal issues and providing design solutions and alternatives with cost estimation and phased approaches to implementation. When called for, we utilize our communication abilities to facilitate public relations meetings in order to bring success to your projects. We provide surveying and engineering design to develop clear and complete plans and specifications needed for permitting and construction. Our knowledge of local standards, state environmental regulations and NCDOT requirements coupled with our working relationships with these agencies allow us to efficiently navigate through the permitting process and obtain required approvals. We are proficient at all aspects of the bidding process to obtain formal

*Planning – Surveying – Engineering – Environmental – Construction Management
P.O. Box 3989, 115 W. Saint Clair St., Kill Devil Hills, North Carolina 27948
North Carolina License No. C-1027
Phone: 252-441-2113 www.AlbemarleAssociates.com Fax: 252-441-0965*

or informal bids and incorporating specific standards required by local municipalities, NCDOT, North Carolina State Construction Office or various grants and funding agencies. Albemarle & Associates, Ltd. considerable knowledge of construction materials, conditions and techniques, testing requirements and project close-out procedures allows us to provide construction management and administration to see your projects through to a successful completion.

Albemarle & Associates, Ltd. current staff has worked together as a firm for more than 18 years. We will provide consultations, planning, design, permitting, and construction implementation for your projects. As part of our business practice, and to conduct project Quality Assurance, we have internal staff meetings on a weekly basis during which we review all of our current and upcoming projects in order to provide our clients and their projects with superior service. This includes internal peer review of projects by multiple professionals.

We have recently completed design and bidding and are now providing construction management services for the Hatteras Village Pathway project on Hatteras Island. We are assisting the Town of Kitty Hawk with several drainage projects and with their new connection trail project. We recently completed the development of the new Manteo Town Common located on the site of the old County offices. We have staffing availability to assist the County at any moment and look forward to the opportunity to do so. In addition, we bring several sub-consultants whom we maintain extensive working relationships with. In addition to our in-house surveying capabilities, we work closely with Seaboard Surveying & Planning, Inc for obtaining survey for base maps, construction stake-out and as-built data as well as other survey needs. George Wood and Environmental Professionals Inc. provide additional extensive experience with wetlands delineation and a comprehensive expertise in environmental issues.

Albemarle & Associates, Ltd. is registered with the NC Secretary of State. Albemarle & Associates is a SBA certified HUBZone Small Business Concern (SBC), HUBZone Certification Number 61480. We are prequalified by NCDOT and certified with the NCDOT as a Small Professional Service Firm (SPSF) and are prequalified by NCDOT to perform a wide variety of services. We have reviewed your request for qualifications carefully and have attempted to fully address all of the items noted within this Statement of Qualifications and the following attached information:

- Professional Staff – Includes a firm profile and biographical information for professional staff and detailed project experience
- Sub-consultant Qualifications – Contains additional information regarding sub-consultants
- Recent Projects – Provides a summary for ten (10) projects within the last six years with references
- Firm Experience – Details our approach pertaining to a number of different tasks and includes specific project examples and a project / task matrix of our projects by tasks
- Responder's Certification Form and Non-Collusion Affidavit

In summary, I would again like to reiterate our strong desire and commitment to the County to assist with your future projects. Our knowledge and experience with local municipal Infrastructure issues and our ability to manage your projects from its inception through fruition allow us to provide unsurpassed service to the County. Our dedication to our clients to understand all their goals for each project and our nature to carefully consider engineering alternatives in order to bring about the best possible outcome is why we believe your selection of Albemarle & Associates, Ltd. will result in a continued working relationship that will meet or exceed the County's expectations on the anticipated endeavors.

Sincerely,

A handwritten signature in cursive script that reads "John M. DeLucia, PE".

John M. DeLucia, PE
Principal

cc: File

Albemarle & Associates, Ltd. is a multi-disciplined consulting firm specializing in planning, surveying, and engineering for residential, commercial, institutional, municipal, and recreational projects. The firm principals, James L. Overton, PE, PLS, and John M. DeLucia, PE have been providing professional services in eastern North Carolina and southeastern Virginia for over forty years. In 1993, Albemarle & Associates, Ltd. was founded based on a strong dedication to providing practical design alternatives. Albemarle & Associates has transitioned into an employee owned and operated company: and a SBA HUB Zone certified Small Business Concern (SBC) With a dedication to providing the highest level of professional services to our clients, Albemarle & Associates brings a team of motivated professionals ready to accept the challenges and provide all the technical needs for the County's Engineering and Architectural needs. Our office in Kill Devil Hills, North Carolina allows Albemarle & Associates, Ltd. to better serve the planning, engineering, and surveying needs of northeastern North Carolina. We have assisted clients with projects spanning from Williamsburg, Virginia to Brunswick County, North Carolina to the mountains of Western North Carolina. Our years of designing within North Carolina have provided us with a unique understanding of the environmental sensitivity of our state. Albemarle & Associates, Ltd. is a personal firm whose mission is to provide practical, economical, and environmentally sound engineering design solutions. The company promotes staff involvement in community activities. We recognize the importance that quality engineering has on the health, welfare, and quality of life within the community.

Albemarle & Associates, Ltd. has successfully facilitated a wide diversity of engineering projects. Our team of engineers, planners, surveyors, and construction managers will provide Dare County with the technical assistance to bring your projects to fruition. With experience in site assessment, planning, engineering, and construction administration, Albemarle & Associates, Ltd. has the expertise to meet a broad range of professional engineering, surveying, and planning needs. Our close working relationship with numerous field specialists allows us to efficiently address all the needs that may be encountered. We work with teams of professionals to plan, engineer, permit, bid and provide construction administration for municipal infrastructure projects with local, state and federal funding that had critical timelines and absolute budgets. Our successful professional experience in our community allows Albemarle & Associates, Ltd. to bring to this endeavor a team of motivated professionals ready to accept the challenges and provide all the technical needs for your projects.

At Albemarle & Associates, Ltd. we always consider the long-term effects of the design decisions in order to limit our client's potential costs, risks, and consequences. Our experience and understanding of civil engineering principles and practices comes from designing many successful projects, and our dedication to providing practical cost-effective engineering solutions to clients' needs is unsurpassed. Our firm maintains equipment and software commensurate with industry standards and

continually enhances its ability to keep abreast of changes in technology, regulations, design, and construction practices. This allows us to evaluate traditional concepts and developing alternatives to provide Currituck County with the best solution.

Albemarle & Associates, Ltd. believes it is critical to obtain a complete comprehension of Dare County's goals and expectations for each endeavor. This effectiveness combined with the technical knowledge in project development provides a unique communication link between the various design professionals, the review agencies, and our clients to ensure overall project compliance, constructability, and success. We continually monitor project schedules and design costs as they relate to the overall project. These values result in projects that have been built on time and within budget. These efforts are the cornerstone of our philosophy within all projects, and we believe this will allow us to exceed Dare County's expectations.

Here is a partial list of clients to which we have provided professional services:

Town of Kill Devil Hills
Town of Kitty Hawk
Town of Nags Head
Town of Manteo
Currituck County
Dare County
Dare County Tourism Board
Dare County Board of Education

City of Elizabeth City
Pasquotank County
Perquimans County
Carteret County Community College
State of North Carolina
United States Coast Guard
UNC Coastal Studies
College of the Albemarle

Engineering Capabilities Include:

Site Evaluation Studies
Site Planning
Site Lighting Plans
Parking Lot Design
LEED Compliance Designs
Pedestrian / Multi Purpose Paths
Public Presentations
Erosion & Sedimentation Control Design
Watershed Modeling & Master Planning
Water System Design
Water Distribution & Transmission Systems
Sanitary Sewer Gravity Collection Systems
Wastewater Treatment and Disposal
Vacuum Collection Wastewater Systems
Sanitary Sewer Force Mains & Pump Stations
Waterfront / Coastal Engineering & Analysis
Preparation of Specifications & Estimates

Cost / Benefit Analysis
Grading Plans
Roadway Design
Subdivision Infrastructure Layout
ADA Compatibility Designs
Permit Preparation & Acquisition
Expert Witness
Storm Drainage Design
Stormwater Management
Small Water Supply Systems
Water System Modeling
Wastewater System Design
Innovative Wastewater Disposal
Wastewater System Modeling
Infrastructure Analysis
Value Engineering Studies
Forensic Engineering Analysis

John M. DeLucia, PE

Mr. DeLucia is a Professional Engineer with over thirty-four years of experience in land development projects in eastern North Carolina. His knowledge of coastal and general environmental regulatory agency policies and their effects on development has been beneficial to clients on new construction projects, as well as up-grading of existing facilities. Specific areas of proficiency include sedimentation / erosion control methods, stormwater management techniques, structural design, water distribution, and extensive experience regarding advanced wastewater treatment & disposal.

Mr. DeLucia's effectiveness and overall knowledge in project development; and his exceptional working relationship with regulatory authorities has assisted in the achievement of client goals. He has coordinated the engineering, planning, and surveying services required for preparation of design documents and provided construction assistance for a wide range of coastal projects such as:

Outer Banks National Scenic Byway: Project manager for 8.1 miles of sidewalks and elevated walkways. Project included vegetation preservation, utility coordination, NCDOT approvals, bid documents, environmental and CAMA permitting, facilitating stakeholder and public presentational meetings. Mr. DeLucia is now designing the Interpretive elements for the entire 138 mile Byway within Dare, Hyde, and Carteret Counties.

North Carolina Aquarium on Roanoke Island: Project manager for multiple improvement projects including auditorium renovations, pier construction, and shoreline stabilization. Responsibilities include structure design and inspections, stormwater, erosion control and CAMA permitting and State Construction Office approvals.

Eastern 4H Center Pier & Boardwalk: Project engineer for the planning and development of a new sound front pier and wetland boardwalk. The project included project meetings, environmental permitting, structural design, bidding and construction management of multiple contracts. The site is owned by NC State University.

Jockeys Ridge State Park: Project manager for the relocation of 145,000 cubic yards of sand relocation. This included all environmental permitting, plan preparation, bidding and construction management for this million dollar, State Construction regulated project. The project took over one year of planning and permitting and the relocation is currently underway.

PROFESSIONAL BACKGROUND:

Albemarle & Associates, Ltd.
(Formerly Albemarle Engineering, Inc.)
Vice President
August 1993 – Present

Waterway Surveys & Engineering Ltd.
Project Engineer / Project Manager
October 1989 – July 1993

Bissell Associates, Inc.
Project Engineer / Project Manager
June 1985 – September 1989

EDUCATION:

Bachelor of Engineering
William Rayen School of Engineering –
Youngstown, Ohio

PROFESSIONAL ORGANIZATIONS:

Dare County Board of Health
-Member 1991-1994; 1997-2006
State On-Site Wastewater Committee
Town of Kitty Hawk
-Storm Damage Assessment Committee
-Chairman, Recreation Board 2001-2005

REGISTRATION:

Professional Engineer – North Carolina

J.L. (Jay) Overton, Sr., PE, PLS

Mr. Overton has over forty years of experience in engineering; surveying; management; coordination; planning; design; and preparation of plans, specifications, & permit documents on numerous projects in the Mid-Atlantic region. As a Principal Engineer & Surveyor responsible for overall project compliance for many years, he has been involved in a variety of environmentally sensitive projects requiring coordination with local, state, and federal agencies to obtain permits, to address development issues, and to implement construction with regard to wetlands; wetland habitat creation; shoreline protection and stabilization; dredging and material disposal; golf course design; recreational facilities planning; design and construction documentation for parking areas, roads and utility extensions; building structures, pedestrian access, and wastewater management for residential, commercial and municipal uses.

Mr. Overton's project construction experience with civil design projects and with coastal construction provides a broad understanding of project management. His effectiveness in working personally and closely with design teams, regulatory agencies, and contractors to insure project success and ability to pull together project team members to accomplish the task at hand while insuring regulatory consistency and the goals of the client. These goals have been reached on such projects as:

Dare County First Flight School Campus:

Project manager for the redevelopment of the 69-acre campus to include the construction and reconstruction of two miles of roadway, pedestrian and multi-use path and utility relocations and extensions to accommodate a new 600 student high school and athletic complex. Responsibilities included the planning design and permitting, local and state approvals, bidding and construction administration

Old Nags Head Cove Dredging: Project manager responsible for the redesign, permit modifications, bidding and construction management of maintenance dredging for the entire Old Nags Head Cove canal system. Project included verification of dredged quantities.

Kill Devil Hills Street & Drainage Improvements: Project manager for an extensive list of roadway construction and rehabilitation, utility extensions, pedestrian access and drainage projects. Responsibilities include planning, design, bidding and construction management.

PROFESSIONAL BACKGROUND:

Albemarle & Associates, Ltd.

(Formerly Albemarle Engineering, Inc.)

President

August 1993 – Present

Waterway Surveys & Engineering Ltd.

