



## **CURRITUCK COUNTY NORTH CAROLINA**

May 6, 2019

Minutes – Regular Meeting of the Board of Commissioners

### **WORK SESSION**

#### **1. 4:00 PM Code Enforcement**

The Board of Commissioners met at 4 PM in the Historic Courthouse Conference Room for a work session to give direction to staff on a Planning issue and to discuss Code Enforcement policy and processes. Assistant County Manager, Ben Stikeleather, reviewed a request from Mr. Darryl Hood, President of the Carolina Club Home Owners Association (HOA), who wants to revise the recorded subdivision plat and relocate and reduce the reserve utility area. During discussion, Planning and Community Development Director, Laurie LoCicero, and County Attorney, Ike McRee, agreed an amendment could be accomplished only with consent of all property owners within the subdivision. Options were presented and the Board directed staff not to accept an application to amend the plat and to instead issue a letter of determination denying the request, with the knowledge the Carolina Club HOA may appeal to the Board of Adjustment.

Mr. Stikeleather discussed the county's current process and procedures for Code Enforcement. New state legislation that establishes time limits for reporting violations and the county's current code enforcement procedures were reviewed. Discussion among Commissioners and staff resulted in Board direction for staff to start a more proactive approach to identify violations on the North Carolina 168/158 highway corridor, followed by secondary roads, and respond in other areas as they are reported.

Mr. Stikeleather reviewed budget amendments included on the meeting agenda.

#### **6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met at 6:00 PM for a regular meeting. The meeting was held in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance-Reverend Frank Custer, Mt. Zion United Methodist Church**

Reverend Custer did not attend. Pastor Glenn McCranie was present to offer the Invocation and lead the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner McCord amended the agenda as follows:

- Added New Business Item A, Consideration and Approval of Purchasing Policy.
- Added a presentation from Mike Hall, Member of the College of the Albemarle Board of Trustees, to Administrative Reports.
- A Budget Amendment concerning funding for the airport AWOS system was moved from Consent Agenda to New Business, Item C.

Commissioner Payment moved for approval of the agenda as amended. The motion was seconded by Commissioner Jarvis. The motion carried.

Approved agenda:

**Work Session**

4:00 PM Code Enforcement

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Frank Custer,  
Mt. Zion United Methodist Church

B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Commissioner's Report**

**Administrative Reports**

A) Presentation of FY 2018 Audit: Chris Burton, Carr, Riggs, Ingram  
LLC

B) Mobi Awards Presentation

- C) Amended Item-Presentation from Mike Hall, Member, College of the Albemarle Board of Trustees**

**Public Hearings**

- A) Public Hearing & Action on a Resolution Establishing and Creating the Carova Beach Watershed Improvement Service District**
- B) Public Hearing & Action on a Resolution Extending the Carova Beach Road Service District**
- C) Public Hearing & Action on a Resolution Establishing and Creating the Knotts Island Fire Protection Service District**
- D) Public Hearing & Action on a Resolution Extending the Guinea Mill Watershed Improvement Service District**

**Old Business**

- A) Consideration and Action: Review and Adoption of Ordinance for Conditional Zoning, PB 18-23-Fost Tract**

**New Business**

- A) Amended Item-Consideration and Approval of Purchasing Policy**
- B) Approval of Commissioner Travel: Commissioner M. Etheridge and Commissioner Jarvis to Attend the National Association of Counties Annual Conference in Clark County, Las Vegas, Nevada**
- C) Amended Item-AWOS System Budget Amendment**
- D) Consent Agenda**
1. Approval Of Minutes for April 15, 2019
  2. Budget Amendments
  3. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics in Historic Corolla Park, Corolla, North Carolina.
  4. Resolution to Surplus Engine 31 from Moyock Volunteer Fire Department
  5. Resolution for Designation of Applicant Agent for FEMA Flood

## Mitigation

6. Project Ordinance-Lottery Funds Distributions:  
HVAC Upgrades for Jarvisburg Elementary and  
Shawboro Elementary Schools
7. Approval of Audit Contract for FY 2019-Carr, Riggs & Ingram, LLC
8. NCDOT Road Addition Petition-Sound Woods
9. Approval of CenturyLink Easement Agreement-  
Fiber Optic line, Cooperative Extension
10. Sprint 1st Amendment to License Agmt. for 734 Ocean Trail

**E) County Manager's Report****Adjourn****Special Meeting of the Ocean Sands Water & Sewer District Board**

OSWSD-Budget Amendments

**Adjourn Meeting of the Ocean Sands Water & Sewer District Board**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman White opened the Public Comment period.

Fred Whiteman, Sandy Fost and David Shepherd, Currituck County residents, and Engineer, Mark Bissell and Attorney, Jamie Schwedler, spoke in support of the Board of Commissioners hearing and moving forward with the Fost Tract agenda item.

Don Hufnagle, Carova, questioned the validity of survey responses to the Carova stormwater and road service districts being considered by Commissioners and discussed drainage, flooding, and roads in Carova Beach. He asked about funding sources for road maintenance and commented that roads in Carova were good.

Chairman White responded to Mr. Hufnagle's comments, and discussed a prior weather event in which pumps ran for ten days to alleviate flooding in Carova Beach. Chairman White provided information on funding for maintenance.

Woody Dreher, Carova, also talked about flooding and road conditions in Carova Beach. He opposes the tax service districts and doesn't believe there is public support.

No others wished to speak and the Public Comment period was closed.

### **COMMISSIONER'S REPORT**

Chairman White talked about the county budget process and encouraged the public to attend budget work sessions. He addressed school funding requests and said the county is working with the school district and staff to provide additional school funding without impacting residents. He announced a recent trip to Raleigh with Assistant County Manager, Ben Stikeleather, to discuss sales tax legislation being considered at the state level that, if passed, would likely result in a loss of \$750,000 in revenue for Currituck County. He reported on a recent community meeting in Knotts Island to talk with residents about a fire service protection district.

Commissioner Mary Etheridge announced May is Small Business month, and she congratulated John Wright, owner of Sanctuary Vineyards, who won the northern region North Carolina Coast Host Tourism award. May is also National Foster Care Month and she encouraged those interested in becoming foster parents to contact the Department of Social Services.

Commissioner Beaumont attended a community meeting where Southern Environmental Law Center discussed their opposition to the construction of the Mid-county Bridge. He reported on their reasons to oppose the bridge, reviewed their alternate proposals, and said people in favor of the bridge need to be just as vocal as those opposed. Commissioner Beaumont said a community meeting with the North Carolina Department of Transportation is being planned.

Commissioner McCord congratulated high school baseball and softball teams for their conference wins. He talked about the summer traffic issues in Currituck County, and announced the upcoming budget work session, May 8th.

Commissioner J. Owen Etheridge discussed an earlier accident in which a school bus was involved, and said the notification processes in place should be left to the school system and asked the public to refrain from posting such incidents on social media. He reported no students were seriously injured.

Commissioner Jarvis announced National Teacher Appreciation Week, and thanked those involved in her son's education and encouraged others to do the same. She also thanked nurses in recognition of National Nurses Day.

Chairman White invited Meg Puckett, of the Corolla Wild Horse Fund, to come to the podium. Ms. Puckett announced a foal was named after County Manager, Daniel F. Scanlon, II, to acknowledge his upcoming retirement and to recognize his many years of service to the county and the Wild Horse Fund.

### **ADMINISTRATIVE REPORTS**

Meg Pucket, Herd Manager for the Corolla Wild Horse Fund, recognized retiring County Manager, Dan Scanlon, and announced a foal had been named after him in honor of his service.

Chairman White offered his thanks for Mr. Scanlon's work with the Wild Horse Fund.

**A. Presentation of FY 2018 Audit: Chris Burton, Carr, Riggs, Ingram LLC**

Mr. Chris Burton from accounting firm Carr Riggs & Ingram, LLC, presented the audit report to the Board of Commissioners. He said the audit was smoothly, the county is financially sound, and he highlighted a few specifics for Commissioners. He reported a collection rate of 99.08 percent. Mr. Burton presented one finding pertaining to overcharges to some sewer customers, and he reviewed the remedy to refund those affected. County Manager, Dan Scanlon, described the county's process for identifying and refunding overpayments.

**B. Mobi Awards Presentation**

Eileen Wirth, Project Coordinator, announced the North Carolina Department of Transportation awarded two MOBI awards to Currituck County to recognize multi-modal transportation projects constructed in Currituck County. A first place award was received in the Suburban Category for the Corolla Greenway Phase V project, and Currituck County tied with Raleigh for first place in the Innovative category for the Corolla Village Road Public Access Facility and Handicap Ramp project. Ms. Wirth thanked the Board and County Manager for the opportunity to work on the projects.

**C. Amended Item-Presentation from Mike Hall, Member, College of the Albemarle Board of Trustees**

Mike Hall, Member of the College of the Albemarle (COA) Board of Trustees, addressed Commissioners as a member of the COA Executive Committee and reported on various projects, expansions, modifications and achievements realized at many COA campuses during his tenure. He said enrollment is up at COA while other community college enrollments are down. He discussed the member makeup of the COA Board of Trustees and asked Commissioners to support a Resolution that would increase Currituck County's membership from one to two. Mr. Hall responded to Commissioner questions and said he has spoken to other members and no opposition was voiced.

**PUBLIC HEARINGS****A. Public Hearing & Action on a Resolution Establishing and Creating the Carova Beach Watershed Improvement Service District**

Ben Stikeleather, Assistant County Manager, began by addressing concerns expressed at public comment by briefly explaining how the setup of the district survey questions would not allow those who did not own property within a district to respond to questions relating to financial support.

Mr. Stikeleather presented information on the proposal for creating the Carova Beach Watershed Improvement Service District to address stormwater and flooding issues in the area. He reviewed potential uses of revenues and summarized stakeholder comments garnered from a community meeting and survey responses, of which 48% were in support of a district and 52% were opposed. Although tax rates had not been established, Mr. Stikeleather said a staff assessment suggests a .02 cent tax rate, with half going into a reserve for emergency pumping and the balance to ditching upgrades and maintenance. A .02 cent rate would cost \$40.00 per year for a home valued at \$200,000.

Mr. Stikeleather responded to Commissioners regarding community comments and confirmed Occupancy Tax paid for emergency pumping on the off-road during the last storm event, at a cost of \$100,000. Other communities who pay for services through tax districts, such as Ocean Sands and Whalehead, were discussed, and Chairman White explained pumping in Swan Beach during last year's storm event was necessary because the community was inaccessible to emergency vehicles.

Chairman White opened the Public Hearing.

David Barham, a Knotts Island resident and Carova Beach property owner, spoke in opposition to the tax district.

No one else wished to speak and the Public Hearing was closed.