October 1977 – August 1993

Vice President 1984-1993

Principal-in-Charge, Kill Devil Hills Branch

Office 1989-1993

EDUCATION:

Bachelor of Science in Civil Engineering

Old Dominion University – Norfolk, Virginia

PROFESSIONAL ORGANIZATIONS:

North Carolina Society of Surveyors

National Association of Home Builders

North Carolina Home Builders Association

Outer Banks Home Builders Association

NC Beach, Inlet & Waterways Association

BB&T Local Advisory Board Member (past)

Outer Banks Family YMCA Board of

Directors (past)

REGISTRATION:

Professional Engineer – North Carolina,

Virginia, Mississippi (Inactive – West

Virginia, Georgia, South Carolina, Alabama,

Maryland, Louisiana, North Dakota, South

Dakota & Florida)

Professional Land Surveyor – North Carolina

General Contractor – North Carolina

Michael J. Morway, PE

Mr. Morway is a Professional Engineer with over twenty-five years working experience with public infrastructure improvement projects as well as private development. His knowledge encompasses many areas such as: surveying, stormwater management, soils, transportation, hydrology and hydraulics, water distribution and sewage collection, environmental engineering, wastewater treatment and disposal, site design, and construction inspection and management. His project responsibilities have included preliminary studies to evaluate design alternatives and provide recommendations, managing a team to produce complete construction plans and specifications, coordination with local municipalities, NCDENR/DEQ, NCDOT, and other state and federal agencies, bidding projects, and providing construction inspections and administration.

Mr. Morway's is well versed with computer aided design and drafting (CADD), HEC-1, HEC-2, HEC-RAS, Haestad Methods, WaterCAD, and SWMM applications along with Microsoft Office and various traffic, lighting analysis, water distribution, stormwater and culvert analysis software, allowing him to provide clients the benefit of the latest in computer technology. Specific projects Mr. Morway has played a key role in include:

Coastal Studies Institute: A 25 acre LEED gold certified research facility. Design responsibilities included canal extension with boat launch and docking, tertiary wastewater treatment system with infiltration pond disposal, roadways and stormwater management. Also provided extensive environmental permitting, LEED documentation, State Construction Office approvals, inspections & certifications.

Sidewalks in Rodanthe, Waves, Salvo & Avon: Design, permitting and bidding for 8.1 miles of sidewalks and elevated walkways. Project included vegetation preservation, utility coordination, NCDOT approvals, preparation of bid documents, stormwater, erosion control and CAMA permitting and facilitating stakeholder and public presentational meetings.

Colonial Eagle Solar Farm: Providing hydrologic hydraulic design of new drainage system for a 207-ac solar farm. Design included 24 dynamic analysis for 1-yr, 10-yr, 25-yr & 100-yr rainfall events utilizing EPA SWMM. Also included E&SC design, permitting & inspections.

Spencer Drive: Roadway, drainage & utility design for new NCDOT roadway to access a new middle school and adjacent commercial properties in Martin County. Project included turn lane and drainage improvements along US-17 north & southbound lanes and pavement markings.

PROFESSIONAL BACKGROUND:

Albemarle & Associates, Ltd.

(Formerly Albemarle Engineering, Inc.)

Project Engineer

December 2001 – Present

R.E. Warner & Associates

Project Engineer

March 1999 – December 2001

Karl R. Rohrer & Associates

Project Engineer

April 1998 – March 1999

Ralph Tyler Companies

Project Engineer

February 1995 – April 1998

EDUCATION:

Bachelor of Science in Civil Engineering

Cleveland State University, Fenn College of Engineering – Cleveland, Ohio

ORGANIZATIONS:

Knights of Columbus

Boy Scouts of America, Tidewater Council

Kill Devil Hills, Pack 116

Outer Banks Youth Soccer (past)

Dare Parks & Recreation Soccer (past)

REGISTRATION:

Professional Engineer – North Carolina



SEABOARD SURVEYING & PLANNING, INC. 2016

Seaboard Surveying & Planning, Inc. was founded October 1996 in Dare County by two local Professional Land Surveyors, William C. Owen and M. Ray Meekins, with more than 65 years combined surveying experience. After Mr. Owens' passing in 2011, John R. Mayne, PLS, became a partner in the firm. The majority of Seaboard's work is performed in Dare, Currituck, Hyde and Tyrrell counties. In the past several years, Seaboard has broadened its geographic area of work to include projects in Pasquotank, Perquimans, and Chowan Counties.

Prior to the creation of the firm, M. Ray Meekins had been in business in Dare County since starting his own surveying company known as Ray Meekins Surveying in 1989, providing local property owners, businesses, and governmental entities with surveying and mapping services.

John Mayne, head of field surveying, has been with the firm since the beginning and became a licensed surveyor in 2005. Prior to that, he had worked with Mr. Owen at Quible & Assoc., a local engineering firm, achieving the title of Field Crew Chief. He has experience with GPS and robotic total station instruments.

Todd Grant, head Cadd technician, has been with the firm since 1997, and has an Associates Degree in Forestry Management. He has produced the majority of the Cadd drawings, including boundary, topographic, and ALTA survey maps.

Chris Evans, our Field Crew Chief, has been with Seaboard since June of 2014. He obtained an Associated Degree in Marine Technology from Cape Fear Community College in 2004. Since that time, he has worked for various surveying and engineering firms obtaining the skills necessary to become Field Crew Chief.

Kenneth Thompson, Instrument operator, has contributed much to our firm since he joined the firm last fall, having many years experience in the surveying field.

Notable projects include the Cape Hatteras Lighthouse relocation, Dare County Justice Center and Administration Building, Outer Banks Hospital, ACSM/ALTA surveys of FEDX facility in Hertford, NC, The Dare Center in Kill Devil Hills, and the Outer Banks Mall in Nags Head, along with various topographic and construction stakeout projects for the Town of Nags Head.

Statement Of Qualifications

Environmental Professionals, Inc., is pleased to submit this Statement of Qualifications as evidence of its experience in environmental consulting. This document includes an introduction to the services provided by the company, a description of past and current projects, and a list of staff members, along with their qualifications.

EPI, a privately owned consultant firm, was established in 1985 by George H. Wood, CEP, PWS, a recognized authority on wetlands ecology and coastal environmental issues. The company maintains offices in Kill Devil Hills and Greenville, North Carolina. Its service area encompasses the coastal plain of North Carolina and Virginia, stretching from the barrier islands westward to Interstate 95 and occasionally beyond. Staff members have extensive knowledge of the natural communities found in this area.

EPI offers all aspects of ecological assessments, from wetlands identification and delineation, environmental permitting, assessment and feasibility studies, natural resource evaluation, water quality studies, conflict resolution, and wetlands mitigation. The firm was founded on the belief that it is possible to provide innovative site design while meeting all state and federal environmental regulations. We have an extensive track record working for both private industry and the public sector. Long-standing relationships with government regulatory agencies have enabled us to obtain an unusually high rate of success in seeking environmental permits. In more than 700 permit applications handled since 1985, our success rate has exceeded 99 percent.

Our staff members are active in national professional organizations that enable them to keep abreast of scientific and technical developments. In addition, they receive continual training in new technologies to better serve client needs.

EPI projects are managed through a team strategy, described later in this booklet that allows us to provide excellent service and maintain close contact with our clients. We are absolutely committed to:

- Listening to our clients and understanding their points of view.
- Developing and maintaining lasting client relationships.
- Keeping clients informed at each step of their projects.
- Always meeting our commitments.

With design support from EPI, it is possible for land developers to be both good business managers and good stewards of the natural environment.

A History of Environmental Excellence

Soon after EPI was established in 1985, the firm became known as a leader in the field of wetlands delineation, permit compliance, and natural resource assessment. In the ensuing years our staff has taken on increasingly complex assignments. The company routinely handles small projects that can be completed within a few weeks. However, we also undertake long-term projects that may require expertise in several different areas of scientific and technical consulting. Below is a description of the key services offered by EPI, along with a partial listing of recent and current projects.

Recent Projects

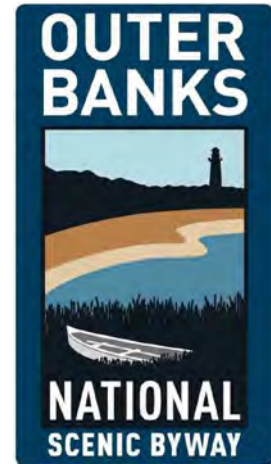
Outer Banks National Scenic Byway

Wayshowing Program, Carteret, Dare & Hyde Counties, NC (ongoing)

County of Dare, NC

Contact: Mr. Robert Outten, County Manager (252-475-5803)

The National Scenic Byway Program is comprised of 150 routes across the country that are recognized for scenic, natural, recreational, cultural and/or historic qualities. The Outer Banks National Scenic Byway consists of a unique combination of highways and ferries that extends along the coast from Carteret County through Hyde County and into Dare County. The route was designated into the program in 2009. After already having assisted the OBNSB Committee in achieving their goals of providing pathways through several villages along Hatteras Island, Albemarle & Associates, Ltd. was again selected to provide professional services for Wayshowing throughout the designated byway. The Wayshowing Program provides assistance to visitors in making the most of their scenic byway experience through travel directions, maps, signs and other educational tools. The project required coordination with multiple NCDOT districts and agencies for approval; and is currently under construction. AAL has also been selected to assist the OBNSB Committee on this valuable program with construction administration on the project as well as the next phase involving the design of additional interpretive signs.



Town of Kitty Hawk, Stormwater Drainage Study & Project

Implementation, Kitty Hawk, NC (ongoing)

Town of Kitty Hawk, Dare County, NC

Contact: William Midgett, Public Works Director (252-261-1367)



The Town of Kitty Hawk has a long history of experiencing adverse flooding conditions due to ocean overwash and extended periods of rainfall. Albemarle & Associates, Ltd. was contracted to begin an assessment of these flooding incidents throughout the Town which included the identification and evaluation of problematic areas through a series of public meetings, commenting periods and additional investigations. This information allowed for recommendations on areas to be considered in further detail. AAL continued with the assessment of these areas through geotechnical investigations, surveys, boundary review, and coordination with environmental permitting agencies and project stakeholders. The result of this study included a summary of flooding causes and extents at each location followed by recommendations to reduce these effects that included preliminary designs, permitting hurdles, construction cost estimations, and prioritizations for implementation.

Albemarle & Associates, Ltd. continues to work with the Town of Kitty Hawk implementing projects identified in this study. We have prepared detailed designs for individual projects and obtained necessary state permits to perform the work, prepared bidding documents and specifications, manage the bidding process, obtain and evaluate construction bids in order to provide the Town with recommendations for award. We managed the projects through completion, providing construction administration and inspection for the duration of the work, performing final inspections, and reviewing corrections to any deficient work that was noted as well as assisting with close-out documentation.

Outer Banks Event Site/former Windmill Point Restaurant,

Nags Head, NC (ongoing)

Dare County Tourism Board, Manteo, NC

Contact: Mr. Lee Nettles, Director (252-473-2138)

Assisting the Dare County Tourism Board in the short and long term planning and use of a sound front community event site in Nags Head.



- Implementation of initial tasks using available short-term budget to allow for the ability to quickly utilize the site for small community events
- Assisted with feasibility studies and cost estimates to evaluate and develop a long-term utilization plan
- Assist with design and implementation of intermediate improvements that now provides a venue for much larger community gatherings such as carnivals, festivals and other events
- Continued assistance with long term planning as the Board continues to expand the site area and considers the implementation of a convention center and other concepts

Edenton Police Department, *Edenton, NC (completed 2017)*

Oakley Collier Architecture / Town of Edenton

Contact: Anne Marie Knighton, Town Manager (252-482-7352)

Albemarle & Associates, Ltd. assisted Oakley Collier Architects and the Town of Edenton on a new Police Station near downtown Edenton. For this project, the city selected a site that consisted of four previously developed lots within an aging neighborhood with the intent to bring a higher level of security to the area. The redevelopment project locates the building to the forefront of this corner lot in traditional urbanism style. This configuration allows the Town to achieve its goals by enhancing the streetscape with landscape beds along sidewalks while minimizing the impact of a parking lot within the primarily residential neighborhood. The site design includes grassed stormwater management basins to improve stormwater quality by allowing for the settling of first flush contaminants while reducing stormwater runoff volumes. In addition to the establishment of street landscaping, vegetative buffers are provided along the adjacent property lines. Other site features include on-street parking, site lighting and security fencing while addressing ADA accessibility compliance within the right-of-way and throughout the site.



PLANNING - SURVEYING - CIVIL ENGINEERING - ENVIRONMENTAL - CONSTRUCTION MANAGEMENT

Jockey’s Ridge State Park – Sand Relocation Project

Nags Head, NC (completed 2019)

North Carolina Division of Natural and Cultural Resources, Division of Parks and Recreation
Contact: Neal Pate, Project Manager (919-798-6409)

Jockey’s Ridge is the largest natural sand dune on the east coast. As a living sand dune, it is continually migrating. As the southern edge of the dune system is encroaching on adjacent residential properties, the North Carolina Division of Parks and Recreation contracted Albemarle & Associates, Ltd to lead a project that would relocate the encroaching sand. This project would relocate more than 145,000 cubic yards of sand from the south edge to the north side of the park. Portions of the sand were also used to elevate the park’s soundside beach on the west boundary with the Roanoke Sound. We



coordinated with the Division of Parks and Rec., NCDEQ, NCDOT and CAMA to prepare construction drawings and documents for permitting and bidding. The project included erosion and sedimentation controls measures and directives to limit the effects of the project on internal access routes and adjacent properties and right-of-ways. We held coordination meetings with applicable state agencies and prepared environmental applications to obtain an erosion and sedimentation control permit as well

as a CAMA permit. This project had a budget of just under \$1,000,000 and was completed on time and within the budget.

Kitty Hawk Beach Accesses & Bathhouse, *Kitty Hawk, NC (ongoing)*

Town of Kitty Hawk, Dare County, NC

Contact: William Midgett, Public Works Director (252-261-1367)

Albemarle & Associates, Ltd. has worked with the Town of Kitty Hawk on numerous projects to provide upgraded infrastructure for beach access facilities throughout the town. These projects have included improvements to beach dune crossovers at Lillian Street and Kitty Hawk Road as well as on-street parking on Lillian Street. Currently we are assisting the Town with renovations and expansion of the bathhouse located near Kitty Hawk Road. Work on these projects included preliminary survey, design services, and cost estimates used for budgetary and grant funding applications. Upon proceeding with the



implementation of these projects, we completed construction plans, obtained necessary permits, and prepared cost estimates, specifications and bid documents. We also assisted the Town in obtaining and evaluating bids and making recommendations for contractor selection in these projects as well as provided contract administration and construction inspection of the work through the project close-out.

PLANNING - SURVEYING - CIVIL ENGINEERING - ENVIRONMENTAL - CONSTRUCTION MANAGEMENT

Flooding and Stormwater Management Plan, Ocean Sands North and Crown Point Service District, Currituck County, NC (completed 2019)

Currituck County, NC

Contact: Eric Weatherly, Currituck County Engineer (252-232-6035)

In 2016 Currituck County established the Ocean Sands North and Crown Point Service District for Watershed Improvements to provide funding for solutions to chronic flooding conditions that repetitively occur in these two residential subdivisions.



The purpose for creation of this District was to determine how to better manage the flooding because it had been determined that no action would continue to result in further adverse stormwater flooding, degradation of community infrastructure, result in costly property damage repairs, reduced property value and potential loss of rental income. The County, on behalf of the Stormwater District, desired the construction of a system that would be capable of reducing the potential for flooding and enable the reestablishment of dry conditions within the District in a shorter period of time. These remedies would aid property owners in maintaining dry conditions on their properties and prevent some of the damage to roadways, as well as prevent the endangerment of public health from the continuous presence of standing water. This study was initiated by Albemarle & Associates in 2017 with the assistance of Edwin Andrews, who provided all hydrological monitoring, testing, and modeling; George Wood of Environmental Professionals who evaluated environmental considerations; and Seaboard Surveying who provided all surveying services.

To accomplish the plan, the recommendations were to consider both mechanical and non-mechanical improvements within the District, to determine the most practical, cost-effective and environmentally sensitive preliminary engineered design solution. In addition, the study was to determine the ability for the project to receive permission from several Local, State, and Federal regulatory agencies and to determine the projects costs, sequencing, and operational needs. Extensive groundwater monitoring, hydraulic conductivity / transmissivity, pump test and computer modeling were pursued. In the Fall of 2018 a final report which included a conceptual plan for managing groundwater levels was prepared and presented to the County and District.



The Coastal Studies Institute, Roanoke Island, NC (Completed 2019)

PBC+L Architecture, Raleigh, NC

Contact: Robert McClendon, Asst. Director (252-475-5408)



The Coastal Studies Institute is the product of a partnership between the University of North Carolina Office of the President, Eastern Carolina University and Dare County. After its establishment in 2002, the partnership identified the need to provide researchers with an eastern North Carolina facility to conduct new research and extend the scope of existing studies. The facility would take the form of a campus to include space for research, preservation, administration, community outreach, maintenance and dormitories.

Albemarle & Associates, Ltd. was included within a team of professionals to assist the Coastal Studies Institute and the University of North Carolina in pursuit of fulfilling this need and began work in 2006. The project would address the goals while utilizing green building techniques for long term sustainability in the pursuit of LEED certification. Utilizing a 34-acre site adjacent to the Dare County Airport and the North Carolina Aquarium, conceptual plans were developed and further refined. As the project design was nearing completion, a new site became available that would offer the facility deep-water access for research and preservation programs. After a careful evaluation of the economic impacts and benefits, the decision was made to purchase the waterfront site for the CSI campus.

Albemarle & Associates, Ltd. assisted with the site feasibility study, conceptual planning and site design for the project with close coordination with PBC&L and Cahoon & Kasten architecture, CSI, East Carolina University, University of North Carolina, NC State Construction Office and Department of Insurance, Dare County, the NC Department of Environment and Natural Resources and the NC Department of Transportation. Albemarle & Associates, Ltd. responsibilities include surveying and site design and permitting for the campus, which includes a 58,600 sf research building, two 3,500 sf dormitories and 9,700 sf marine services building with adjacent boat launch, docks and loading platforms. Key environmental permits attained include an on-site wastewater treatment system capable of achieving reuse standards, stormwater management in compliance with regulations for highly protected shellfish harvesting waters, and CAMA Major Permit for development within an area of environmental concern and the excavation of a new canal. In addition,

In 2018 Albemarle & Associates provided assistance with project design, bidding, construction management and inspections, for the newly install marine fueling station at the marina area.



PLANNING - SURVEYING - CIVIL ENGINEERING - ENVIRONMENTAL - CONSTRUCTION MANAGEMENT

Albemarle Associates - Partial Project Listing

	Low Impact Development for Stormwater Management	Evaluating & Mitigating Environmental Risks	NPDES Permitting	CAMA Permitting	NC DOT Standards	Preservation of Existing Natural Resources	Estimating Construction Materials and Costs	Bidding and Contract Awarding	Construction Management	Construction Administration	Conducting Public Relations Initiatives	Construction Inspections	Specifying and Evaluating Geotechnical and Construction Materials Testing
Roadway Rehabilitation													
Town of Kitty Hawk, Street & Drainage Improvements (Multiple Projects)	x	x		x	x	x	x	x	x	x		x	x
Town of Kill Devil Hills, Street & Drainage Improvements (Multiple Projects)	x	x		x	x	x	x	x	x	x		x	x
Town of Manteo, Street & Drainage Improvements (Multiple Projects)	x	x		x	x	x	x	x	x	x		x	x
Roadway Construction & Neighborhood Development													
Waterside at the Point	x		x	x				x	x	x		x	x
Morgan Point	x	x	x		x	x					x	x	x
North River Club Planned Unit Development	x	x	x	x	x		x	x	x	x	x	x	x
Spencer Drive	x	x	x		x		x			x		x	x
Currituck Crossing	x	x	x	x	x		x	x	x	x		x	x
Pedestrian & Multi-Use Access													
Southport - Howe St Sidewalk		x			x	x	x	x					x
Dare County Outer Banks Scenic Byway, Pathways in RWS & Avon	x	x		x	x	x	x	x			x		x
Dare County Wellness Trail	x	x	x	x	x	x	x	x	x	x		x	x
Nature Conservancy Accessible Trail	x	x				x				x		x	x
Dare County Buxton Back Road	x	x			x	x	x	x	x	x	x	x	x
Town of Kitty Hawk, Pedestrian & Multi-Use Paths	x	x		x	x	x	x	x	x	x		x	x
Town of Kill Devil Hills, Pestrrian & Multi-Use Paths	x	x			x	x	x	x	x	x		x	x
Other Municipal Projects													
Outer Banks National Scenic Byway Wayshowing Program					x	x	x	x	x		x	x	x
Kill Devil Hills Public Work Complex	x		x							x		x	x
Outer Banks Event Site	x	x	x				x	x	x	x		x	x
Town of Nags Head, Dowdy Park	x						x				x		
Carolinian Circle Waterline Extension		x				x	x			x		x	x
Edenton Police Department									x	x		x	x
Town of Kitty Hawk Beach Accesses		x		x	x	x	x	x	x	x		x	x
Town of Manteo Boardwalk Reconstruction				x		x	x	x	x	x		x	x
Kitty Hawk Stormwater Study & Implement.		x			x	x	x	x	x	x		x	x

Albemarle Associates - Partial Project Listing

	Low Impact Development for Stormwater Management	Evaluating & Mitigating Environmental Risks	NPDES Permitting	CAMA Permitting	NC DOT Standards	Preservation of Existing Natural Resources	Estimating Construction Materials and Costs	Bidding and Contract Awarding	Construction Management	Construction Administration	Conducting Public Relations Initiatives	Construction Inspections	Specifying and Evaluating Geotechnical and Construction Materials Testing
Other Municipal Projects (Continued)													
Dare County ABC Board, Nags Head Store	x				x		x			x		x	x
Dare County ABC Board, Manteo Store	x	x			x					x		x	x
Dare County, Kitty Hawk Park	x	x			x	x	x	x	x		x	x	x
Manteo Stormwater Park	x				x					x		x	x
Dare County Teacher Housing - Buxton	x		x		x	x	x			x		x	x
Dare County Teacher Housing - K.D.H.	x		x		x		x			x		x	x
Dare County, Manteo Senior Center			x				x			x		x	x
Kill Devil Hills, Beach Accesses				x		x	x	x	x	x		x	x
Kill Devil Hills, Sound Accesses				x		x	x	x	x	x		x	x
Dare County, Stumpy Point Breakwater Replacement		x		x			x	x	x	x		x	x
Dare County, Walker Park							x	x	x	x		x	x
Educational and Institutional													
Edgecombe Community College	x		x		x	x	x			x		x	x
Perquimans County High School Athletic Facility Master Planning	x	x					x				x		
North Carolina Aquarium on Roanoke Island				x			x	x	x	x		x	x
Coastal Studies Institute	x	x	x	x	x	x	x	x	x	x		x	x
College of the Albemarle						x	x	x	x	x		x	x
Martin County Middle School	x	x	x		x		x			x		x	x
Roanoke Island Commission, Festival Park	x	x	x	x		x				x		x	x
Dare County, Manteo High School			x			x	x	x	x	x		x	x
Dare County, Manteo Elementary School	x	x	x		x	x	x			x		x	x
Dare County, First Flight Elem. School	x					x	x	x	x	x		x	x
Dare County, First Flight Middle School	x					x	x	x	x	x		x	x
Dare County, First Flight High School	x	x	x			x	x	x	x	x		x	x
Dare County, Kitty Hawk Elem. School	x		x		x	x	x			x		x	x
Dare County, Cape Hatteras Secondary School	x	x	x	x	x	x	x	x	x	x		x	x
Dare County, Cape Hatteras Elem. School	x	x	x			x	x			x		x	x
Dare County, Nags Head Elem. School	x		x		x	x	x			x		x	x
Hyde County, Mattamuskeet High School	x											x	x
Hyde County, Ocracoke School	x	x				x							

Albemarle Associates - Partial Project Listing

	Low Impact Development for Stormwater Management	Evaluating & Mitigating Environmental Risks	NPDES Permitting	CAMA Permitting	NCDOT Standards	Preservation of Existing Natural Resources	Estimating Construction Materials and Costs	Bidding and Contract Awarding	Construction Management	Construction Administration	Conducting Public Relations Initiatives	Construction Inspections	Specifying and Evaluating Geotechnical and Construction Materials Testing
Other Projects of Interest													
Duke Renewables, Solar Farms		x	x									x	x
North Carolina Department of Commerce, Englehard Seafood Park					x		x	x	x	x		x	x
Moneysworth Linen Service	x	x	x									x	x
Heron Cove Condominiums							x	x	x	x		x	x
Captain George's Restaurant	x		x		x	x				x		x	x
Wilbur Wright Pump Sta. and Forcemain					x		x	x	x	x		x	x
Dare Center							x	x	x	x		x	x
Hilton Garden Inn		x	x	x	x		x			x		x	x
Mariner Motel					x	x	x	x	x	x		x	x
KOA Kampgrounds		x			x		x	x	x	x		x	x
Nags Head Inn				x		x	x	x	x	x		x	x
Sungrow Horticulture		x	x				x					x	
Cape Hatteras National Seashore, Silver Lake Dock Repair				x						x		x	x
Wee Winks Plaza, Duck	x	x	x		x	x				x		x	x
Golden Strand Pump Sta. and Forcemain					x	x	x	x	x	x		x	x
Dominion Power, Elizabeth City Office Yard	x	x	x									x	x
Oasis Inn		x	x	x	x					x		x	x

Low Impact Development for Stormwater Management

With our office located on the Dare County Outer Banks since our inception, Albemarle & Associates, Ltd. understands the importance of maintaining excellent water quality to preserve our habitat and all the environmental, recreational, and commercial benefits it brings. Working with municipalities, institutions, commercial developers, and other groups' instrumental in shaping our surrounding, we have the unique opportunity to play a role in maintaining the health of our environment. With each opportunity we have, we begin with a close review of the natural elements at hand and work to implement these elements into our designs in order to provide superior stormwater management and landscape preservation, often with a significant reduction to the developmental costs. Looking for alternative approaches to traditional designs can dramatically increase groundwater recharge and filtration of pollutants thereby reducing flooding while maintaining and/or enhancing the landscape. A few examples on how we have been able to implement Low Impact Development technology into our projects include:

The Coastal Studies Institute: This research facility on Roanoke Island consists of roads, parking, educational, research, and marine facilities on a former dredge disposal site adjacent to shellfish waters. AAL reviewed the geotechnical data including soil type and water table to make recommendations for a stormwater management system that would help re-establish the denuded environment. We utilized an extensive open swale collection system to increase filtration and infiltration in combination with a series of created wetlands and bioretention areas that would integrate the site with the local landscape and create pocket ecosystems. We also assisted the design team with the collection of rainwater for reuse within the buildings in order to conserve domestic water while reducing runoff.



ABC Store, Nags Head: The demolition and replacement of the Nags Head ABC Store offered the opportunity to incorporate stormwater best management practices into a site that had none. The original site was nearly covered with impervious surface that drained directed into the municipal drainage system. However, maintaining an equal level of service for the new facility did not leave much opportunity for "open" features. In order to reduce the impacts of stormwater runoff, AAL decided that pervious concrete with "benched" subgrade would be used for most of the paved surfaces. Smaller landscaped buffer areas were also used to direct stormwater into and to provide additional management for impervious pavements and roof area.