Commissioners discussed public safety for residents and visitors. County Attorney, Ike McRee, reiterated that historically the county has set up and used service districts to fund enhanced services in communities. Commissioner Beaumont recalled the earlier flooding event, and noted many were unable to get to their homes. He discussed other considerations, such as submerged septic systems and contaminated water.

There was no further discussion and Chairman White moved to approve the stormwater improvement district for Carova Beach. The motion was seconded by Commissioner Mary Etheridge. The motion passed. No tax rate was set.

#### **RESOLUTION ESTABLISHING AND CREATING THE CAROVA BEACH WATERSHED IMPROVEMENT SERVICE DISTRICT**

WHEREAS, Chapter 153A, Article 16 of the General Statutes of North Carolina, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define a service district for the purpose of watershed and drainage improvements; and

WHEREAS, acting in response to a need for action in order to correct negative impacts of flooding during storm events including, but not limited to, reduced ingress and ingress to property, property damage and impediment to the optimum function of water and septic systems, and difficulty to respond to emergency situations, the Board of Commissioners for the County of Currituck has determined that the creation of a service district for watershed and drainage improvement will be for the benefit of those properties located within the service district boundaries; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of watershed and drainage improvements to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that it is impracticable to provide the planned services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy as the

assessed valuation of property in the district is approximately \$286,500,000, the current county wide tax rate is 48 cents (\$0.48) cents per one hundred dollars of valuation and improvements to drainage can be made with the district with a manageable and reasonable tax rate if necessary to provide revenue for district projects ; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, on April 24, 2019, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Carova Beach Watershed Improvement Service District is hereby established and created consisting of that area as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_\_ day of May, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## **B. Public Hearing & Action on a Resolution Extending the Carova Beach Road Service District**

County Manager, Ben Stikeleather, presented information on the proposed extension of the Carova Beach Road service district. He reviewed the expanded boundary and summarized



comments received from the public. Many said Occupancy Tax should be used for road maintenance because of the increased use, wear and tear during the summer season. The vast majority were opposed to financially contributing to road improvements at 67%.

County Attorney, Ike McRee, reviewed the county's limited ability to expend public funds on roads except in a service district, and said the community supported the creation of the service district in 2009 because it included only road right-of-ways and no tax was assessed. The use of unrestricted revenue was described as it relates to horse tour license fees, and use of Occupancy Tax were discussed.

Chairman White opened the Public Hearing.

Mike Hall, former Commissioner, talked about public safety and suggested using parking permit fees or Occupancy Tax for improvements to ramps and pedestrian walkways. Mr. McRee confirmed the roads are publicly dedicated for use but are privately owned. Commissioner J. Owen Etheridge described the original creation of the district provided that Occupancy Tax be used to improve Ocean Pearl Road but those funds were not intended for use in perpetuity.

Stan Zuba asked Commissioners to consider the uniqueness of Carova. He likes the challenges and asked that it not be made the same as everything else.

No others were signed up nor wished to speak and the Public Hearing was closed.

Chairman White said the majority of the road maintenance is in response to concerns over emergency access, and the need has existed for a long time but has been put off and Commissioners continued discussion of road maintenance and ownership. Mr. McRee suggested a sentence be added to the Resolution to have Section 3 read "the Resolution establishing and creating the Carova Beach Road Service District in September 8, 2009, is stricken". Section 3 would become Section 4.

With discussion concluded, Chairman White moved for approval. Commissioner Mary Etheridge seconded and the motion passed. No fee was established.

#### **RESOLUTION EXTENDING THE CAROVA BEACH ROAD SERVICE DISTRICT**

WHEREAS, Chapter 153A, Chapter 16 of the General Statutes of North Carolina authorizes counties to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and

WHEREAS, acting in response to a need for action in order to protect and maintain the public safety, address increasing traffic demands resulting from property development within Carova Beach Subdivision and to preserve and protect private property rights through the re-establishment of rights-of-way and ending travel across private property, the Currituck County Board of Commissioners established the Carova Beach Road Service District on September 8, 2009 that consisted of the road rights-of-way in Carova Beach Subdivision; and

WHEREAS, although improvement and maintenance to some roads has occurred, there is a need for additional work to remedy the road issues in Carova Beach and the Currituck County

Board of Commissioners finds that the district and proposed extended area is in need of projects and programs to the standards of N.C. Gen. Stat. §153A-301(b) and (c) to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above, further, that a county is statutorily limited to establishing road projects and programs only within an area of the county having the characteristics of the proposed extended service district and it is therefore not possible to provide the planned services on a countywide basis; and

WHEREAS, as required by N.C. Gen. Stat. §153A-303 the area to be annexed into the Carova Beach Road Service District is contiguous to the boundary of the service district, with at least one eighth of the area's aggregate external boundary coincident with the existing service district boundary and the area to be annexed requires the services of the district; and

WHEREAS, a report required by N.C. Gen. Stat. §153A-303(d) was prepared, which report is incorporated herein by reference, and made available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) consecutive weeks prior to the public hearing on the extension of the Carova Beach Road Service District; and

WHEREAS, the Currituck County Board of Commissioners has caused a notice of the May 6, 2019 public hearing to be duly published on April 21, 2019 in The Coastland Times, a newspaper having general circulation within the county, and the Clerk to the Board of Commissioners has certified that the mailing of notice of the public hearing has been completed, all in conformity with N.C. Gen. Stat. §153A-303(e).

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. Currituck County had complied with the requirements of Chapter 153A, Article 16 of the General Statutes of North Carolina for the extension of Carova Beach Road Service District.

Section 2. Carova Beach Road Service District is extended and established as more particularly shown on the map attached to this resolution as Exhibit A and incorporated herein by reference.

Section 3. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

) **Recess**

Chairman White called a recess at 7:50 PM. The meeting was reconvened at 8:05 PM.

**C. Public Hearing & Action on a Resolution Establishing and Creating the Knotts Island Fire Protection Service District**

Assistant County Manager, Ben Stikeleather, presented information on the proposal to create the Knotts Island Fire Protection Service District. He said the need for a district is due to the volunteer service suspending fire response on Knotts Island. Mr. Stikeleather reviewed costs of the county services currently in place and suggested a tax of .05 cents would fund paid staff. He summarized comments gathered from a community meeting and survey results, with 87% of respondents pleased with the fire service provided by staff and 57% supporting a district.

County Manager, Dan Scanlon, explained that fire districts already exist in the county but have no tax assessed. Commissioners discussed Mutual Aid Agreements with Virginia Beach and Chairman White relayed comments from the community meeting and the enhanced services and safety with paid staff on Knotts Island.

Chairman White opened the Public Hearing.

Ms. Beasley spoke about the Knotts Island Fire district during the Carova Road Service District Expansion. She said she was opposed to a fire tax for Knotts Island, although she is pleased with the current service.

No one else was signed up nor wished to speak and the Public Hearing was Closed.

Commissioner Mary Etheridge said residents expressed concern that they would not be involved, and encouraged people to serve on district Advisory Boards that are created. Commissioner Beaumont announced monthly meetings of the Fire and Emergency Medical Services Advisory Board.

Chairman White moved to approve the Resolution Establishing and Creating the Knotts Island Fire Protection Service District. The motion was seconded by Commissioner Payment. The motion passed.

#### **RESOLUTION ESTABLISHING AND CREATING THE KNOTTS ISLAND FIRE PROTECTION SERVICE DISTRICT**

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and

WHEREAS, said statutes further provide that the county may define a service district for the purpose of fire protection; and

WHEREAS, the Knotts Island Fire Protection Service District area is within an unincorporated community in the Fruitville Township area of Currituck County bordered on the east by Knotts Island Bay, on the west by North Landing River and on the south by the Currituck Sound. Knotts Island is accessible by a two-lane state road accessed through the Commonwealth of Virginia or by boat. The proposed Knotts Island Fire Protection Service District area contains a population of approximately 1,545 residents; and

WHEREAS, beginning in 1960 the non-profit and volunteer Knotts Island Fire and Rescue Squad, Inc., provided fire protection, suppression and response services funded and provided

pursuant to a contract with the county. In November 2017, Knotts Island Fire and Rescue Squad, Inc. did not renew its contract with the county and requested that the county provide fire suppression personnel to Knotts Island; and

WHEREAS, since November 2017 the county has provided personnel for fire suppression services augmented by some volunteer members and with mutual aid from Virginia Beach, Virginia area fire department; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that for the foregoing reasons the proposed Knotts Island Fire Protection Service District area district is in need of fire protection services to a demonstrably greater extent than the remainder of the county and that it is impracticable to provide the planned fire protection services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy because the estimated value of property subject to taxation in the proposed Knotts Island Fire Protection Service District is \$135,706,253, the countywide tax rate is 48 cents (\$0.48) per one hundred dollars of valuation and the desired level of fire protection services can be provided for an additional 5 cents (\$0.05) per one hundred dollars of valuation; and

WHEREAS, there is a demonstrable demand and need for fire protection services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, on May 13, 2018, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Knotts Island Fire Protection Service District is hereby established and created consisting of that area bordered on the east by Knotts Island Bay, on the west by North Landing River, on the south by the Currituck Sound and on the north by the Virginia and North Carolina state line as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the Knotts Island Fire Protection Service District in addition to those levied throughout the county in order to finance, provide or maintain within the district fire protection, response and suppression services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### **D. Public Hearing & Action on a Resolution Extending the Guinea Mill Watershed Improvement Service District**

Assistant County Manager, Ben Stikeleather, presented information for consideration of the proposed expansion of the existing Guinea Mill Watershed Improvement Service District. He said the expanded boundaries were the result of their inclusion in a drainage study Army Corp of Engineers (ACOE) Study around Guinea Mill. He reported on attendance at a community meeting and survey responses, and although community input was light, 61% were supportive. Commissioners discussed the drainage area boundaries in the ACOE study and recommended improvements.

Chairman White opened the Public Hearing.

Dave Maly of Eagle Creek, Moyock, said he was unable to attend the community meeting and expressed concerns with trees along side of canal. He had questions about projects, landscape repair, and access.

Dale Hughes, Puddin Ridge Road, also questioned how a project may adversely affect his property and his outbuildings located along the canal.

Russell Thompson, Puddin Ridge Road, said he would like to see a better map of property locations that would be affected by Army Corp recommendations.

Sherry Motes, Summit Farms, described severe flooding events at her property. She spoke in favor of the district and said \$40 a year is nominal. She questioned the county's funding of Moyock Park if the funds could pay for a drainage project.

County Manager, Dan Scanlon, discussed capital project funds and said although no dollar value was included in the study the cost will be considerable, much more than the Moyock Park project. He responded to resident concerns pertaining to property along the canal, and said he believes those locations will be safe as far as Guinea Mill work is concerned. Mr. Scanlon confirmed the county has never pumped water on the mainland, and that pumping is probably not an option because there is nowhere to pump water to.