Edgecombe Community College: The redevelopment of the Edgecombe Community College campus in downtown Rocky Mount provided another opportunity to incorporate stormwater treatment to a location that had none. When considering options to create a new, more efficient traffic pattern, AAL provided a design that incorporated a raingarden within a traffic calming island. The rain garden incorporates infiltration and absorption of pollutants with landscaping within this urban campus.

Evaluating and Mitigating Environmental Risks

The evaluation and mitigation of environmental risks is closely intertwined with nearly all infrastructure and land development projects, although issues and extents vary widely from project to project. Having an intimate knowledge of state and local regulations provides an insight that is an important part of the development process. Albemarle & Associates, Ltd. strives to understand our client's goals as well as public concerns well beyond regulatory issues. We carefully review project and site parameters in combination with these goals to identify potential constraints and design alternatives early on in order to maintain a level of understanding with our clients throughout the entire project. Some good examples of individual projects that achieved great success while providing a unique balance between client goals, citizen concerns and regulatory requirements include:

Kill Devil Hills Emergency Beach Berm:

Immediately after Hurricane Isabel struck the North Carolina Outer Banks, Albemarle & Associates was retained to assist the Town of Kill Devil Hills and the FEMA Recovery Team with the establishment of 1.2 miles of a FEMA Category B, emergency sand berm on portions of the beach. AAL worked with Town and FEMA personnel to establish project requirements and carefully reviewed route alternatives in conjunction with individual property conditions that varied considerably throughout the project.



Buxton Back Road Pathway: This 1.5-mile pathway constructed along the historical community of Buxton Back Road and portions of NC-12 provides a pedestrian connection between residential and commercial districts, schools, athletic facilities, and Cape Hatteras Lighthouse. During design, AAL meet with stakeholders and concerned citizens to note project goals and review specific concerns. Surveys included locating vegetation and existing features that could potentially conflict with the pathway. During design, conflicts were noted and alternatives were reviewed with the goal of maximizing preservation of these features while maintain a safe pedestrian route.



Cape Hatteras Secondary School: AAL has assisted the sound front Cape Hatteras Secondary School on numerous endeavors. With limited space available to provide the school with support facilities, AAL assisted with the determination of state and federal jurisdictional wetlands, provided master planning for school recreational facility to minimize wetland impacts, obtained permits for state and federal approval for filling of wetlands and mitigation with on-site in-kind wetlands. During the schools more recent expansion and renovations, AAL provided site engineering that focused on alleviating flooding issues common during tropical storms. Design included grading, relocation of septic systems, rehabilitation of a stormwater pump station and raising parking and building floors were achievable. The project was phased to maintain use during construction.

NPDES Permitting

The National Pollutant Discharge Elimination System permitting program was created in 1972 to help address water pollution by regulating point sources of pollution. This program defines stormwater, wastewater, and other point sources under a wide range of activities covered by numerous program areas. Within the State of North Carolina, the majority of this program is administered by the Department of Environmental Quality. Albemarle & Associates, Ltd. has extensive experience working with NCDEQ on stormwater, wastewater, land quality, and coastal issues. We carefully consider permitting alternatives and the impact they will have on our clients and surrounding communities. A sampling of these permitting endeavors with NPDES based issues include:

Ocean Acres Wastewater Treatment Plant: The development of the Ocean Acres neighborhood and its proximity to a surface public water supply required the treatment plant to be constructed in the late 1970's. With this plant came an NPDES permit to discharge treated wastewater to the sound. The Town of Kill Devil Hills assumed the operation of this plant in the early 1980's when the original land developer was unable to maintain the system. As the town struggled to maintain the poorly operating plant, Albemarle & Associates provided assistance with engineering services for renovations and repairs to this plant. AAL further assisted the Town in developing options to this burden and ultimately prepared plans and specifications and obtained permits to utilize existing infrastructure in combination with new forcemains to divert sewage to another public sewage treatment facility. AAL provided construction administration through this grant funded project, which ultimately allowed the plant to be decommissioned and eliminated the NPDES permit.

Old Nags Head Cove Dredging: The Dare County Oregon Inlet and Waterways Commission was preparing to embark on a dredging project within the community of Old Nags Head Cove. Permit conditions allowed the project to utilize a phased multi-year approach to overcome the limited area available for dredge material management that would have significantly



lengthen the project and incur additional mobilization costs. AAL work with the community and regulators to develop an alternative dredge spoil management plan that would allow the project to be completed in one season while maintaining environmental compliance. AAL obtained permit modifications and the project was completed in a reduced schedule that allowed life to return to normal for the residents while reducing construction costs.

Sun-Gro Horticulture: When the state of North Carolina reclassified stormwater runoff that was in contact with compost as industrial wastewater, Albemarle & Associates, Ltd assisted Sun Grow Horticulture in the development and evaluation of site compliance alternatives. This evaluation included groundwater studies, stormwater / wastewater volume and routing studies, compliance planning assistance, preliminary design of wastewater and stormwater management systems, and NPDES permitting compliance and alternatives as well as extensive coordination with NCDENR Surface and Groundwater Sections.

CAMA Permitting

Albemarle & Associates, Ltd maintains an excellent understanding of regulations established under the North Carolina Coastal Area Management Act and has extensive experience in working within CAMA Areas of Environmental Concern. Assisting municipal and private clients with coastal development all along the Outer Banks, Albemarle Region and beyond has allowed us to develop and maintain strong relationships with Division of Coastal Management personal in various divisions and CAMA permitting officers within numerous municipalities. The following list of projects details a portion of our extensive history in working within CAMA jurisdiction and obtaining CAMA permits:

North Carolina Aquarium at Roanoke Island: AAL has worked with the North Carolina Aquarium on numerous projects that have required CAMA Major Permits. These projects included extensive rip-rap shoreline stabilization as well as a 250 foot pier extending into the Croatan Sound. The pier project included a gazebo, kayak launch, educational platform and waterside storage building; and required State Construction Office approval as well as additional environmental permitting.

Manteo Waterfront Docks: Albemarle & Associates, Ltd. has assisted the Town of Manteo with the reconstruction and other improvements for much of the historic downtown waterfront infrastructure. These projects have included working with the Division of Coastal Management to obtain CAMA permits the reconstruction of the Town's boat launch facility, gazebo, and portions of the docking facilities, boardwalk and bulkheads.



East Lillian Street and Kitty Hawk Road Ocean Beach Accesses: The Town of Kitty Hawk received Shoreline Access Grants from the Division of Coastal Management to construct two beach access along NC-12. AAL was selected for design, permitting and construction management for these projects. We obtained CAMA permits as well as NCDOT encroachment agreements for the accesses. The East Lillian Street access provided ADA complaint ramps and later included an extension of Lillian Street with on-street parking.

Roanoke Island Festival Park: The expansion and renovations to Roanoke Island Festival Park were undertaken by the Roanoke Island Commission and required work within the Area of Environmental Concern. Albemarle & Associates. Ltd worked with the design team and coordinated with the Division of Coastal Management to obtain a CAMA permit within a very tight time frame. This project also included porous concrete and rainwater cisterns to assist in mitigating stormwater runoff into the SA waters of the Roanoke Sound.



PLANNING - SURVEYING - CIVIL ENGINEERING - ENVIRONMENTAL - CONSTRUCTION MANAGEMENT

North Carolina Department of Transportation Standards

The North Carolina Department of Transportation has the largest state maintained roadway network in the United States. Albemarle & Associates has prepared construction documents and overseen the construction and/or reconstruction of roadways to NCDOT standards for numerous governmental agencies and private developers. We have also worked on a wide array of projects that were funded and overseen by NCDOT or otherwise required to meet NCDOT protocols. These have included issues such as roadway capacity studies, turn lanes, pedestrian and multi-use facilities, construction management, and inspections for NCDOT funded projects. We have worked closely with NCDOT Division personnel in Divisions 1, 2, 3 & 4 as well as design units within central office to maintain compliance with NCDOT standards. Several examples can be seen in projects such as:

Spencer Drive (Williamston Middle School): Martin County purchased 31 acres of land along US 17 for the construction of a new middle school. Due to safety concerns along the busy route, a new roadway was required to provide access for the site and several adjacent commercial properties. AAL provided survey and design for the new roadway and coordinated with NCDOT for approvals to guarantee acceptance of the roadway into the NCDOT system. Responsibilities included traffic analysis, pavement typical sections, horizontal and vertical alignments, drainage design, turn lanes on US-17, pavement markings, and utility extensions.

Engelhard Seafood Park: Albemarle & Associates, Ltd. has assisted the North Carolina Department of Commerce in the planning, surveying, design and permitting for the development of Engelhard Seafood Park. The 7.5 acre site adjacent to Far Creek Is being developed with the goal of bring jobs to Hyde County. Among the professional services we have provided in towards this goal was the design of improvements to the existing access road. Conformance to NCDOT standards was essential in order for the roadway to be eligible for state ownership.

Currituck Crossing: Currituck Crossing is a 167 acre parcel on the Currituck Sound in Aydlett, NC. AAL worked with Cox Development, Currituck County, and NCDOT on a subdivision roadway, utility, and pedestrian access system. The project was required to meet NCDOT standards as it would ultimately be accepted into the NCDOT system. AAL provided survey, design, permitting, and construction administration on the project, which included improvements to NCDOT State Route 1137.

Manteo Stormwater Park: This ½ acre site is the result of a joint venture between the Town of Manteo and the Coastal Federation. The Town of Manteo secured funding from the American Recovery and Reinvestment Act through NCDOT to proceed with construction and selected Albemarle & Associates, Ltd. to assist them with construction compliance and grant administration. Our services included construction inspections, ARRA grant administration, inspections and testing for NCDOT compliance, review of product submittals and requests for payments, and project close-out procedures. During the project, unanticipated costs for utility relocations and extensions were realized. To resolve this issue, we worked closely with the Town, contractor, NCDOT, design engineer, and utility providers to adjust the project scope in a manner that would accommodate the additional costs within the Town's absolute budget.

Preservation of Existing Natural Resources

Albemarle & Associates, Ltd. understands the concerns associated with preserving the environment when embarking on a right-of-way improvement project or new site development. Natural wetlands are a valued resource that provides purification of our water, a critical habitat for wildlife, and protection from storm surge amongst other benefits. While wetlands are protected by laws and regulations, not all resources are offered the same protection. AAL surveys the conditions of projects in the planning stages to identify natural features that should be considered for preservation. Mature trees and inland dunes offer natural buffering and other aesthetical benefits. Locating these features for planning of infrastructure or site development to consider preservation of these features and an evaluation of the cost vs. benefit can allow the client to make an informed decision. Projects that illustrate this approach include:



Pathways in the Villages of Buxton, Rodanthe, Waves, Salvo & Avon: AAL assisted Dare County and the Outer Banks Scenic Byway Committee with more than nine miles of pathway throughout Hatteras Island. Understanding the importance the Committee and the neighborhoods they represented held in preserving their natural resources and landscape features installed by the community helped define the success of these projects. Identifying these items and locating them within the topographical survey allowed us to review

options and identify pro's and con's in their preservation. Presenting this information to the Committee brought about an overall balance in achieving preservation and safety goals while maintaining the functionality of the pathway throughout these projects.

Redevelopment of Wee Winks Plaza: Wee Winks was a familiar store in Duck for as long as many people could remember. However, the aging building near the edge of Duck Road was constructed well before traffic through the area was what it is today and parking required backing onto the heavily travel roadway. Our client looked to redevelopment of the site to present safer conditions for customers and provide an upgraded look that the town would be proud of. However, the site was largely comprised of a large wooded dune that was a part of Duck's downtown landscape. AAL considered several options to balance safety and functionality within the site with preservation of portions of the dune and woods in a cost effective manner. Through a combination of grading, bulkheading, and reinforced vegetative stabilization, we were able to achieve this balance.

The Nature Conservancy ADA Trail: The Nature Conservancy obtained grants that allowed them to pursue the construction of a minimally invasive ADA accessible trail and fishing pier within the Nags Head Woods Preserve. Albemarle & Associates, Ltd. worked closely with the Nature Conservancy to identify existing vegetation and other constraints for the 1,850 foot route encircling a secluded pond. We then completed detail design of the path, which included both at-grade and elevated sections in order to meet the project goals of preservation.

Estimating Construction Materials and Costs

Achieving success on infrastructure and development projects requires experience and attention to details to manage all the elements needed. One of the most important parts of this success is maintaining the project within the available budget. Identification of the budget early in the project and maintaining a cost estimate through development phases allows for decisions on overall scope, options for design alternatives or materials to maintain desired elements, or utilizing a phased approach to be developed within the design phase. Albemarle & Associates, Ltd. maintains this philosophy in order to bring success to our client's projects. We continually track construction cost trends and evaluate project scopes with our client's budgets to assist in the decision making from planning and throughout the design process. This approach can be observed in projects such as:

The Outer Banks Event Site:

Albemarle & Associates is currently assisting the Dare County Tourist Bureau with developing a 9.3 acres sound front site in Nags Head to allow for greater flexibility and usage of this property. Initially contracted to assist with clean-up and begin planning, AAL has provided feasibility studies with cost



estimate to assist the Bureau with evaluating and developing a utilization plan. We then considered the short term budget available and developed a series of smaller projects that allowed the site to better meet their immediate needs, while setting a foundation for their long term plan. We continue to assist them as they are now working on the early stages of implementation of this long term plan.

Kill Devil Hills Public Works Department: Albemarle & Associates, Ltd. provided site design for the Town of Kill Devil Hills Public Works Complex. This is a 9.5 acre multi-building complex comprised of offices, garages, a fleet maintenance building, access roads, buildings and grounds maintenance structures, a recycling center, a solid waste transfer area and other Town Public Works functions. AAL worked with the design team during the planning phase to identify costs of various components that allowed the Town to prioritize their needs and implement a phased development of the facility in balance with their budget.

Kitty Hawk Stormwater: The Town of Kitty Hawk contracted Albemarle & Associates, Ltd. to begin an assessment of reoccurring flooding to identify and evaluate problematic areas. Study efforts included public meetings, document review, coordination with Town personnel, geotechnical investigations, survey and other tasks to develop a report outlining how the Town could mitigate these effects. This report included preliminary designs, permitting needs, construction cost estimations, and prioritizations for implementation. With the information in hand, the Town has been able to begin implementing this plan based upon their budget. AAL continues to assist the Town with individual projects for the long term benefit of the residents.

Bidding and Contract Awarding

Albemarle & Associates, Ltd. has assisted numerous local municipalities with the bidding and award of a wide range of infrastructure projects. We have excellent knowledge of requirements of bidding municipal projects through both the formal and informal bidding process as well as NCDOT and State Construction Office standards. We understand that funds for projects are limited and occasionally less than the value of a project that has been bid. In these instances, a contract may have to be negotiated to match the budget. In some circumstances, this may not be permissible and the project may need to be rebid under a reduced scope or differing conditions. We have excellent relationships with our local contractors and investigate alternatives in order to rebid the project to allow the clients goals to be achieved within their budget.

Outer Banks Nation Scenic Byway Wayshowing Program: The Outer Banks National Scenic Byway consists of a unique combination of highways and ferries that extends along the coast from Carteret County through Hyde County and into Dare County. Albemarle & Associates, Ltd. is assisting the OBNSB Committee with an extensive wayshowing project that is establishing signage throughout the designated byway. Initial bids received for the project were well above the \$250,000 budget available. AAL worked with NCDOT and the OBNSB Committee to restructure the bid package in a manner that allowed for separate contracts to produce and install the signage. The project is currently under construction with the sum of the contract values being within the available funding with minimal reduction in scope.

Dare County Wellness Trail: Albemarle & Associates, Ltd assisted Dare County with the design, permitting, bidding and construction management of a multi-purpose trail connecting the Dare Administration Center to the Outer Banks Welcome Center. The project received funding through NCDOT and was bid in accordance with NCDOT procedures. Initial bids received exceeded the project budget. The pathway was bid with alternate sections that would have allowed for portions to be omitted to stay in budget. However, AAL reviewed the opportunity to lower the overall construction costs of the project by reducing the amount of clearing required. AAL negotiated with CAMA to revise permitting conditions, allowing the trail to be installed within their setback and greatly reduced the amount of clearing that was required. The project was bid a second time and the entire project was constructed within the budget.



Kitty Hawk Park: Dare County purchased a 11.6 acre parcel in Kitty Hawk with the intent to develop a park. After securing a \$500,000 grant, they retained Albemarle & Associates, Ltd to plan, design, permit, and oversee the construction of the park. In order to maximize the counties budget, AAL separated bid packages and coordinated work between three contractors. Issuing separate contracts for the site work, buildings, and skatepark allowed the county fully fund the planned park with a portion of the budget remaining to purchase equipment.

Construction Management

Albemarle & Associates, Ltd. has the expertise to lead our clients through all phases of a project, beginning at the planning “problem solving” phase, through design, permitting, bidding, construction administration, and project close-out. We have assisted municipalities, state agencies, educational initiatives, and private developers with buildings, roadway, pedestrian paths, utility, drainage, site construction, and reconstruction projects. Allowing us to provide this service through the life of a project helps ensure that your goals and objectives are met. We have provided this full service approach on projects such as:

Manteo High School Track Rehabilitation and Drainage Improvements: In 2013, the Dare County Board of Education contracted Albemarle & Associates, Ltd. to assist with rehabilitating the running track and upgrading the drainage system at Manteo High School. With track season ending in the late spring and football practice beginning in midsummer, the project had a very limited window of time as well as budget to complete this work. AAL oversaw geotechnical work and made recommendations on track rehabilitation as well as engineered drainage plans. In order to reduce costs and facilitate the schedule, separate contracts were issued for the drainage and paving portions of the work. The drainage



contact was awarded a month prior to construction in order to allow for material procurement and delivery. The paving portion was bid with several alternates to allow for the limited budget and unknown conditions. AAL coordinated between separate contractors and geotechnical testing, reviewed submittals, verified quantities, review pay requests and as-built drawings, and reviewed all close-out data. The project was a success, completed within budget and in time for grass grow-in period prior to the football season.

Engelhard Seafood Park: Looking to jumpstart development of the proposed park and with a tenant wanting to begin a diesel repair facility, Hyde County embarked on the development of a site to construct a 5,000 sf structure. Albemarle & Associates, Ltd. teamed with Cahoon and Kasten Architecture to prepare construction documents, obtain environmental permits and State Construction Office approvals, obtain bids and recommend award, and oversaw the project in its entirety. During construction, AAL reviewed submittal drawings and pay requests, provided inspections and reviewed all project close-out information.

Kill Devil Hills Street and Drainage Improvements: Albemarle and Associates worked with the Town of Kill Devil Hills on dozens of roadway construction and rehabilitation, utility, pedestrian paths, parks, beach accesses, bike lanes, and other development projects. AAL maintained street assessments in order to prioritize roadway projects and make recommendations for budget planning. We completed surveys, design, permitting and facilitated the bidding process for contract award. During construction we coordinated with the contractor, provided daily inspections and biweekly progress meetings, reviewed product submittals, pay requests and testing data as well as project close-out information.

Construction Administration

As a project moves from the design into construction, it is important that the owner maintains a qualified presence to oversee construction to make the project a success. Albemarle & Associates, Ltd. has worked with municipalities to provide construction administration on infrastructure projects for more than 20 years. Our knowledge of construction challenges in our coastal region, material and testing requirements, inspections, reporting and documentation for various local and state agencies is unsurpassed. Our dedication to making sure a project is accomplished per the scope, in time, and under budget through construction administration services on infrastructure projects has proven beneficial to our clients on projects such as:

North River Club: The North River Club is a 629-acre Planned Unit Development situated within an environmentally sensitive location in coastal Carteret County. Albemarle & Associates, Ltd provided planning, design, permitting and bidding for the project, which included roadways, waterlines, and a vacuum sewer collection system with pump station and forcemain. The project has greatly expanded the Town of Beaufort's municipal infrastructure system. AAL provided contract administration through construction, providing construction inspections, reviewing product submittals, conducting bi-weekly progress meetings, coordinating with public utility providers, overseeing geotechnical and utility testing and ultimately issuing certifications for acceptance into the Town's system.



Manteo Stormwater Park: The Town of Manteo was awarded funds from the from the American Recovery and Reinvestment Act to construct a ½ acre stormwater wetland to provide filtration of runoff from portions of US64 and downtown Manteo. The funds were administered through NCDOT and Albemarle & Associates, Ltd. was selected to provide Contract Administration for the Town in accordance with NCDOT requirements. Our services included construction inspections, ARRA grant administration, inspections and testing for NCDOT compliance, review of product submittals and requests for payments, and project close-out procedures. During the project, unanticipated costs for utility relocations and extensions were realized. To resolve this issue, we worked closely with the Town, contractor, NCDOT, design engineer and utility providers to adjust the project scope in a manner that would accommodate the additional costs within the Town's absolute budget.

Town of Kitty Hawk - Street, Drainage, and Pedestrian Access Improvement Projects: Albemarle & Associates, Ltd. has assisted the Town of Kitty Hawk with many projects consisting of roadway construction and rehabilitation, sidewalk and beach access construction, and stormwater management infrastructure. For each of these projects, AAL has provided the construction administration for this work to ensure the project was completed as intended and within the budget. The Town of Kitty Hawk continues to turn to AAL for assistance with a wide variety of infrastructure projects.

Conducting Public Relation Initiatives

Residents and other stakeholders maintain an interest in the work that occurs in their community. These projects often impact their local landscape and are funded through their tax dollars. When warranted, bringing them into the process to provide their input early can provide great benefit to municipal projects. The residents have the greatest understanding of how specific areas are used, what and where problems occur and may offer suggestions for consideration. This opportunity to be heard makes them part of the process and can assist with their “buy-in” on a project. Several examples of projects were Albemarle & Associates, Ltd. has incorporated the public into the process include:

Dowdy’s Park Master Planning: The Town of Nags Head purchased the land known to all as “Dowdy’s Park” with the intent to provide recreational opportunities to locals and visitors. The Town contracted Albemarle & Associates, Ltd to assist them in the creation of a Master Plan for the park. Identifying the elements that could be incorporated into the limited space was key in this process, and public involvement was solicited on multiple levels. Surveys were distributed at local events and were also available on the Town’s website. AAL facilitated public meetings to discuss the project. The process assisted in determining what the public was interested in, allowing the master plan to be narrowed down and focused on those items which had large support. Development of the Master Plan included cost estimates for individual items that provides a tool for pursuing grant funding as well as consideration to develop phases for implementation.

Pathways in the Villages of Rodanthe, Waves, Salvo & Avon: The Dare County Scenic Byway Committee understood that constructing more than 8 miles of pathway through the central business and residential districts on Hatteras Island would affect the residents throughout the various neighborhoods along the way. Integrating the pathway in the landscape in a safe manner while minimizing negative effects was considered a priority. AAL also understood this goal and maintained these ideals throughout preliminary development of the plan. We then conducted several public meetings to present the preliminary plan to interested stakeholders and residents in order to understand concerns, listen to suggestions and gain early “buy-in”. This allowed us to evaluate their input and provide adjustments to the plan where they could be accommodated.

Morgan Pointe: Albemarle & Associates, Ltd. assisted with the development of a 120 unit multi-family complex within a central commercial district in Elizabeth City. The project site is adjacent to slow moving creek that has experienced historical flooding issues to an adjacent low lying neighborhood. The City and its residents were concerned about potential effects the development could have on the surrounding community. AAL held initial



meetings with residents to present a sketch plan, listened to their stories and understand their concerns. Throughout project design, stormwater issues were closely considered and extensive analysis was conducted on stormwater management and effects of the development itself on the creek’s ability to manage drainage. Upon completion of the project design, AAL again met with residents to present the design and answered questions presented prior to construction.

Construction Inspections

Albemarle & Associates, Ltd. is well versed in providing inspections of public infrastructure and site development projects as we do so on a regular basis. We maintain good working relationships with local contractors and find keeping clear lines of communications on construction projects provides further benefit in allowing a project to move forward smoothly. We have a thorough knowledge of local and state requirements as they apply to infrastructure construction, the relationship between construction drawings, specifications and contractual responsibilities, as well as infrastructure testing requirements. We have provided construction inspections on projects such as:

Dare County Teacher Housing Projects:

Albemarle & Associates, Ltd. assisted the Dare County Board of Education and the Dare Education Foundation with the development of affordable housing alternatives in Kill Devil Hill and Buxton. AAL provided survey, design and permitting, and remained involved with the projects through construction to review



product submittals, inspect infrastructure, oversee testing, and provide final inspections and certifications for compliance as needed for local and state approvals. These projects included driveways and access roads, municipal water distribution systems, on-site septic systems, and drainage and stormwater management facilities.

College of the Albemarle: Albemarle & Associates, Ltd has assisted the College of the Albemarle with several projects within their Dare County campuses, including the



Professional Arts Building and subsequent parking lot addition at the Roanoke Island campus as well as site lighting renovations at the Russell Twifford Rd Campus. AAL oversaw these projects through construction, providing coordination with contractors, approval of product submittals, construction inspections and witness to required testing for pavements, fire suppression supply lines, sanitary sewer extensions, and drainage and stormwater management systems.

Duke Energy / Duke Renewables Solar Farm Development: After assisting Duke Energy in obtaining local and state approvals for a 200 acre solar farm in Pasquotank County, Albemarle & Associates, Ltd. was requested to further assist with projects during construction. AAL provided weekly inspections on a dozen solar farms scattered throughout northeastern North Carolina over a two-year period. The focus of these inspections was environmental compliance, particularly as it pertained to erosion control. AAL worked with the contractors to review and report on erosion control measures and make recommendations for implementation, repair and alternatives for trouble spots.

Specifying and Evaluating Geotechnical and Construction Materials Testing

A key component to any infrastructure construction project is testing. Specifying the proper testing method and when that testing should occur is important in providing assurance that the work has been completed in accordance with the contract documents. Albemarle & Associates, Ltd. continues to work with contractors throughout the project to make sure this scope is properly performed prior to payment for the work. We understand the various testing methods as well as acceptable practices depending on the funding or oversight agency requirements. Specific examples of projects that involved extensive testing requirements include:

The Coastal Studies Institute: Albemarle & Associates, Ltd provided design, permitting and construction inspections for this Roanoke Island education and research facility. The project site was a former dredge disposal site and required careful geotechnical testing of subgrade and fill materials. An internal Dare County water distribution system to serve domestic supply and fire protection required a series of pressure and bacteriological tests. This required special coordination of testing procedures with another water distribution line under construction in the same area on an unrelated project. In addition, testing was also required for a raw water line to serve the geothermal system that was being installed. AAL designed a sanitary sewage collection system and tertiary sewage treatment system plant that included a series of tests for various components. The system disposes of reuse quality effluent within a high rate infiltration pond. Extensive soil testing was required to properly design this pond.