Susan Powers, Eagle Creek, expressed concern with the extension of the district and asked about the money already being collected.

Mr. Scanlon said legally, revenues generated in a tax district must be used for the tax district. He said reserves are being created currently within the existing Guinea Mill district until there is enough to fund a project.

David Shepherd, Eagle Creek, said his subdivision is impacted by both Guinea Mill and Roland Creek and described community impacts from prior events and said it is important that Guinea Mill works well.

Sherry Dillard, Summit Farms Trail, described an October 2016 flooding event and her communications to Commissioners at that time. She described the backup of water at her home which reached 26 inches at a point, and said to do what needs to be done to move the water.

Larry Roby, Crown Point, said he attended the community meeting and would like to see some funds allocated to the Crown Point area.

There were no further comments and the Public Hearing was closed.

Commissioner J. Owen Etheridge moved to approve the Expansion of the Guinea Mill District, with a tax rate to be determined later. The motion was seconded by Commissioner McCord. The motion passed.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
EXTENDING THE GUINEA MILL WATERSHED IMPROVEMENT SERVICE  
DISTRICT**

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define and thereafter extend the service district upon finding the area to be annexed is (1) contiguous to the district with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district and (2) the area to be annexed requires the services of the district; and

WHEREAS, acting in response to a need for action in order to maintain adequate storm water drainage and correct negative impacts of flooding during storm events, including, but not limited to, reduced ingress and ingress to property, the Currituck County Board of Commissioners on February 21, 2000 enacted a resolution creating the Guinea Mill Watershed Improvement District after determining that the creation of a service district for watershed and drainage improvement would benefit properties located within the service district boundaries; and

WHEREAS, since creation of the Guinea Mill Watershed Improvement District, major land use within the district has changed from forestland and cropland to residential development and other areas within the Guinea Mill watershed are posed for further conversion of cropland to residential development and increased storm water drainage; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of watershed and drainage improvements to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that it

is impracticable to provide the planned services within the service district created herein on a countywide basis, particularly as shown by a July, 2017 U.S. Army Corps of Engineers study establishing the need for (1) removal of vegetation and debris within existing primary drainage canals, (2) modification to existing culvert structures to increase hydraulic capacity and (3) modification to canal dimensions, side slopes channel bottom widths and grade to increase hydraulic efficiency; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy in that the assessed value of the extended district will be \$400,922,732, the current county-wide tax rate is 48 cents (\$.048) per one hundred dollars of assessed value and proposed improvements within the district can be made with a district tax rate in the amount of one and one-half cents (\$.015) per one hundred dollars of assessed value ; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district, in which approximately 3,240 persons reside, as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Daily Advance, a newspaper having general circulation in the County of Currituck, on April 24, 2019, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity with N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Guinea Mill Watershed Improvement Service District is hereby extended, established and created consisting of that area as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## RECESS

Chairman White called a brief recess. The meeting was reconvened at 8:58 PM.

## OLD BUSINESS

### A. Consideration and Action: Review and Adoption of Ordinance for Conditional Zoning, PB 18-23-Fost Tract

Assistant County Manager, Ben Stikeleather, presented a brief review of the rezoning request initially heard by the Board in February, 2019, and said the conditions set as a result of that hearing were not agreed to by the applicant. He explained the next step for the Board is to determine whether to entertain a different set of conditions or to hold to the original conditions. Mr. Stikeleather said if new conditions are not agreed to by both parties the property would revert back to its original zoning.

County Attorney, Ike McRee, confirmed the motion of February 4, 2019, is invalid because both parties do not agree to conditions. Chairman White opened the floor for more discussion and referred to a packet of information that had been provided by the applicant and distributed to Commissioners by Commissioner McCord. Commissioner Mary Etheridge said she does not believe she received the packet in time to make a decision. She also asked about a booklet that was distributed prior to February's public hearing, which she never received. During discussion, a statement was made claiming the county denied the applicant's request to forward the documents to Commissioners. This statement was objected to by Mr. McRee, who said Commissioners had received the documents, as they were attached to an email he received from the applicant's attorney, Jamie Schwedler, on which all members of the Board were copied.

Jamie Schwedler, attorney for the applicant, confirmed they do not agree with the conditions presented by staff and said the reasons for their objection was communicated to Mr. McRee. Ms. Schwedler said a video review of the public hearing showed readings of conditions with the "subject to" language included. Ms. Schwedler reviewed documents contained in the information packet distributed to Commissioners and reiterated she had requested the documents be included in the Board agenda packet. She began to summarize the presentation and discussion that took place at February's public hearing.

Mr. Stikeleather, during discussion, said there is no reason to continue discussion about the conditions because they are irrelevant and suggested moving the item forward. The County Attorney recommended going through a detailed review of the applicant's draft ordinance and conditions as submitted so the language included in the document can



be clarified.

Ms. Schwedler went through each of the suggested conditions presented in the document entitled Applicant's Alternate Draft Ordinance and noted changes and deletions from the original staff conditions. Mr. McRee made recommendations and clarified the meaning of language, as needed, and Allied Properties representative Justin Old and Engineer, Mark Bissell, provided additional comment to better define and explain the stated conditions. Additional discussion and clarification was presented on matters related to on and off-site drainage improvements, ditch maintenance, phasing, and transportation. Extensive discussion took place regarding off-site stormwater improvements, maintenance and permissions for off-site access to drainage areas. Mr. Old confirmed he has received two written and notarized authorizations granting access to off-site ditches. Mr. McRee said Commissioners should understand that permissions are not a guarantee that off-site improvements will happen. Ms. Schwedler said a bond requirement is in place should off-site authorizations not be achieved. The Board discussed the fact that what the public heard at the earlier hearing was that improvements would be done. Mr. Old suggested that if off-site work could not be done there would still be a benefit from on-site work performed along thousands of feet of Roland Creek.

Chairman White called for a brief recess at 10:56 PM. The meeting was reconvened at 11:00 PM.

Overall stormwater conditions were reviewed and there was discussion of fill required for the commercial area, which staff had included in the conditions based on language included in the applicant's master plan. Language related to flashboard risers was removed after County Engineer, Eric Weatherly, said they were not necessary with the pond size and ditching.

With review concluded, Mr. Stikeleather provided a recap of the changes to the Alternate Draft Ordinance. The applicant confirmed they were agreeable to the conditions as stated:

- Section 2, Subsection c: add to the last sentence "if improvements can be made to drainage systems on off-site properties."
- Section 4, Subsection a: add "Notwithstanding the foregoing, the first phase of development shall not exceed seventy (70) residential units."
- Section 4, Subsection c: strike "and in the Supplemental Report for the Master Plan"
- Section 3: Leave in language included in original condition reading "outside of Currituck station regardless of the availability of public and centralized sewer treatment and disposal."
- Section 4, Subsection h, vi: strike language reading "letter of credit or"
- Section 4, Subsection j, ii, strike last sentence contained in second to last paragraph reading "Implementation of this plan will improve drainage for neighboring properties compared to existing conditions."

Commissioner McCord moved for approval of PB 18-23: Fost Tract Conditional

Rezoning of 228.83 acres from Agricultural to Planned Development-Residential on property located in Moyock Township on the west side of Caratoke Highway and north of Ranchland Subdivision, PIN 0015-000-0086-0000, based on agreement between Commissioners and the applicant with conditions as agreed upon in the applicant's Alternate Draft Ordinance.

The motion was seconded by Commissioner Jarvis. The motion passed with a vote of 6-1. Commissioner Mary Etheridge was opposed.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [6 TO 1]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>NAYS:</b>	Mary "Kitty" Etheridge, Commissioner

## NEW BUSINESS

### A. Amended Item-Consideration and Approval of Purchasing Policy

Assistant County Manager, Ben Stikeleather, reviewed the request for approval of the Purchasing Policy, which is needed to move forward with the purchase of Air Packs for emergency services through a Grant process. Commissioner J. Owen Etheridge moved for approval of the Purchasing Policy. Commissioner Payment seconded the motion and the motion passed.

## COUNTY OF CURRITUCK NORTH CAROLINA PURCHASING POLICY

### I. Purpose

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when County, State or federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the COUNTY OF CURRITUCK are more restrictive than those contained in this policy, local policies and procedures shall be followed.

### II. Policy

**A. Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with County, State and/or federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The County of Currituck will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the County of Currituck have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### **III. General Procurement Standards and Procedures:**

Either the Legal Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Legal Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding (if any) for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable County, State and federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances that utilize federal funds. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. When the contract utilizes federal funding, direct or pass-through, time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Legal Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Legal Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

#### **IV. Specific Procurement Procedures**

Either the Legal Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
  - 1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
  - 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
  - 1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
  - 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  - 3. Cost or price analysis is not required prior to soliciting bids.

4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
  5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Service Contracts that do not utilize any federal funding whatsoever are exempt from this section. All following procedures are required for all purchase contracts. The following procedures are also required for all service contracts that utilize any federal funds.
  2. Cost or price analysis is required prior to soliciting bids.
  3. Complete specifications or purchase description must be made available to all bidders.
  4. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
  5. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  6. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
  7. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”
- D. Service Contracts** (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:
1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
  3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
  4. Consider all responses to the publicized RFP to the maximum extent practical.
  5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
  6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
  7. Award the contract on a fixed-price or cost-reimbursement basis.
- E. Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
  2. To the extent practicable, contracts must be distributed among qualified suppliers.

- F. Construction and repair contracts costing \$10,000 up to \$250,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
  4. Award the contract on a fixed-price or not-to-exceed basis.
  5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.
- G. Construction and repair contracts costing \$250,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
  2. Complete specifications must be made available to all bidders.
  3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
  4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
  5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
  6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
  7. Award the contract on a firm fixed-price basis.
  8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”
- H. Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
  2. Complete specifications must be made available to all bidders.
  3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
  4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
  5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
  7. Award the contract on a firm fixed-price basis.
  8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."
- I. Construction or repair contracts involving a building costing \$300,000 and above** must comply with the following additional requirements under state law:
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
  2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
  3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$250,000** shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
  3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Legal and/or Requesting Department.
  4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
  5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
  6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$250,000 or more** shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:
1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
  3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
  4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").
  5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
  6. Consider all responses to the publicized RFQ to the maximum extent practical.
  7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
  8. Price cannot be a factor in the initial selection of the most qualified firm.