North River Club: Development of the North River Club to date has included several miles of roadway and utilities for the Town of Beaufort. Albemarle & Associates, Ltd prepared construction documents for the project that included extensive testing to document conformance to Town and State standards. Geotechnical testing included roadway subgrade, base and asphalt compaction and thickness. Fill placed to properly grade home sites were tested for proper compaction and concrete strength was regularly tested. The project also included a vacuum station and vacuum sewage collection lines which required daily vacuum tests to be performed as well as an extensive vacuum station start-up and performance evaluation.



Martin County Middle School: Construction of the new 600 student Martin County Middle School included an athletic complex with football, baseball and softball fields as well as a basketball court, a new NCDOT roadway and modifications to US-17, separate vehicular and bus parking areas, multiple grassed emergency vehicle access lanes, an extension of the Town of Williamston's water distribution system and a gravity sewer collection system. AAL detailed specifications and testing requirements for earthwork, roadway construction, water distribution and sewer systems, cellular confinement systems for emergency access, vegetation for athletic field turf establishment and more. AAL assisted throughout construction to review testing results, witness utility pressure tests and provide review and concurrence of compliance with project requirements.

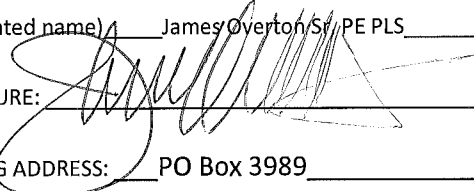
RESPONDER'S CERTIFICATION FORM

I have carefully examined the Request for Qualifications, the sample Agreement for Design Consultant Services and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional design consultant services for Dare County in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

NAME OF FIRM: Albemarle & Associates LTD

BY: (printed name) James Overton Sr. PE PLS

SIGNATURE: 

MAILING ADDRESS: PO Box 3989

CITY/STATE/ZIP CODE: Kill Devil Hills, NC 27948

TELEPHONE NUMBER: 252 441-2113

FAX NUMBER: 252 441-0965

ACKNOWLEDGEMENT OF ADDENDA

Responder hereby acknowledges receipt of all Addenda through and including:


Addendum No.	Date	Acknowledgement
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON-COLLUSION AFFIDAVIT

State of North Carolina

James L. Drafon, Sr., being first duly sworn, deposes and says that:

- 1. He/She is the President (title) of Albemarle & Associates, LTD (firm's name), the responder that has submitted the attached response;
- 2. He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
- 3. Such response is genuine and is not a collusive or sham response;
- 4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Dare or any person interested in the proposed contract; and



 Signature
President

 Title

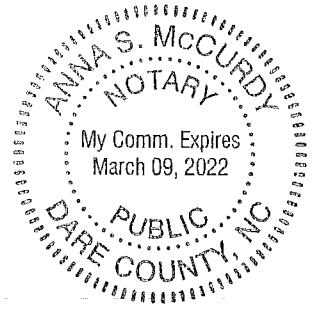
NOTARIZE

Subscribed and sworn to before me,

This 28 day of May, 2021

Notary Public Anna S. McCurdy

My Commission Expires: 03/09/2022





Certificate of Achievement for Excellence in Financial Reporting

Description

Dare County has received the Certificate of Excellence in Financial Reporting for its annual comprehensive financial report (ACFR) by the Government Finance Officers Association of the United States and Canada. Finance Director David Clawson will accept the plaque on behalf of the County. Sally DeFosse, Dare County Assistant Finance Director, will accept the Award of Financial Reporting Achievement as the person primarily responsible for preparing the award-winning ACFR.

Board Action Requested

None

Item Presenter

Bob Woodard, Chairman



Proclamation - Child Support Awareness Month

Description

Dare County Health & Human Services asks that the Board of Commissioners adopt the proclamation recognizing August, 2021 as "Child Support Awareness Month".

Board Action Requested

Adopt Proclamation

Item Presenter

Charles P. Lycett, Div. of Social Services



A PROCLAMATION

**CHILD SUPPORT AWARENESS MONTH
AUGUST 2021**

WHEREAS, Dare County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Dare Counties families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, in State Fiscal Year 2020-21, more than \$2.6 million in child support was collected from parents of Dare Counties children, and

WHEREAS, there are nearly 827 child support orders in place, working to ensure that more than 950 children receive financial support from their parents; and

WHEREAS, Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future; and

WHEREAS, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

WHEREAS, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

WHEREAS, many concerned and dedicated judges, district attorneys, clerks of court, sheriffs' personnel, and child support professionals work to establish and enforce child support orders for Dare County children, one of our counties most vital resources.

NOW, THEREFORE, We, the Dare County Board of Commissioners, do hereby proclaim August 2021, as "CHILD SUPPORT AWARENESS MONTH" in Dare County, and commend its observance to all citizens.

This the 2nd day of August, 2021.

SEAL

Robert Woodard, Sr., Chairman

Attest:

Cheryl C. Anby, Clerk to the Board



Consent Agenda

Description

1. Approval of Minutes - July 19, 2021
2. NC DPI Facility Needs Survey

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager



Approval of Minutes

Description

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

Board Action Requested

Approve Previous Minutes

Item Presenter

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., July 19, 2021

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

Commissioners absent: None -- Cheryl Anby, Clerk to the Board was absent

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Andrea DiLenge, Acting Clerk

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 invited Rev. Spottswood Graves to share a prayer, and then he led the Pledge of Allegiance to the flag.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

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

- Reported the NC 12 Task Force met last week and afterward took a field trip to review the hotspots from south of the bridge to Hatteras Island. The goal of the group would be to prioritize the hotspots in order to decide how to tackle future mitigation efforts.
- He requested the community keep the Ohio family that lost their seven year-old child in the tragic elevator accident last week in their thoughts and prayers.
- Taylor Sugg, President of TowneBank Currituck & Outer Banks, was presented with a Certificate of Appreciation by the Board of Commissioners to recognize exemplary service and dedication to Dare County while serving as President of TowneBank of the Outer Banks. Chairman Woodard noted that over the last 10 years, Taylor Sugg had raised \$150,000 per year including \$100,000 for the College of the Albemarle. At the suggestion of Mr. Sugg, TowneBank corporate donorship recently announced an additional \$500,000 for the OBX Hospital.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

The Board recognized the following staff members for their service to Dare County

- 1) Gail Hutchison, Victims Advocate, Sheriff's Dept. – 10 year pin.
- 2) Timothy Langanke, Emergency Med. Tech Lieutenant, EMS – 10 year pin
- 3) Capt. Stephen Burritt, Emergency Med Tech Captain, EMS – 15 year pin
- 4) Jerry Allen, Distribution System Specialist – Water Dept. - 25 year pin

ITEM 3 – VFW AWARD PRESENTATION

Chief Jennie Collins provided the Board with the background of service for Lt. Joshua D. (Josh) McKenney. He had been selected by the Local VFW Post #10950 as the EMT Public Servant Citation Award winner. He had also been selected as the North Carolina VFW Emergency Medical Technician Public Servant Citation winner.

ITEM 4 – PUBLIC COMMENTS

At 5:33 p.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of citizen remarks, which can be viewed in their entirety in a video on the County website.

The following comments were made in Manteo:

1. M. Alison Joy, Founder of Float Don't Fight, explained the mission of the organization was to empower beachgoers to survive rip currents. She advocated for a "stop, drop and roll" message for the beach – "Bring a Float, Grab a Float and Be a Float". She suggested a partnership with Dare County to bring the message, awareness and tools to our beaches.
2. Ray Hollowell addressed the Board with regard to his offer of sand from his mine to Buxton and Hatteras, which he stated could possibly save Dare \$3-6 million dollars. He added the grain sizes were believed to be compatible and there were many opportunities for them to respond to the needs of the area.

There were no comments made in Buxton and Public Comments closed at 5:44 p.m.

ITEM 5 - DARE COUNTY REGIONAL AIRPORT

The Chairman of the Airport Authority, Charles Davidson, provided the Board with an update of the operations at the airport. Dr. Davidson explained wholesale costs for aviation fuel dropped and markups were made on a fixed basis. The overall revenue appeared to drop although the net illustrated it was approximately at the same levels. He announced there were two pending projects. The first would begin late summer 2021 and would replace a portion of the 80-year old original concrete installed when the Navy built the base. Dr. Davidson explained the second project involved potential property purchases off the far end of the runway which encroach upon a runway protection zone.

ITEM 6 – COA FOUNDATION DARE GUARANTEE REPORT

Amy Alcocer, Executive Director of the COA Foundation, provided the Board with an update on the College of the Albemarle Dare Guarantee Report. She explained the program had seen an increase in just one year. There were seventy-seven students in spring of 2021 in comparison to the sixteen students in spring 2020. She outlined the promotions, ads and live events that were implemented to increase awareness in the program.

ITEM 7 – BUDGET AMENDMENTS FOR SALE OF HOME HEALTH AND HOSPICE CERTIFICATE OF NEED

Dave Clawson presented the Board with budget amendments to establish a sub-fund of the General Fund to budget and account for the Home Health & Hospice Certificate of Need sale proceeds. He explained that 10% of the gross sale price (\$290,000) could not be used for eighteen months and must be retained in restricted fund balance.

MOTION

Commissioner House motioned to adopt the two budget amendments presented.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 8 – GENERAL FUND FIVE YEAR PROJECTION AND MODEL DASHBOARDS

Mr. Clawson explained a projection of the General Fund was favored by our debt rating agencies and had not been done last year due to the pandemic. The large five-year forecast of revenues, expenditures and fund balances along with the model dashboards for beach nourishment and water rates were also posted on the website. The projections illustrate the County does not have a structural imbalance in the budget.

ITEM 9 – RFQ FOR EMS LONG RANGE FACILITY CAPITAL IMPROVEMENTS

CIP Committee met and reviewed the seven RFQ's from Boomerang, CPL Architecture, DJG, Inc., Guernsey Tingle, Moseley Architects, MW Studios and Oakley Collier. After a thorough review of each they recommended to the Board that Oakley Collier be selected. Oakley had done the original study of the facilities and were inherently familiar with the county's needs.

MOTION

Vice-Chairman Overman motioned to select Oakley Collier as architect for the EMS Long Range Facility Capital Improvements

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 10– CONSENT AGENDA

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

MOTION

Commissioner House motioned to approve the Consent Agenda:

- 1) Approval of Minutes (06.21.21) (**Att. #1-4**)
- 2) Disaster Related Debris Removal Agreement with NCDOT
- 3) Sherriff Department – Budget amendment for GCC grant
- 4) Courthouse Computer Systems – Software license and support agreement
- 5) Dare County Transportation TITLE VI Plan – 2020
- 6) Opioids and COVID: Supporting Justice Involved Individuals with Substance Use Disorder during COVID – Health and Human Services – Public Health
- 7) Avon Beach Nourishment – Budget Amendment
- 8) Tax Collector's Report
- 9) 3 Year KnowBe4 Contract

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 11 – BOARD APPOINTMENTS

1) Dare County Waterways Commission

Vice-Chairman Overman motioned to reappoint Michael Flynn and Kermit W. Skinner, Jr. to another term and appoint Kenneth P. Scott, III.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

2) Jury Commission Board

Commissioner House motioned to reappoint Lou Ellen Quinn.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

3) Veterans Advisory Council

Commissioner Bateman motioned to appoint Dr. Kevin P. Wallace and Justin O’Sullivan.

Vice-Chairman Overman and Commissioner House seconded the motion.

VOTE: AYES unanimous

4) A.B.C. Board

Commissioner House motioned to reappoint Robert “Bobby” Owens, II, Joe Tauber and James Clark.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

5) Dare County Center Advisory Board

Commissioner Ross motioned to reappoint Flossie Tugwell, Mary Pendill and Tiffany Wescott and to appoint Marylou Harris and Teresa Griffin.

Commissioners House, Overman and Bateman seconded the motion.

VOTE: AYES unanimous

6) Upcoming Board Appointments

The upcoming Board appointments for August, September and October, 2021 were presented to the Board in their packet but were not announced by the County Manager.

ITEM 12 – CLOSED SESSION

The County Manager requested a closed session pursuant to NCGS 143-318.11(a)(5) to instruct the County staff, or negotiating agents, concerning the position to be taken by or on behalf of the County in negotiating the price and other material terms of a contract, or proposed contract, for the acquisition of real property by purchase, option, exchange, or lease in the matter of the Masonic Lodge and the Elizabethan Inn in Manteo.

MOTION

Chairman Woodard motioned to go into Closed Session pursuant to the provisions of the North Carolina General Statutes cited by the County Manager.

Commissioner House seconded the motion.

VOTE: AYES unanimous

At 7:26 p.m., the Commissioners exited the room to meet in Closed Session. They reconvened at 8:12 p.m. and Mr. Outten reported that during the Closed Session the Board approved previous Closed Session Minutes and approved the contract to purchase the Manteo Masonic Lodge for \$767,700.00. County Attorney advised he would need a motion in open session to approve the contract as well as to add the cost of the purchase to budget amendments previously approved.