9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

#### **V. Exceptions**

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Legal Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

#### **W. Purchasing Procedures**

In order to properly encumber all purchases, the County of Currituck requires the following procedures:

- A.** Adequate budgeted funds must be available.
- B.** Purchase orders must be approved by the Finance Director prior to making any purchase or receiving any services that exceed One Hundred Dollars (\$100). Exceptions: items purchased on County issued purchasing card or other County held credit card, monthly utilities, travel advance or reimbursement requests, payments made on behalf of Social Services clients from the client trust funds.
- C.** Certificates of Insurance, naming the County of Currituck as an additional insured are required for all service contracts exceeding Three Thousand Dollars (\$3,000).
- D.** Contracts are required for all services exceeding Three Thousand Dollars (\$3,000).
- E.** Contracts are required for all purchases of goods exceeding Ten Thousand Dollars (\$10,000) if any part of the purchase utilizes federal funds.
- F.** Contracts are required for all purchases of goods exceeding Ninety Thousand Dollars (\$90,000) that has no federal funds.



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**B. Approval of Commissioner Travel: Commissioner M. Etheridge and Commissioner Jarvis to Attend the National Association of Counties Annual Conference in Clark County, Las Vegas, Nevada**

Commissioner Jarvis spoke to the travel request, stating she would like the opportunity to represent the County and the state of North Carolina at the National Association of Counties conference. Commissioner Payment moved for approval and the motion was seconded by Commissioner McCord. The motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**C. Amended Item-AWOS System Budget Amendment**

Ben Stikeleather, Assistant County Manager, reviewed the budget amendment which would provide funding to clear trees and to allow operation of the Aviation Weather Observation System (AWOS) at the airport. He said the county has the funds but a grant will be available in January, 2020. Commissioner Beaumont said this has been an ongoing issue with the system.

After discussion a motion for approval was made by Commissionr J. Owen Etheridge. Commissioner McCord seconded the motion. The motion passed.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10550-545000	Contract Services	\$ 90,000	
10380-481000	Investment Earnings		\$ 30,000
10350-468000	Sales of Capital Assets		\$ 38,000
10350-464000	Rents		\$ 10,500
10320-411000	Article 39 Sales Tax		\$ 11,500
		\$ 90,000	\$ 90,000
<b>Explanation:</b>	Airport (10550) - Increase appropriations to clear trees as required to make the AWOS equipment at the airport operational.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$90,000		

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### D) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. The motion was seconded by Commissioner Payment. The motion passed unanimously.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Paul M. Beaumont, Commissioner  
**SECONDER:** Mike H. Payment, Vice Chairman  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### 1) Approval Of Minutes for April 15, 2019

##### 1. Minutes for April 15, 2019

##### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10800-590100	School Capital Outlay	\$ 200,000	
10390-495041	T F - School Capital Reserve		\$ 200,000
41990-587010	T T - Operating Fund	\$ 200,000	
41320-411001	Article 40 Supp Sales Tax		\$ 60,000
41320-411002	Article 42 Addtl Supp Sales Tax		\$ 140,000
		\$ 400,000	\$ 400,000
<b>Explanation:</b>	Education (10800) - Increase appropriations to the Currituck County Schools Capital Outlay to fix the brick-work around the Currituck County Middle School. This will be funded through School Capital Reserve funds.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$200,000. School Capital Reserve Fund (41) - Increased by \$200,000.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-532160	Maintenance Supplies	\$ 3,200	
10460-526000	Advertising		\$ 1,700
10460-531400	Equipment Fuel		\$ 500
10460-536000	Uniforms		\$ 1,000
		\$ 3,200	\$ 3,200
<b>Explanation:</b>	Public Works (10460) - Transfer budgeted line items to maintenance supplies needed for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10330-445000	Emergency Management Grants		\$ 17,899
10531-514000	Travel	\$ 3,000	
10531-514500	Training	\$ 1,000	
10531-532000	Supplies	\$ 5,000	
10531-590000	Capital Outlay	\$ 5,000	
10531-545000	Contract Services	\$ 3,499	
10531-553000	Dues & Subscriptions	\$ 400	
		<u>\$ 17,899</u>	<u>\$ 17,899</u>

**Explanation:** Emergency Management (10531) - To record additional Emergency Management Planning Grant funds. The capital outlay will purchase a trailer for shelter supplies.

**Net Budget Effect:** Operating Fund (10) - Increased by \$17,899

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10790-545000	Contracted Services	\$ 800	
10790-514000	Travel		\$ 200
10790-514800	Fees Paid to Officials		\$ 600
		<u>\$ 800</u>	<u>\$ 800</u>

**Explanation:** Library (10790) - Transfer funds for increase in contracts during this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10511-513000	Utilities	\$ 6,000	
10511-516200	Vehicle Maintenance	\$ 500	
10511-531000	Fuel		\$ 500
10511-545000	Contracted Services	\$ 10,000	
10511-547000	Meals		\$ 6,000
10511-590000	Capital Outlay		\$ 10,000
		<u>\$ 16,500</u>	<u>\$ 16,500</u>

**Explanation:** Jail (10511) - Transfer budgeted funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10510-590000	Capital Outlay		\$ 6,000
10510-536000	Uniforms	\$ 6,000	
		\$ 6,000	\$ 6,000

**Explanation:** Sheriff (10510) - Transfer budgeted fund for Honor Guard uniforms.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
12541-536103	Personal Protective Equipment - Moyock	\$ 10,000	
12543-514503	Travel, Training & Education		\$ 10,900
12543-545000	Contract Services	\$ 5,900	
12543-590000	Capital Outlay		\$ 5,000
		\$ 15,900	\$ 15,900

**Explanation:** Fire Services (12541); Moyock VFD (12543) - Transfer budgeted funds for additional Personal Protective Equipment purchased and for contract increases this fiscal year per request of Michael Hurt, Fire Chief - Moyock VFD.

**Net Budget Effect:** Fire Services Fund (12) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
42450-587050	T T - Co Govt Facilities Fund		\$ 1,454,400
42450-587067	T T - Mainland Sewer Fund	\$ 1,454,400	
67390-495042	T F - Land Transfer Tax Capital Fund		\$ 1,454,400
67878-582200	Debt Service	\$ 1,440,000	
67878-561000	Professional Services	\$ 14,400	
		\$ 2,908,800	\$ 2,908,800

**Explanation:** Transfer Tax Capital Fund (42450); Mainland Sewer Operations (67878) - Reclassify transfer from Transfer Tax Capital fund in order to payoff the existing debt in the Mainland Sewer enterprise fund. There is a 1% prepayment penalty with the existing debt, which is \$14,400; however, the interest savings would be \$189,108 over the remaining eight years of the debt.

**Net Budget Effect:** Transfer Tax Capital Fund (42) - No change.  
Mainland Central Sewer Fund (67) - Increased by \$1,454,400.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10900-482400	Notes Payable	\$ 3,641	
10900-582000	Interest of Debt		\$ 3,641
		\$ 3,641	\$ 3,641

**Explanation:** Debt Service (10900) - To transfer funds for budgeted debt payments.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
66868-532000	Supplies	\$ 10,000	
66868-533200	Lab Tests	\$ 2,000	
66868-516000	Maintenance/Repairs		\$ 2,200
66868-545000	Contracted Services		\$ 12,000
66868-516400	Maintenance/Repairs Equip	\$ 2,200	
		\$ 14,200	\$ 14,200

**Explanation:** Southern Outer Banks Water (66868) - Transfer funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Southern Outer Banks Water Fund (66) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
51848-592000	Griggs Elementary School HVAC		\$ 52,980
51848-590001	Jarvisburg Elementary School HVAC	\$ 32,250	
51848-596001	Shawboro Elementary School HVAC	\$ 18,225	
51380-425001	Lottery Funds	\$ 2,505	
		\$ 52,980	\$ 52,980

**Explanation:** School Capital Construction Fund (51848) - Close out Griggs Elementary School HVAC project and transfer unspent lottery proceeds to HVAC repairs at Jarvisburg and Shawboro Elementary Schools.

**Net Budget Effect:** School Capital Construction Fund (51) - Decreased by \$2,505.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-511000	Telephone & Postage		\$ 1,000
10510-514000	Travel	\$ 3,500	
10510-531000	Fuel		\$ 3,500
10510-532000	Supplies	\$ 1,000	
10510-532001	Canine Supplies	\$ 500	
10510-536000	Uniforms	\$ 1,500	
10510-561000	Professional Services		\$ 500
10510-590000	Capital Outlay		\$ 1,500
		\$ 6,500	\$ 6,500
<b>Explanation:</b>	Sheriff (10510) - Transfer budgeted funds for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

### 3. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics in Historic Corolla Park, Corolla, North Carolina.

#### RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF PYROTECHNICS AT WHALEHEAD IN HISTORIC COROLLA COROLLA, NORTH CAROLINA

**WHEREAS**, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

**WHEREAS**, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

**WHEREAS**, Dominion Fireworks, Inc. is under contract with Currituck County to provide an exhibition of fireworks at the county's property known as Whalehead in Historic Corolla, Corolla, North Carolina, on Wednesday, July 4, 2019, which will be a public exhibition, and Dominion Fireworks, Inc. has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners for Currituck County, North Carolina, that:

Section 1. Dominion Fireworks, Inc., is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Whalehead in Historic Corolla, 1100 Club Road, Corolla, North Carolina on Wednesday, July 4, 2019.

Section 2. This resolution shall be effective upon adoption.

#### **4. Resolution to Surplus Engine 31 from Moyock Volunteer Fire Department**

[illegible]

**6. Project Ordinance-Lottery Funds Distributions: HVAC Upgrades for Jarvisburg Elementary and Shawboro Elementary Schools**

# COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE



BE IT ORDAINED by the Currituck County Board of Commissioners, 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 authorized are HVAC upgrades to the Jarvisburg and Shawboro elementary schools.

**SECTION 2.** The following amounts are appropriated for the project:

Shawboro Elementary School HVAC Upgrade May 2019	\$ 18,225
Jarvisburg Elementary School HVAC Upgrade May 2019	\$ 32,250
	<u>\$ 50,475</u>

**SECTION 3.** The following revenues are available to complete this project:

State Lottery Proceeds	\$ 50,475
	<u>\$ 50,475</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a

duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 6<sup>th</sup> day of May 2018.

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Bob White, Chairman Board of  
Commissioners

ATTEST:

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Leeann Walton Clerk to the Board

### **7. Approval of Audit Contract for FY 2019-Carr, Riggs & Ingram, LLC**

### **8. NCDOT Road Addition Petition-Sound Woods**

### **9. Approval of CenturyLink Easement Agreement-Fiber Optic line, Cooperative Extension**

### **10. Sprint 1st Amendment to License Agmt. for 734 Ocean Trail**

## **E) County Manager's Report**

Assistant County Manager, Ben Stikeleather, reported on the following:

- Walnut Island wastewater system smoke testing revealed 40 areas needing repair.
- Update on the Ocean Sands Wastewater Plant construction
- Upcoming Tourism Spring Forum meeting
- The closing and recording of the county Land Swap with US Fish and Wildlife
- Submittal of a Parks and Recreation Trust Fund (PARTF) grant application for Moyock Park in the amount of \$500,000
- Submittals received for a three year Shoreline Study of sand activity on the county's beach
- Bid opening for the Historic Boat Museum

He discussed meeting with North Carolina State Representative Hanig on Senate Bill 650, the Sales Tax Bill, and encouraged people to contact their local legislators to oppose the legislation.

**ADJOURN****Motion to Adjourn Meeting**

There was no further business and Commissioner Beaumont moved for adjournment. The motion was seconded by Commissioner J. Owen Etheridge. The motion carried and the regular meeting of the Board of Commissioners adjourned at 11:36 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

The Currituck County Board of Commissioners held a Special Meeting sitting as the Ocean Sands Water & Sewer District Board immediately following adjournment of the May 6, 2019, regular meeting. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

**F. OSWSD-Budget Amendments**

The Budget Amendment was reviewed by Assistant County Manager, Ben Stikeleather. There was no discussion and Commissioner Payment moved for approval. The motion was seconded by Chairman White. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
59808-594500	Contract Services	\$ 322,319	
59808-588000	Contingency		\$ 322,319
		<u>\$ 322,319</u>	<u>\$ 322,319</u>
<b>Explanation:</b>	Ocean Sands Water and Sewer Construction (59808) - The Ocean Sands 400,000 gpd wastewater treatment plant replacement project is nearing completion. Funds were reserved in a contingency fund that will be used at this time to complete the project. The funds will be used for odor control equipment, roadway improvements in the facility and perimeter landscaping. Attached is an itemized breakdown of the items in this budget amendment		
<b>Net Budget Effect:</b>	Ocean Sands Water and Sewer Construction Fund (59) - No change.		

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Bob White, Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### **ADJOURN MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

There was no further business. Commissioner Jarvis moved for adjournment. Commissioner Beaumont seconded the motion. The motion carried and the meeting of the Ocean Sands Water & Sewer District Board was adjourned at 11:28 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## RESOLUTION ESTABLISHING AND CREATING THE CAROVA BEACH WATERSHED IMPROVEMENT SERVICE DISTRICT

WHEREAS, Chapter 153A, Article 16 of the General Statutes of North Carolina, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define a service district for the purpose of watershed and drainage improvements; and

WHEREAS, acting in response to a need for action in order to correct negative impacts of flooding during storm events including, but not limited to, reduced ingress and ingress to property, property damage and impediment to the optimum function of water and septic systems, and difficulty to respond to emergency situations, the Board of Commissioners for the County of Currituck has determined that the creation of a service district for watershed and drainage improvement will be for the benefit of those properties located within the service district boundaries; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of watershed and drainage improvements to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that it is impracticable to provide the planned services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy as the assessed valuation of property in the district is approximately \$286,500,000, the current county wide tax rate is 48 cents (\$0.48) cents per one hundred dollars of valuation and improvements to drainage can be made with the district with a manageable and reasonable tax rate if necessary to provide revenue for district projects ; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, on April 24, 2019, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Carova Beach Watershed Improvement Service District is hereby established and created consisting of that area as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the\_\_\_\_\_ day of May, 2019.

\_\_\_\_\_  
Bob White, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

[COUNTY SEAL]




EXHIBIT A

**CAROVA  
BEACH**

**WILD  
HORSE  
ESTATES**

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

**PROPOSED CAROVA BEACH  
WATERSHED IMPROVEMENT  
SERVICE DISTRICT**

 **PROPOSED BOUNDARY**  
**ACREAGE: 1,263**  
**POPULATION ESTIMATE: 83**

REPORT ON THE CREATION  
OF THE  
CAROVA BEACH WATERSHED IMPROVEMENT  
SERVICE DISTRICT

APRIL 1, 2019



Pursuant to North Carolina General Statute 153A-301 the board of commissioners may form a service district for drainage projects and watershed improvements. In order to provide financing of design, construction, and maintenance of storm water management facilities, it is proposed that a service district be formed in the Carova Beach area.

### **Identified Need for Service District**

Platted in the late 1960's, Carova Beach is an unincorporated community within the beach area of Fruitville Township in Currituck County.

Much of the area has flooding for extended periods of time. Flooding cause's damage to private property, has adverse health impacts, and results in reduced property.

Poorly drained roads have deep and impassible water holes. This causes access and safety concerns for fire trucks and EMS vehicles. This also causes issues with residents that live in the areas as well as the many tourists that visit the area. Vehicles become stranded. Many areas the vehicles drive around the large water holes damaging private property.

There are approximately 5.5 miles of existing ditches in the Carova Beach area. These ditches were constructed in the 1960's and 1970's with little to no maintenance since.

A drainage district is needed in the area improve the existing ditches and provide drainage for improved road accessibility and public safety.

### **Resident Population and Population Density**

The resident population of the proposed service district area according to the 2010 United States Census is approximately 83 persons. Seasonal population within the proposed service district is estimated to be approximately 3,154 persons per week during the summer season. The service district is approximately 1,263 acres.

### **Appraisal Value of Property Subject to Taxation in the Proposed Service District**

The assessed valuation of property subject to taxation in the proposed service district is approximately \$286,500,000. The current county wide tax rate, which includes the proposed service district area, is 48 cents per \$100.00 valuation. \$0.01 would generate \$27,686 in revenue.

### **Plan for Providing Services Within the Proposed Service District**

Clearing of the existing ditches and removal of sediment will improve drainage in the area. Issues with ditch improvements include funding, regulatory requirements, accessibility and providing outlets.

Discussions have been held with regulatory agencies such as the US Army Corps of Engineers regarding direct wetland impacts as well as draining to offsite wetlands. Permitting of up to 0.1 acres has been received for filling in potholes in the roads that have classified as wetlands. In order to provide ditch reconstruction and maintenance, as well as filling wetland pockets in the roadways, additional studies, surveying and permitting will be conducted.

Road conditions and durability can be improved by providing road side swales. The function of the road side swales will be improved by providing a connected outlet to the ditches in the area. Most of the east-west roads have culverts at the ditch crossings. These culverts are collapsed or filled in with sand, requiring replacement and proper maintenance.

### **Map of the Proposed Service District**

## **RESOLUTION EXTENDING THE CAROVA BEACH ROAD SERVICE DISTRICT**

WHEREAS, Chapter 153A, Chapter 16 of the General Statutes of North Carolina authorizes counties to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and

WHEREAS, acting in response to a need for action in order to protect and maintain the public safety, address increasing traffic demands resulting from property development within Carova Beach Subdivision and to preserve and protect private property rights through the re-establishment of rights-of-way and ending travel across private property, the Currituck County Board of Commissioners established the Carova Beach Road Service District on September 8, 2009 that consisted of the road rights-of-way in Carova Beach Subdivision; and

WHEREAS, although improvement and maintenance to some roads has occurred, there is a need for additional work to remedy the road issues in Carova Beach and the Currituck County Board of Commissioners finds that the district and proposed extended area is in need of projects and programs to the standards of N.C. Gen. Stat. §153A-301(b) and (c) to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above, further, that a county is statutorily limited to establishing road projects and programs only within an area of the county having the characteristics of the proposed extended service district and it is therefore not possible to provide the planned services on a countywide basis; and

WHEREAS, as required by N.C. Gen. Stat. §153A-303 the area to be annexed into the Carova Beach Road Service District is contiguous to the boundary of the service district, with at least one eighth of the area's aggregate external boundary coincident with the existing service district boundary and the area to be annexed requires the services of the district; and

WHEREAS, a report required by N.C. Gen. Stat. §153A-303(d) was prepared, which report is incorporated herein by reference, and made available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) consecutive weeks prior to the public hearing on the extension of the Carova Beach Road Service District; and

WHEREAS, the Currituck County Board of Commissioners has caused a notice of the May 6, 2019 public hearing to be duly published on April 21, 2019 in The Coastland Times, a newspaper having general circulation within the county,

and the Clerk to the Board of Commissioners has certified that the mailing of notice of the public hearing has been completed, all in conformity with N.C. Gen. Stat. §153A-303(e).

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. Currituck County had complied with the requirements of Chapter 153A, Article 16 of the General Statutes of North Carolina for the extension of Carova Beach Road Service District.

Section 2. Carova Beach Road Service District is extended and established as more particularly shown on the map attached to this resolution as Exhibit A and incorporated herein by reference.

Section 3. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

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Bob White, Chair  
Board of Commissioners

ATTEST:

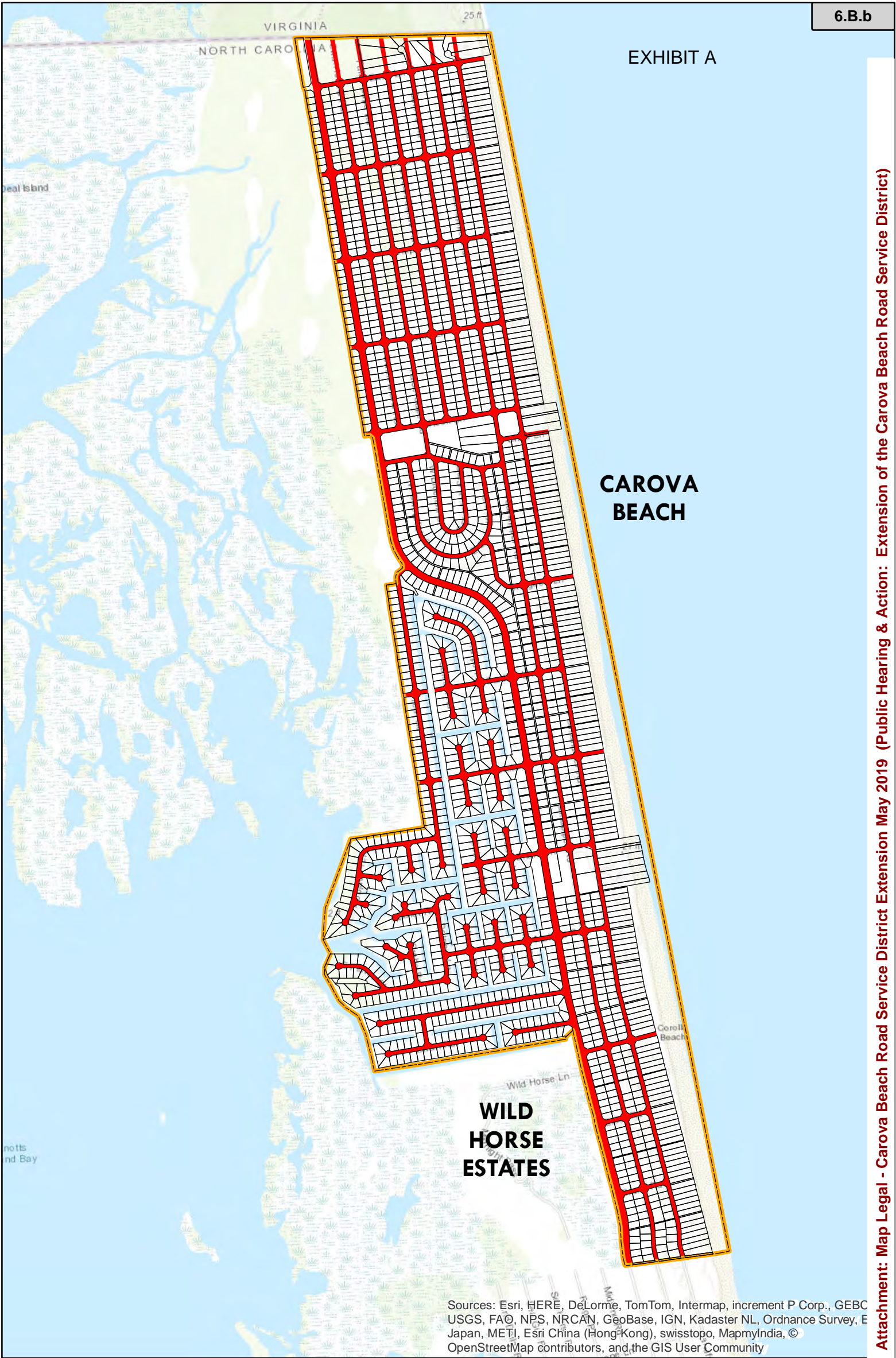
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Leeann Walton, Clerk to the Board