MOTION

Commissioner House motioned to approve the contract purchase price of \$767,700.00 for the Manteo Masonic Lodge and to move forward with the purchase.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

MOTION

Commissioner House motioned to add the cost of the Manteo Masonic Lodge to the budget amendments and Capital Project Ordinance previously approved for the cost of the Kill Devil Hills site for the KDH EMS station \$1,961,700, renovation to Manteo property 201,300 and cost of debt issuance \$70,000.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous.

Mr. Outten also reported the Board gave guidance with respect to the Elizabethan Inn property and took no other action.

ITEM 12 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

Commissioners and the County Manager frequently make extensive remarks, which may 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:

Vice-Chairman Overman

- He congratulated and thanked the employees who received service pins.
- Steve Coulter had reached out and requested a video be made with the stakeholders, to include charter captains, commercial fisherman and business owners on Hatteras Island regarding the importance of the inlet to their respective interests. He asked for and received a consensus from the Board to move forward with the project.
- He commented on a recent proclamation from the Marine Fisheries Commission regarding the 2021 flounder season which is only two weeks long for both recreational and commercial fisherman. The quoted purpose is noted to secure a “sustainable” fishery with the restrictions. He shared the requirements for both Virginia and South Carolina flounder fishing which were allowed year round with larger limits and size requirements. He opined NC’s requirements were a politically motivated decision.

Commissioner Couch

- He advised the Hatteras Bridge was almost completed and on schedule. The ocean views were going to be fantastic and should offer a boost to the 2022 tourism season.

Commissioner Bateman

- He noted he had attended the Kitty Hawk dog park dedication with the County Manager and Commissioner Ross and felt it was a great addition accomplished with grants and tourism funds.
- He noted his appreciation for Vice-Chairman Overman's passion for fishing and shared his past experiences of the lack of interest shown by legislators to help.

Commissioner House

- He announced the Pamlico Sound flounder season was September 15 - October 1st. Senate Bill 317, written by Sen. Sanderson, could reform the Marine Fisheries Commission; however, it had remained in the House since April. He encouraged the attendance to the July 21 virtual meeting of the Commission to voice opposition to the Marine Fisheries Commission's recommendations for further restrictions.
- Events in history: July 19, 1799 marked the discovery of the Rosetta Stone and 1848 was the first woman's rights convention in Seneca Falls, New York. The creation of Tom and Jerry cartoon was also July, 1940. He concluded with presenting SPCA Pet of the Week.

Commissioner Ross

- After many months of meetings with the advisory board regarding the Soundside Event Center Site, there was approval of an event site with 20,000 square feet of usable space, 46,000 square feet gross and a construction cost of \$17-18 million. Lee Nettles would be providing a more detailed update at a follow-up meeting. Most of the earlier concerns regarding drainage, parking and wastewater have been addressed with the Town of Nags Head.

Commissioner Tobin

- He provided an update on the construction of the County's dredge with photographs and commentary. He would see the dredge in person on July 30 and provide a follow-up report. He reported the steel for the vessel had been purchased before the current shortages existed.

MANAGER'S/ATTORNEY'S BUSINESS

- County Manager reported the culvert at the Fessenden Center was collapsing and the estimates to replace it ranged around \$51,000. He asked for authority to transfer funds from the capital account to cover the expense.

MOTION

Commissioner House motioned to authorize the County Manager to transfer funds not to exceed \$51,500.00 to cover the expense for replacing the culvert at the Fessenden Center.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

- Advised the Board the CRS Grants required the Board's acceptance with authorization provided to the County Manager to manage the expenditures of the funds.

MOTION

Vice-Chairman Overman motioned to accept the CRS Grant funds and authorize the County Manager to manage the expenditures of the awarded funds.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

- He advised all of the oceanfront easements for the Avon beach nourishment project had been sent to property owners for execution and return. A projected deadline of August 30, 2021 had been provided to the owners.

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 8:15 p.m., the Board of Commissioners adjourned until 9:00 a.m., August 2, 2021.

Respectfully submitted,

[SEAL]

By: _____
Notes Transcribed by Andrea DiLenge
Acting Clerk to the Board

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

Notes: 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. Some agenda items were handled out of sequential order to the published packet. (Items 12 and 13).



NC DPI Facility Needs Survey

Description

Dare County Schools have completed the NC DPI 2021 Facility Needs Survey. The Board of Commissioners have to certify, by the Chairman's signature, that they have received and reviewed a copy of the report prior to submission to the State. The report follows, showing total system capacity at 1,032 greater than current enrollment, 1,620 great than projected 10 year enrollment, and that there are no expected new schools or facility expansions within the next 10 years.

Board Action Requested

Receive and review report and authorize the Chairman to certify.

Item Presenter

David Clawson, Finance Director



2020-21 DPI Facility Needs Survey

Dare County Schools Long Range Plan

Administrative Unit: Dare County Schools (Unit 280)

I. Certification of Board of Education

The Dare County Schools Board of Education hereby submits its Facility Needs Survey dated 12/04/2020 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

_____, Chairman _____ Date
_____, Secretary, Ex-officio _____ Date

2. Certification of Board of County Commissioners

The Dare County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

_____, Chairman _____ Date
_____, County Manager or Clerk _____ Date



Dare County Schools Capacity Summary & Plan (6 to 10 years)

UNIT: 280			ADM 2019-20	Current Capacity					Mobile	Teach Station	Needs	Planned Capacity (future)				
				Pre-K	K-5	Middle	High	K-12				Pre-K	K-5	Middle	High	K-12
280	302	Cape Hatteras Element	298	36	326	0	0	326	0	0	None Needed	0	0	0	0	0
280	304	Cape Hatteras Seconda	342	0	0	324	417	741	0	0	None Needed	0	0	0	0	0
280	306	Dare Learning Academ	27	0	0	0	0	0	0	0	None Needed	0	0	0	0	0
280	308	Kitty Hawk Elementary	467	36	480	0	0	480	0	0	None Needed	0	0	0	0	0
280	310	Nags Head Elementary	521	36	646	0	0	646	0	0	None Needed	0	0	0	0	0
280	312	Manteo Elementary Sch	660	54	618	0	0	618	0	0	None Needed	0	0	0	0	0
280	316	Manteo High School	574	0	0	0	642	642	0	0	None Needed	0	0	0	0	0
280	320	Manteo Middle School	424	0	0	556	0	556	0	0	None Needed	0	0	0	0	0
280	324	First Flight Elementary	307	36	344	0	0	344	0	0	None Needed	0	0	0	0	0
280	328	First Flight Middle Scho	737	0	0	946	0	946	0	0	None Needed	0	0	0	0	0
280	330	First Flight High School	865	0	0	0	955	955	0	0	None Needed	0	0	0	0	0
Totals:			5,222	198	2,414	1,826	2,014	6,254	0	0		0	0	0	0	0

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Current Capacity:	2,414	1,826	2,014	6,254
ADM 2019-20:	2,253	1,324	1,645	5,222
Difference:	161	502	369	1,032

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Total Capacity:				
Proj Enrollment 2029-30:	1,982	1,013	1,739	4,734
Difference:	(1,982)	(1,013)	(1,739)	(4,734)



Dare County Schools Capacity Summary & Plan (0 to 5 years)

UNIT: 280	ADM 2019-20	Current Capacity					Mobile	Teach Station	Needs	Planned Capacity (future)				
		Pre-K	K-5	Middle	High	K-12				Pre-K	K-5	Middle	High	K-12
280 302 Cape Hatteras Element	298	36	326	0	0	326	0	0	None Needed	0	0	0	0	0
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280 308 Kitty Hawk Elementary	467	36	480	0	0	480	0	0	None Needed	0	0	0	0	0
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280 328 First Flight Middle Scho	737	0	0	946	0	946	0	0	None Needed	0	0	0	0	0
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Totals:	5,222	198	2,414	1,826	2,014	6,254	0	0	0	0	0	0	0	0

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>		<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Current Capacity:	2,414	1,826	2,014	6,254	Total Capacity:				
ADM 2019-20:	2,253	1,324	1,645	5,222	Proj Enrollment 2024-25:	1,914	1,287	1,782	4,983
Difference:	161	502	369	1,032	Difference:	(1,914)	(1,287)	(1,782)	(4,983)



Board Appointments

Description

The following Board has appointments this month:

Parks and Recreation Advisory Council

The upcoming board appointments for September, October and November are provided

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

PARKS AND RECREATION ADVISORY COUNCIL
(Three Year Term)

The Parks and Recreation Advisory Council reviews and advises the Parks and Recreation Department in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County.

The following terms expire this month:

Anita Bills - Originally appointed July, 2011

Willer Spencer - Originally appointed July 2015

Amanda Hooper Walters - Originally appointed July 2018

Kathy Carden - Originally appointed November 2007

George Bar - Originally appointed August 2018

Robert Parrish - Originally appointed July 2018

Eddie Twyne - Originally appointed July 2015

Stephanie J. Harkness-Moxley - Originally appointed July 2018

Kelli Harmon - Originally appointed July 2015

**All have requested to be reappointed except Kathy Carden
The Council recommends Helen Furr for reappointment to fill the vacancy.**

Applications have been received from:

Scott Morton, Megan Vayette, Scott Garber, Lorenzo Foster, Isaac Simonsen,
Helen Furr, John Cook, Lynette Ford and Vanzolla McMurrin

Other Members: See attached list

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PARKS AND RECREATION ADVISORY COUNCIL

(Three Year Term)

This Advisory Council reviews and advises Parks and Recreation in its efforts to promote, organize, plan, and coordinate activities and programs for youth and adults in Dare County.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Anita Bills P.O. Box 608 Frisco, NC 27936 995-7892(H), 202-1412(O)	7-21	Apptd. 7/11 Reapptd. 7/14, 18
Willer Spencer P.O. Box 1495 Manteo, NC 27954 256-2880	7-21	Apptd. 7/15 Reapptd. 7/18
Amanda Hooper Walters 1202 9 th Avenue Kill Devil Hills, NC 27948 202-9923 Manda.hooper@icloud.com	7-21	Apptd. 7/18
Missy McPherson 119 Margaret Court Manteo, NC 27954 473-6831 (H) 216-6831 (C)	12-23	Apptd. 7/16 Reapptd, 12/17, 12/20
Kathy Carden, CH. P.O. Box 3492 Kill Devil Hills, NC 27948 449-0840(H), 441-6340(O)	7-21	Apptd. 11/07 Reapptd. 08,11,14,18
George Barr 107 N. Budleigh Street PO Box 564 Manteo, NC 27954 sailcamaraderie@yahoo.com 804-387-4995	7-21	Apptd. 8/18
Deon Simmons 222 Brakewood Dr. Manteo, NC 27954 475-1627 (H), 202-9737 (O)	7-22	Apptd. 7/13 Reapptd. 7/16,19
George Berry 238 N. Dogwood Trail Southern Shores, NC 27949 261-1278 (H) 703-473-0528 (O)	3-22	Apptd. 7/16 Reapptd. 3/19
Robert Parrish 4416 Seascape Drive Kitty Hawk, NC 27949 252-333-9476 Robert@parrishinsure.com	7-21	Apptd. 7/18 Reapptd.

Eddie Twyne 7-21 Apptd. 7/15
P.O. Box 11 Reaptd. 7/18
Manteo, NC 27954
305-2291

Stephanie J. Harkness-Moxley 7-21 Apptd. 7/18
152 Brakewood Road Reaptd.
Manteo, NC 27954
843-540-2358(C), 573-8248(O)
smoxley@madriver.com

Kelli Harmon 7-21 Apptd. 7/15
723 Pirates Way Reaptd. 7/18
Manteo, NC 27954
910-286-1660

Ervin Bateman Apptd. 1/19
4148 Poor Ridge Road
PO Box 1127
Kitty Hawk, NC 27949
ervin.bateman@darenc.com
252-216-6717

Justin Bateman 8-22 Apptd. 8/19
72 Cudworth Cemetery Rd
Wanchese, NC 27981
252-256-3252
Justin@wcms.com

B. Allen Poole 8-22 Apptd. 8/19
120 Roanoke Trail
Manteo, NC 27954
252-473-5421
allenobx@aol.com

NOTES:

MEETING INFO: Every other month beginning in January
Meets at KDH Rec. Park, 8:00 a.m.
Meets once a year at the Dare Center, 11:30 a.m.
Meets once a year at the Fessenden Center, 11:30 a.m.

CONTACT INFO: Tim White, Public Services Director
252-475-5910

MEMBERS COMPENSATED: No

Bob Wells replaced Steve Evans 2/90.

Ray Hollowell replaced Andy Meekins 2/90; Peg Casey replaced Mike Leffler 2/90.

Jake McCleese replaced Peg Casey.

On October 21, 1991, DCBOC moved to have a seven member board.

Lisa Wheless replaced Glenn Lucas 3/92.

David Stowe replaced Carol Anderson 6/93.

Advisory Council was enlarged from 7 members to 13 members July 19, 1993.

Bill Walker replaced Jake McCleese and Ollie Jarvis filled unexpired term of David Stowe 11/94.

Rex Simpson filled unexpired term of Lisa Wheless 11/94.