[COUNTY SEAL]



EXHIBIT A



**EXTENSION OF THE  
CAROVA BEACH ROAD  
SERVICE DISTRICT**

 **PROPOSED BOUNDARY**  
 **EXISTING BOUNDARY**  
**ACREAGE: 1,263**  
**POPULATION ESTIMATE: 83**

REPORT ON THE EXTENSION  
OF THE  
CAROVA BEACH ROAD SERVICE DISTRICT

APRIL 1, 2019

In accordance with Chapter 153A, Article 16 of the North Carolina General Statutes, the Carova Beach Road Service District was formed on September 8, 2009. The Carova Beach Road Service District provides street maintenance for the area consisting of the rights-of-way in Carova Beach.

Pursuant to North Carolina General Statute 153A-303(a) the board of commissioners may annex territory into the service district upon finding that:

- (1) The area to be annexed is contiguous to the district, with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district; and
- (2) That the area to be annexed requires the services of the district.

In order to provide enhanced street maintenance it is proposed that the private properties in Carova Beach be annexed into the district.

### **Identified Need for Service District**

Platted in the late 1960's, Carova Beach is an unincorporated community within the beach area of Fruitville Township in Currituck County. The area can only be accessed by boat or four wheel drive vehicles driven along the oceanfront beach. The interior streets used to access the developed and undeveloped lots are essentially sand paths that meander within and across platted rights-of-ways. In response to a need for action, in order to protect, maintain public safety, address increasing traffic demands and to preserve and protect private property rights through the reestablishment of the rights-of-way thus ending travel across private property, the Board of Commissioners for the County of Currituck created the Carova Beach Road Service District for street maintenance.

### **Resident Population and Population Density**

The resident population of the proposed service district area according to the 2010 United States Census is approximately 83 persons. Seasonal population within the proposed service district is estimated to be approximately 3,154 persons per week during the summer season. The service district is approximately 1,263 acres.

### **Appraisal Value of Property Subject to Taxation in the Proposed Service District**

The assessed valuation of property subject to taxation in the proposed service district is approximately \$286,500,000. The current county wide tax rate, which includes the proposed service district area, is 48 cents per \$100.00 valuation. \$0.01 would generate \$27,686 in revenue.

### **Plan for Providing Services Within the Proposed Service District**

The county plans to provide enhanced street maintenance for road rights-of-ways within the service district. The county will assess the roads and develop a needed maintenance plan including the type of maintenance. Consideration will be given to State and Federal permitting

requirements for such improvements. It is anticipated that maintenance will include clearing of rights-of-way for emergency vehicle access and regularly scheduled grading of the sand roads.

**Map of the Proposed Service District**



## RESOLUTION ESTABLISHING AND CREATING THE KNOTTS ISLAND FIRE PROTECTION SERVICE DISTRICT

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and

WHEREAS, said statutes further provide that the county may define a service district for the purpose of fire protection; and

WHEREAS, the Knotts Island Fire Protection Service District area is within an unincorporated community in the Fruitville Township area of Currituck County bordered on the east by Knotts Island Bay, on the west by North Landing River and on the south by the Currituck Sound. Knotts Island is accessible by a two-lane state road accessed through the Commonwealth of Virginia or by boat. The proposed Knotts Island Fire Protection Service District area contains a population of approximately 1,545 residents; and

WHEREAS, beginning in 1960 the non-profit and volunteer Knotts Island Fire and Rescue Squad, Inc., provided fire protection, suppression and response services funded and provided pursuant to a contract with the county. In November 2017, Knotts Island Fire and Rescue Squad, Inc. did not renew its contract with the county and requested that the county provide fire suppression personnel to Knotts Island; and

WHEREAS, since November 2017 the county has provided personnel for fire suppression services augmented by some volunteer members and with mutual aid from Virginia Beach, Virginia area fire department; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that for the foregoing reasons the proposed Knotts Island Fire Protection Service District area district is in need of fire protection services to a demonstrably greater extent than the remainder of the county and that it is impracticable to provide the planned fire protection services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy because the estimated value of property subject to taxation in the proposed Knotts Island Fire Protection Service District is \$135,706,253, the countywide tax rate is 48 cents (\$0.48) per one hundred dollars of valuation and the desired level of fire

protection services can be provided for an additional 5 cents (\$0.05) per one hundred dollars of valuation; and

WHEREAS, there is a demonstrable demand and need for fire protection services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, on May 13, 2018, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Knotts Island Fire Protection Service District is hereby established and created consisting of that area bordered on the east by Knotts Island Bay, on the west by North Landing River, on the south by the Currituck Sound and on the north by the Virginia and North Carolina state line as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the Knotts Island Fire Protection Service District in addition to those levied throughout the county in order to finance, provide or maintain within the district fire protection, response and suppression services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

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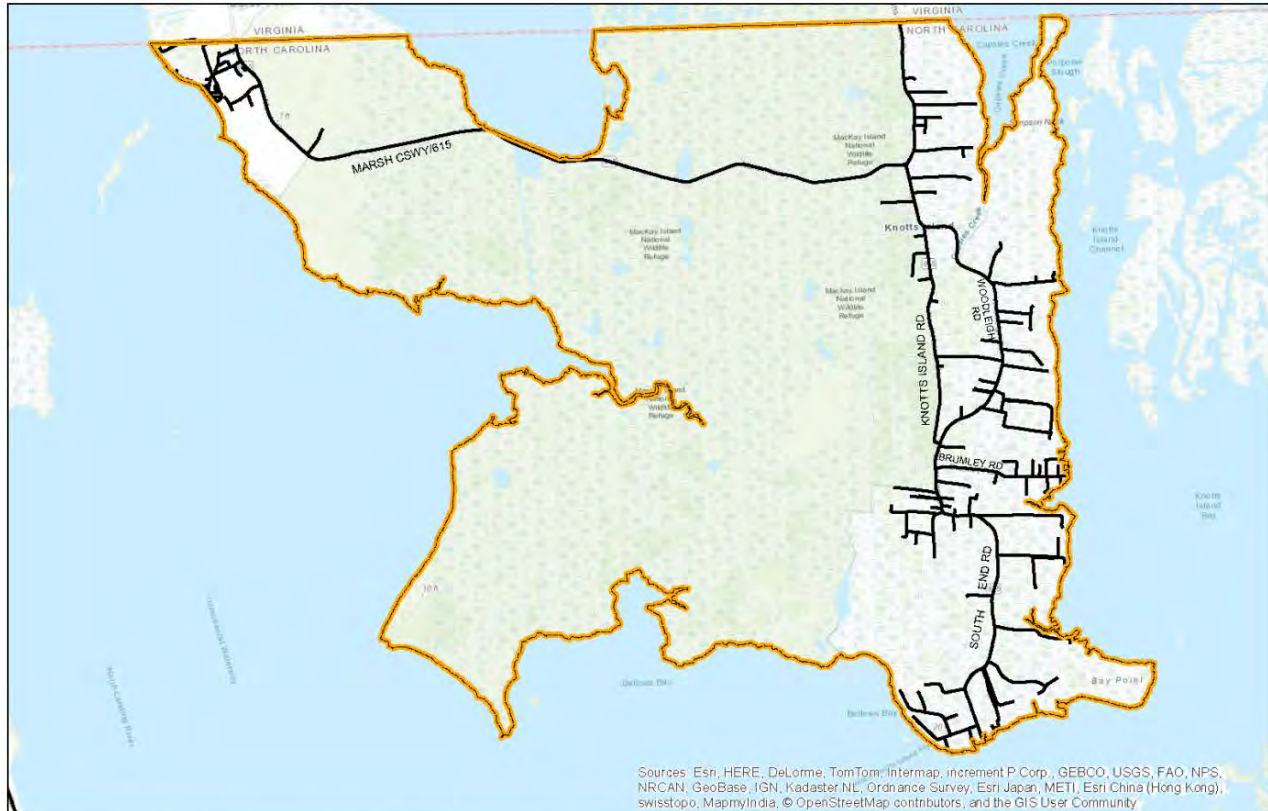
Bob White, Chairman  
Board of Commissioners

ATTEST:


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Clerk to the Board

(COUNTY SEAL)



**KNOTTS ISLAND FIRE PROTECTION  
SERVICE DISTRICT: PROPOSED**

 **SERVICE DISTRICT BOUNDARY**  
ACREAGE: 10,865  
POPULATION ESTIMATE: 1,545



## EXHIBIT A

### Knotts Island Fire Protection District

# **REPORT ON THE CREATION OF THE KNOTTS ISLAND FIRE PROTECTION SERVICE DISTRICT**

April 4, 2019

## **REPORT ON THE CREATION OF THE KNOTTS ISLAND FIRE PROTECTION SERVICE DISTRICT**

Pursuant to N.C. Gen. Stat. §153A-301(a) the board of commissioners of a county may define a service district in order to finance, provide, or maintain fire protection in addition to or to a greater extent than financed, provided or maintained for the entire county. To enhance public safety and welfare through enhanced fire protection, it is proposed that a service district be formed for fire protection in the Knotts Island area of Fruitville Township.