Tim White replaced Ollie Jarvis and Bobby Outten replaced Karolyn Quidley 7/95.
DCBOC increased membership from 13 to 14 8/7/95.
Ollie Jarvis reapptd. For 1 year.; Andy Ward filled unexpired term of Ron Bennett 10/95.
Jeff Absher replaced Tim White 7/96; Kyle O'Neal replaced Belinda Willis 4/98.
Mitchell Bateman replaced Rex Simpson 8/98; Dan Ottavio filled term of Debi DesRoches 4/99.
Mike France filled term of Ray Hollowell 4/99; Wilhelmina McCleave filled term of Mary Pendill 4/99.
Bo Taylor and Jeff Absher will be replaced in September 1999.
Susan Boncek replaced Bo Taylor 12/99; Charlena Davenport replaced Jeff Absher 12/99.
Ray Evans fill unexpired term of Wilhelmina McCleave 12/99.
Timmy Midgett replaced Andy Ward 10/00.
Mel Covey apptd. To fill unexpired term of Kyle O'Neal 12/01.
Samantha DeLucia appointed to fill unexpired term of Bobby Outten 5/02.
Crystal Blackmon replaced Charlena Davenport 11/02.
Ben Whitehurst apptd. to fill unexpired term of Mike France 1/04.
Jimmy P. Brown fill term of Ray Evans 4/04; Allen Forman apptd. to fill term of Bill Walker 11/04.
Bob Sanders replaced Robert Wells; and Kelletha Govan replaced Kathy Burrus 7/05.
Ralph Horne replaced Ben Whitehurst and Ed Futtrell replaced Dan Ottavio 7/05.
Tim Cafferty filled unexpired term of Al Forman & Ronnie Roach replaced Samantha DeLucia 6/06.
Kathy Winstead filled unexpired term of Bob Saunders 11/07; April Oden replaced Ollie Jarvis 10/08.
Mel Covey moved to a northern beach representative & filled unexpired term of Ronnie Roach.
Susan Gray filled unexpired term of Mel Covey 10/08; Scott Midgette replaced Pete Hunter 7/09.
Anita Bills replaced April Oden and Tod Clissold replaced Ed Futrell 7/11.
Melinda Maher replaced Ralph Horne (deceased) 7/11.
Jack Painter replaced Crystal Blackmon 4/12; Mel Covey resigned 7/12.
Eddie Twyne replaced Timmy Midgett and Willer Spencer filled vacancy (Tod Clissold) 7/15.
Kelli Harmon filled vacancy (Mel Covey) 7/15.
Missy McPherson appointed to fill vacant seat last held by Susan Boncek 7/16.
George Berry appointed to fill vacant seat last held by Susan Gray 7/16.
Melinda Maher resigned 12/16; Jack Painter resigned 1/17.
Chairman Woodard appointed Danny Couch as Commissioner Appointee 2/20/17
Jimmy Brown passed away 1/18
Kathy Winstead remarried, her name changed to Kathy Carden 6/18
Robert Parrish replaced Scott Midgette, Stephanie J. Harkness-Moxley replaced
Keletta Govan, Amanda Hooper Walters filled a vacancy 7/18
George Barr appointed 8/18; Tim Cafferty did not wish to be reappointed, the Board will wait to
receive a recommendation from staff before filling Mr. Cafferty's seat.
Ervin Bateman replaced Danny Couch 1/19;
B. Allen Poole and Justin Bateman apptd. 8/19; Missy McPherson reapptd. 12/20.

REVISED 05/21

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APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice DEPT OF PARKS & REC. ADV. COUNCIL

2nd choice _____

3rd choice _____

Name SCOTT MORTON

Address 1607 HARBOUR VIEW DR

City/State/Zip KDH, NC 27948

Email Address sfm0098@yahoo.com

Telephone Home: 610 392 9363 cell

Business: _____

Resident of Dare County: yes no

Occupation: RETIRED - PROJECT MANAGER

Business Address: N/A

Educational background:

B.S. CHEMICAL ENGINEERING

Business and civic experience and skills:

- 1) 30 yrs MANAGING & ESTIMATING INDUSTRIAL PROJECT
- 2) LEADER OF VARIOUS RECREATIONAL CLUBS & ORGANIZATIONS

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

COLINGTON YACHT CLUB PAST COMMODORE

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
GREG FLORENCE	PRINCIPAL	1402 HARBOUR VIEW DR KDH, NC 27948	252-489-1238
DAVE NEEDHAM	MEDICAL SALES	146 CROOKED BACK LOOP SOUTHERN SHOES	252-599-2713
ANN WELHAM	ATHLETIC DIRECTOR	PO BOX 1001 KITTY HAWK 27949	301-501-0110

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: 5/18/21 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 5/19/21

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Parks & Recs Advisory Council

2nd choice Fessenden Center Advisory Board

3rd choice _____

Name Megan P. Vayette

Address 47520 Lost Trees Tr. PO Box 1257

City/State/Zip Buxton, NC 27920

Email Address mvayette@gmail.com

Telephone cell: 252-216-7176

Business: _____

Resident of Dare County: yes no

Occupation: territory manager -

Business Address: US Foods 1500 NC Hwy Zebulon NC 27597

Educational background:
Degree in restaurant management/culinary arts

Business and civic experience and skills:

PTO president - current CHES

Girl scout leader 2017 - present

Our Lady of the Seas - parish council

Hatteras Island Angel Tree coordinator 2007-2010

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
Jean Louise Dixon	attorney		252-996-0182
Danny Couch	county commissioner		252-475-4477
Kristin Day	A&B carpet		252-475-0048

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: 4/29/21 Signature of applicant: Megan P. Yvette

FOR OFFICE USE ONLY:

Date received: 5/4/2021

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Park & Recreation Advisory Council

2nd choice _____

3rd choice _____

Name Scott Garber

Address 211 Sunset Drive

City/State/Zip KDH, NC 27948

Email Address cutturbanks@gmail.com

Telephone Home: 252-423-8512

Business: _____

Resident of Dare County: yes no

Occupation: Retired (work in Broadcast Media)

Business Address: _____

Educational background:

HS - College - Sports - played Basketball
Football - Track - Softball

Business and civic experience and skills:

Ambassador - USAPA Pickleball Assoc.
Umpire HS / College Basketball - Baseball
Referee

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

HOA - Property Mgr - Treasure

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>Tim White</u>	<u>DC Park & Rec</u>		<u>252-475-5916</u>
<u>Ann Wellham</u>		<u>Kitty Hawk</u>	<u>301-501-0110</u>
<u>George Barr</u>		<u>Manteo</u>	<u>804-387-4995</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: 5-3-21 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 5/3/21

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice TRANSPORTATION ADVISORY BOARD

2nd choice PARKS AND RECREATION ADVISORY COUNCIL

3rd choice TOURISM BOARD

Name LORENZO FOSTER

Address 705 SWAN STREET

City/State/Zip KILL DEVIL HILLS, NC 27948

Email Address inz02000@gmail.com

Telephone Home: 267-266-3886

Business: N/A

Resident of Dare County: yes no

Occupation: RETIRED

Business Address: N/A

Educational background:
High school / some college

Business and civic experience and skills:

RETIRED STATE CORRECTIONS POLICE SERGEANT / (POST/DISTRICT) VFW COMMANDER
(ZONING BOARD VICE / ACTING PRESIDENT) / FRATERNAL ORDER OF EAGLES (TRUSTEE)

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

N/A

REFERENCES

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

Name	Business/Occupation	Address	Telephone
<u>BRIBETTE PAGANO</u>		<u>NAGS HEAD, NC</u>	<u>(304) 839-6044</u>
<u>ALICE DISOMMA</u>		<u>KILL DEVIL HILLS, NC</u>	<u>(252) 207-3199</u>
<u>JOHN EDWARD SNYDER</u>		<u>KILL DEVIL HILLS, NC</u>	<u>(804) 720-6302</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: SEPT 20, 2020 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 9/23/2020

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Health & Human Services Board

2nd choice Parks & Recreation Advisory Council

3rd choice ~~Environment & Review Board~~ Older Adult Services Advisory Council

Name Isaac Simonsen

Address 1036 George Daniels Rd

City/State/Zip Manteo, NC 27954

Email Address mr.isaacsimonsen@gmail.com

Telephone Home: 252-333-6986

Business: _____

Resident of Dare County: yes no

Occupation: Personal Property Appraiser

Business Address: 962 Marshall Collins Pr., Manteo NC 27954

Educational background:
Bachelors - Psychology
East Carolina University

Business and civic experience and skills:
Health & Mental Health Manager for Early Head Start
Manager @ a Community Action Agency
Worked for the Autism Society of NC

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
Brad Williams	Pastor, Bethany Methodist	137 Old Whort Rd, Warehse	252-675-88
Darin Wilder Edgar	EHS Director	712 Virginia Rd, Edenton	804 852 7197
Barnes	District Court Judge	962 Marshall Collins Dr	252 305 9397

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: August 14th, 2020 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 8/14/2020

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APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Parks + Rec

2nd choice _____

3rd choice _____

Name Helen Furr

Address 305 Sandview Dr.

City/State/Zip Kill Devil Hills, NC. 27948

Email Address helen@northbeachsun.com

Telephone Home: 441-4590

Business: 449-4444

Resident of Dare County: yes no

Occupation: Sales Manager - North Beach Sun

Business Address: 115 W. Meadowlark St. K014

Educational background:

BA Geology - UNCW

Business and civic experience and skills:

Sales, Environmental Consulting

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
Shirley Brinkley	Sales (Realtor)	Sandwich	599-2197
Amy Robinson	Chick hawk/Bad Bean		256-2038
Holly Schnader	E. Carlton Ave. Albemarle Carpet		305-5730

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

Date: 8-5-19 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Parks and Rec Board

2nd choice Planning Board

3rd choice Wildlife Board

Name John Cook

Address 109 Brakewood Rd

City/State/Zip Manteo, NC 27954

Email Address foresterjc@gmail.com

Telephone Home: 305-8122

Business: 252-542-0119

Resident of Dare County: yes no

Occupation: Forest Ranger - State of NC

Business Address: _____

Educational background:
BS Natural Resources, Masters in Forestry, NCSU

Business and civic experience and skills:
6+ years Dare Youth Sports Coaching
experienced in Environmental Education

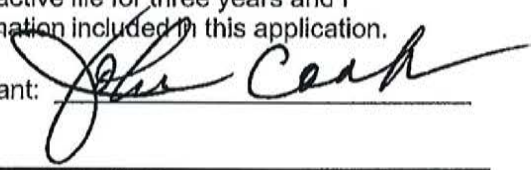
Other Boards/Committees/Commissions on which you presently serve:

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
Dean Tolson	clerk court	- 2167114	
Bob Peele	Wanchese Industrial Park		4735867
Boone Vandzura	NPS Park Ranger		4758307

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: 4/5/2019 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 4-5-19

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Roanoke Island Community Center Board
2nd choice Parks and Recreation
3rd choice Juvenile Crime Prevention (Depends on work schedule)

Name Lynette Ford

Address 104 Elsie Daniels Lane

City/State/Zip Manteo, NC 27954

Email Address fordly@daretolearn.org / lynetteford5748@gmail.com

Telephone Home: (252) 305-5748

Business: (252) 449-7000 Ext 2466

Resident of Dare County: yes no

Occupation: History Teacher

Business Address: First Flight High School

Educational background:

B.A. History (isu), Associate Degree (COADARE); Manteo High School Graduate

Business and civic experience and skills: FFHS TEACHER

Monday Night Alive tutor? Volunteer (10 yrs), OBX Marathon volunteer
I enjoy being a public servant. Familiar with the community and their needs.

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

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Paul Charroa	Lost Colony Brewery	Manteo	(252) 305-3666
Virginia Tillett		Manteo	(252) 473-2753
Jane Midgett	school Board receptionist	Manteo	(252) 473-8995

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

Date: 3/16/18 Signature of applicant: *[Signature]*

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Land Transfer Tax Appeals Board

2nd choice Parks and Recreation Advisory Council

3rd choice Youth Council

Name Vanzolla McMurrin

Address 1034 George Daniels Road

City/State/Zip Manteo, NC 27954

Email Address vanzollam@darenc.com

Telephone Home: 252-473-5255

Business: 252-475-5969

Resident of Dare County: yes no

Occupation: Dare County Register of Deeds

Business Address: 962 Marshall C. Collins Dr., Manteo, NC 27954

Educational background:

Manteo High School Graduate.

Business and civic experience and skills:

I am the Register of Deeds and we deal with the land transfer tax everyday. I want to be on this committee so I will

know of any changes that might affect our office, & I want to assist in any way and learn more about any Board I'm on.

Other Boards/Committees/Commissions on which you presently serve:
Vital Records Committee, Automation Technology Committee,
Strategic Long Range Planning Committee, all for NCARD

REFERENCES

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

Name	Business/Occupation	Address	Telephone
Marion Midgett	retired	Manteo, NC	473-3057
James Coefield	retired	Duck, NC	261-5623
Carrie Holmes	retired	Manteo, NC	NC 473-5285

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

Date: 6/26/2018 Signature of applicant: Vanzella McMurran

FOR OFFICE USE ONLY:

Date received: 6/27/18



Upcoming Board Appointments

Description

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

Board Action Requested

None

Item Presenter

Robert Outten, County Manager

Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next three months.

Information on how to obtain and submit applications follows the list.

September, 2021

Health and Human Services Board -- 5 terms expiring

October, 2021

Juvenile Crime Prevention Council --2 terms expiring

November, 2021

Older Adult Services Advisory Council --3 terms expiring

Rodanthe, Waves, Salvo Community Center Board --2 terms expiring

Stumpy Point Community Center Board --1 term expiring

~~~~~Instructions for Obtaining and Submitting Applications~~~~~

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling:

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