### **Identified Need for Service District**

Knotts Island is an unincorporated community within the Fruitville Township area of the county. Bordered on the east by the North Landing River, on the west by the Knotts Island Bay and to the south by Currituck Sound, Knotts Island is accessible by two-lane North Carolina Highway 12 or by boat. The area contains a population of approximately 1,545.

Since 1960 Knotts Island Fire and Rescue Squad, Inc., a non-profit volunteer organization funded under a contract with Currituck County, has provided fire protection and response services within the proposed service district. In November of 2017, representatives of the volunteer department requested fire suppression staffing from the county because the volunteer department was no longer under contract and they were ceasing operations. Although a county is not required by statute to provide fire protection, it is critical to maintain fire protection and suppression service in the proposed service district area for the protection of property and the comfort, life safety and peace of mind of residents and tourists whose visitation is vital for the county's economic wellbeing and prosperity.

### **Resident Population and Population Density**

The resident population of the proposed service district area according to the 2010 United States Census is approximately 1,545 persons.

### **Appraisal Value of Property Subject to Taxation in the Proposed Service District**

The estimated appraised value of property subject to taxation in the proposed service district is \$135,706,253. The current countywide tax rate, which includes the proposed service district area, is 48 cents (\$0.48) per one hundred dollars of valuation. It is anticipated that a tax in the amount of 5 cents (\$0.05) per one hundred dollars of assessed valuation will be assessed in the proposed service district area.

### **Plan for Providing Services Within the Proposed Service District**

The county has hired 12 firefighters that will be assigned in shifts to the Knotts Island Fire Station. The county firefighters will respond with Knotts Island equipment to calls with cross-trained county ambulance crews to provide firefighters at emergency scenes.

### **Map of Proposed Service District Area**

A map of the proposed service district area is attached to this report.





**KNOTTS ISLAND FIRE PROTECTION  
SERVICE DISTRICT: PROPOSED**

**SERVICE DISTRICT BOUNDARY**  
ACREAGE: 10,865  
POPULATION ESTIMATE: 1,545





**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF  
COMMISSIONERS EXTENDING THE GUINEA MILL WATERSHED  
IMPROVEMENT SERVICE DISTRICT**

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define and thereafter extend the service district upon finding the area to be annexed is (1) contiguous to the district with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district and (2) the area to be annexed requires the services of the district; and

WHEREAS, acting in response to a need for action in order to maintain adequate storm water drainage and correct negative impacts of flooding during storm events, including, but not limited to, reduced ingress and ingress to property, the Currituck County Board of Commissioners on February 21, 2000 enacted a resolution creating the Guinea Mill Watershed Improvement District after determining that the creation of a service district for watershed and drainage improvement would benefit properties located within the service district boundaries; and

WHEREAS, since creation of the Guinea Mill Watershed Improvement District, major land use within the district has changed from forestland and cropland to residential development and other areas within the Guinea Mill watershed are posed for further conversion of cropland to residential development and increased storm water drainage; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of watershed and drainage improvements to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that it is impracticable to provide the planned services within the service district created herein on a countywide basis, particularly as shown by a July, 2017 U.S. Army Corps of Engineers study establishing the need for (1) removal of vegetation and debris within existing primary drainage canals, (2) modification to existing culvert structures to increase hydraulic capacity and (3) modification to canal dimensions, side slopes channel bottom widths and grade to increase hydraulic efficiency; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without an unreasonable or burdensome annual tax levy in that the assessed value of the extended district will be \$400,922,732, the current county-wide tax rate is 48 cents (\$.048) per one

hundred dollars of assessed value and proposed improvements within the district can be made with a district tax rate in the amount of one and one-half cents (\$0.015) per one hundred dollars of assessed value ; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district, in which approximately 3,240 persons reside, as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference, written and verbal communication received prior to the public hearing on the creation of the service district and comments received during the public hearing held on May 6, 2019; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Daily Advance, a newspaper having general circulation in the County of Currituck, on April 24, 2019, and the Clerk to the Board of Commissioners has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity with N.C. Gen. Stat. §153A-302(c).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Guinea Mill Watershed Improvement Service District is hereby extended, established and created consisting of that area as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2019-2020.

ADOPTED the \_\_\_\_ day of May, 2019.

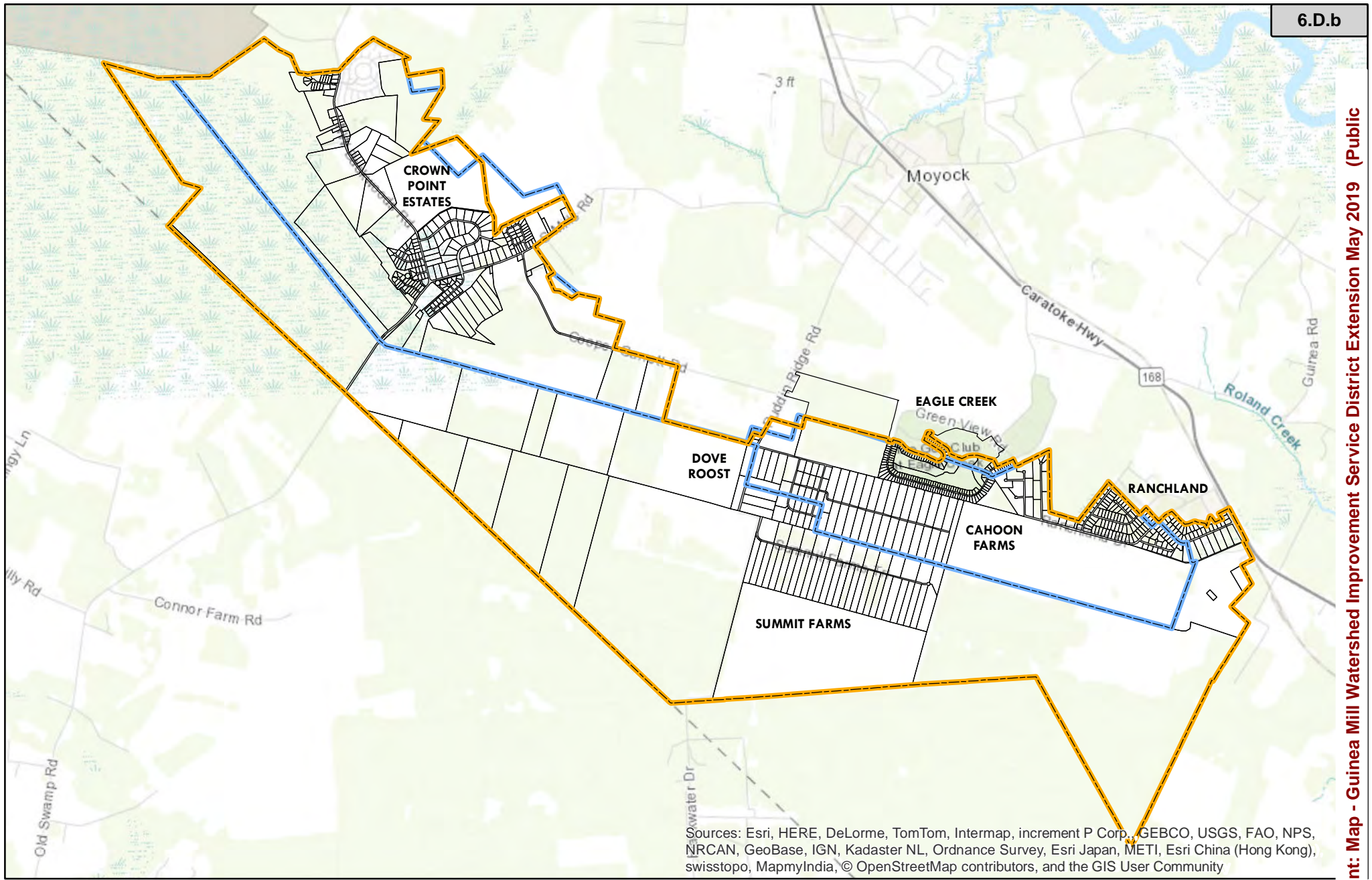
\_\_\_\_\_  
Bob White, Chair  
Board of Commissioners

ATTEST:



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Leeann Walton, Clerk to the Board

[COUNTY SEAL]



**EXTENSION OF THE GUINEA  
MILL WATERSHED IMPROVEMENT  
SERVICE DISTRICT**

 PROPOSED BOUNDARY  
 EXISTING BOUNDARY

ACREAGE: 10,374  
POPULATION ESTIMATE: 3,240

EXHIBIT A-GUINEA MILL DISTRICT EXPANSION

REPORT ON THE EXTENSION  
OF THE  
GUINEA MILL WATERSHED IMPROVEMENT  
SERVICE DISTRICT

April 1, 2019



In accordance with Chapter 153A, Article 16 of the North Carolina General Statutes, the Guinea Mill Watershed Improvement Service District was formed on February 21, 2000 in order to finance, provide and maintain for the district water management and watershed improvements.

Pursuant to North Carolina General Statute 153A-303(a) the board of commissioners may annex territory into the service district upon finding that:

- (1) The area to be annexed is contiguous to the district, with at least one eighth of the area's aggregate external boundary coincident with the existing boundary of the district; and
- (2) That the area to be annexed requires the services of the district.

In order to provide additional drainage and watershed improvements to areas outside the current district, it is proposed to annex additional areas into the district as shown on the enclosed map.

### **Identified Need for Service District**

The Guinea Mill Run Canal has been in existence for approximately 100 years. It was initially dug to provide drainage for timbering of the Great Dismal Swamp. Over the years, major land use has changed from forestland to cropland and now is changing to residential, making adequate drainage far more important than before. Subdivisions being developed when the current service district was formed included: Ranchland, Eagle Creek, Wildwood Acres, Dove Roost, Duck Ridge, Quail Point, Crown Point and Orchard Park. The remaining 2,000 acres of cropland within the current service district also has a potential for becoming residential properties, making Guinea Mill Run Canal an important utility with a need for yearly maintenance. Traditionally, the farmers had been maintaining most drainage systems including Guinea Mill Run Canal. With the land use changing to residential, the current service district provides a mechanism for the landowners that drain into Guinea Mill Run Canal to share in the future maintenance cost. Thus, the current Guinea Mill Service District for Watershed Improvements was formed in the year 2000 to provide for the consistent and cohesive management of water, flood control, and protection to the integrity and quality of Tulls Creek and Currituck Sound.

In 2000, the Guinea Mill Service District for Watershed Improvements received a grant from the Clean Water Management Trust Fund for ditch widening, instream wetlands and water control structures on Guinea Mill Run Canal from South Mills Road to NC Highway 168. This project was completed in 2003. The projected life was 15 years before additional maintenance was expected.

Subdivisions continue to be developed adjacent to the current district including Cahoon Farms, Summit Farms, Backwoods Reserve, Saddlebrook and Backwoods Estates. Major storms in the past have created flooding issues in the old as well as the new subdivisions. This flooding not only occurs along Guinea Mill Run Canal, but also within its drainage basin to the south which includes Laterals A, B, and C, and Hayward Ditch. In response to a need to protect the

growth areas and farms from flooding issues, it is proposed that the current service district be expanded. The area to be annexed includes the southern part of the Guinea Mill Run Canal drainage basin including Laterals A, B and C and Hayward Ditch.

### **Resident Population and Population Density**

The resident population of the proposed service district area according to the 2010 United States Census is approximately 3,240 persons and contains 10,374 acres.

### **Appraisal Value of Property Subject to Taxation in the Proposed Service District**

The assessed valuation of property subject to taxation in the current service district is approximately \$183,422,732. The existing tax rate for the service district is \$0.015 per \$100 valuation.

The assessed valuation of the property subject to taxation in the area to be annexed is approximately \$217,500,000. Therefore, the total assessed valuation would be \$400,922,732. The current county wide tax rate, which includes the proposed service district area, is 48 cents per \$100 valuation.

The service district tax with the new annexed area will be initially set at \$0.015 per \$100 valuation. As an example, this equates to \$22.50 per year for a \$150,000 property or \$37.50 per year for a \$250,000 property. For a farm with a value of deferred value of \$1000 per acre, the tax would equate to \$0.15 per acre per year.

### **Plan for Providing Services within the Proposed Service District**

A study was needed to determine the flooding issues of the areas along the current service district which primarily consists of Guinea Mill Run. The study would identify the drainage basin or the area that flows into Guinea Mill Run. Once this was determined, it was proposed that this drainage basin area be annexed into the current service district. This would provide the mechanism to allow the service district to provide additional ditch improvements and help alleviate flooding in the current district and the surrounding area.

On July 21, 2017, Currituck County received a Planning Assistance to States grant from the Department of the Army. The purpose of the grant was to fund a Hydrology and Hydraulics Study for the Guinea Mill Run drainage basin to be prepared by the US Army Corps of Engineers. The following is the recommendation from the study.

The Guinea Mill Run watershed is located approximately 2.5 miles south of the Moyock Community. The communities that live in the nearby floodplain have historically struggled with flood problems following local rainfall as well as from more significant tropical storm events.

The underlying flood problem in the Guinea Mill Run watershed is typical of that generally found in coastal regions where the streams have extensive swamp areas at their headwaters. What makes the Guinea Mill Run watershed unique is the presence of a complex network of man-made canals, laterals, and intercepting ditches. Due to its complex nature, understanding how flooding interacts with natural and man-made drainage paths required a technical approach.

The study served to assess and address the existing flood problems within the watershed by proposing drainage improvements that could be implemented. Improvements to drainage relied heavily on the efficiency of the canal network. A hydrologic model was developed to simulate the transformation of rainfall to runoff over a range of storm events. A hydraulic model was then developed to simulate how the runoff flowed through the canals, natural flow paths, and over the floodplain. A physical survey was conducted in the initial stages of the study to be incorporated into these technical models.

Improvements that were analyzed included (1) removal of vegetation and debris within existing primary drainage canals, (2) modification to existing culvert structures to increase their hydraulic capacity, and (3) modification to canal dimensions, side slopes, channel bottom width, and grade, so there is consistency throughout their entire length as well as serve to increase their hydraulic efficiency.

Improvements had to meet several criteria that include (1) provide a flood stage reduction when compared to existing conditions, (2) prevent backwater effects at culvert structures, (3) reduce flood durations, and (4) ensure flooding is not made worse downstream.

An incremental approach was taken to construct and present improvements. This approach helped to identify the most beneficial improvements that should be prioritized as well as determine when benefits start to diminish. A final recommendation consisted of (1) clearing and snagging of all primary drainage canals – Guinea Mill Run Canal, Lateral A, Lateral B, Lateral C, and Haywood Ditch, (2) replacement of 1 culvert structure in Guinea Mill Run Canal, 2 culvert structures in Lateral A, and 1 culvert structure in Lateral B and (3) channel modification of Guinea Mill Run Canal – widening to a 45-foot channel bottom width in the lower portion of the canal for a distance of approximately 0.75 miles, transitioning to a 15 foot channel bottom width upstream for a distance of approximately 6 miles, and improving the entire canal grade to an approximate bed slope of 0.03%.

The recommended plan provided a 0.5-foot to 1.8-foot flood stage reduction over the range of design storm events to a number of residential communities adjacent to the primary canals. It also reduced significant backwater effect at culvert structures within the primary canals. Finally, the plan reduced the duration of flooding and allowed for flood stages to return to pre-storm conditions more efficiently.



**Map of the Proposed Service District**

A map of the existing service district and the area to be annexed is attached to this report.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AMENDING THE OFFICIAL ZONING MAP FOR CURRITUCK COUNTY IN THE MATTER OF  
PB 18-23 FOST TRACT CONDITIONAL REZONING OF 228.83 ACRES FROM  
AGRICULTURAL (AG) TO PLANNED DEVELOPMENT-RESIDENTIAL (PD-R) ON  
PROPERTY LOCATED IN MOYOCK TOWNSHIP ON THE WEST SIDE OF CARATOKE  
HIGHWAY AND NORTH OF RANCLAND SUBDIVISION, PIN 0015-000-0086-0000**

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that:

**Section 1:** The Official Zoning Map for Currituck County is hereby amended by conditionally rezoning 228.83 acres located in Moyock Township located on the west side of Caratoke Highway and north of Ranchland Subdivision with Parcel Identification Number 0015-000-0086-0000, (the "Property") from Agriculture (AG) to Planned Development – Residential (PD-R).

**Section 2:** The zoning map amendment for the Property is appropriate for the reasons that:

- a. the conditional rezoning is consistent with the 2006 Land Use Plan and the Moyock Small Area Plan;
- b. the conditional rezoning is consistent with all review standards provided under Unified Development Ordinance (UDO) Section 2.4.3.C;
- c. the proposed conditions for the conditional rezoning of the Property will improve drainage problems within nearby Ranchland and Eagle Creek Subdivisions; and
- d. the conditional rezoning is compatible with existing Moyock Township subdivisions

**Section 3:** The zoning map amendment for the Property is reasonable and in the public interest because of the need for higher density growth in areas of Moyock Township outside of Currituck Station regardless of the availability of public and centralized sewer treatment and disposal.

**Section 4:** The zoning map amendment for the Property is approved with the following conditions:

- a. The Developer shall obtain to the satisfaction of the County's Attorney easements, permits, licenses or other right to access, install and improve storm water drainage systems provided in Section 4.b. of this ordinance before approval of a preliminary plat for the Property.
- b. The following Improvements to storm water drainage systems on the Property and outside the Property shall be completed by the Developer prior to beginning any phase of development on the Property:
  - 1. Improve Rowland Creek from the Eagle Creek subdivision to U.S. Highway 168, as shown on maps entitled in part "Rowland Creek Drainage Analysis, Drainage Overview, Rowland Creek Drainage Analysis" dated October 16, 2018 prepared by Bissel Professional Group,

including construction of the ditch on a positive grade with 3:1 side slopes and sized for a 500 year storm event from the drainage basin in which the Property is located.

2. Clear and snag Rowland Creek from U.S. Highway 168 to the east end of Rowland Creek Estates Subdivision as shown on maps entitled in part "Rowland Creek Drainage Analysis, Drainage Overview, Rowland Creek Drainage Analysis" dated October 16, 2018 prepared by Bissel Professional Group .
3. Improve Ranchland Outlets ditch, and included from the northwest point with Ranchland Subdivision to U.S. Highway 168, as shown on maps entitled in part "Rowland Creek Drainage Analysis, Ranchland Potential Impact" dated October 16, 2018 prepared by Bissel Professional Group, including construction of the ditch on a positive grade with 3:1 side slopes and sized for a 500 year storm event from drainage basin in which the Property and Ranchland Subdivisions are located.
4. Clear and snag Ranchland Outlets ditch from Hwy 168 to its intersection with Rowland Creek as shown on maps entitled in part "Rowland Creek Drainage Analysis, Ranchland Potential Impact" dated October 16, 2018 prepared by Bissel Professional Group.
5. Install a new ditch along the entire length of the Property's western common boundary line with Ranchland Subdivision including construction of the ditch on a positive grade with 3:1 side slopes and sized for a 500 year storm event from the drainage basin in which the Property and Ranchland Subdivision are located.
6. Improve the ditch along U.S. Highway 168 from Survey Road to the south side of Guinea Road by constructing the ditch on a positive grade with 3:1 side slopes and sized for a 500 year storm event from the drainage basin in which the Property and Ranchland Subdivision are located.
7. BMP's shall be sized and constructed to store runoff from a 100 year storm event.
8. The Developer shall construct berms along ditch outlets against Ranchland to keep proposed development's runoff from flooding Ranchland during a 100 year storm.
9. A minimum of 2' of fill shall be used for the areas designated on "The Fost Tract, Planned Development-Residential Preliminary Master Plan" dated August 23, 2018, prepared by Bissell Professional ("Master Plan") as Neighborhood Commercial and Townhomes.
10. All lots in areas to be built upon as shown on the Master Plan shall be elevated with fill to provide freeboard for storm events greater than the 10 year storm event.

11. On-site stormwater will be managed by constructing a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater primarily to Rowland Creek both directly and indirectly. A portion of the stormwater will also overflow to an existing culvert that runs under NC168 from near the northwest corner of the property. The ditch that drains that outlet will also be improved as necessary.

In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard of the difference between runoff from the 10-year developed condition and runoff from a 2-year wooded condition site, stormwater shall be modeled for the 100-year storm event and property line berms constructed as necessary to manage the 100-year storm without adversely impacting neighboring properties. Implementation of this plan shall improve drainage for neighboring properties compared to existing conditions.

Stormwater shall be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes, and open vegetated swales.

12. Flashboard risers shall be installed on the series of stormwater management ponds. These risers will allow the stormwater management ponds to increase capacity prior to a storm event by lowering the pond level to pre-storm conditions. Management and operation procedures shall be agreed upon by the county prior to preliminary plat approval.
  13. The storm water drainage system improvements set forth in this section, including ditches located on property not owned by the Developer, shall be maintained by the Developer, or a management association created by the Developer with a funding mechanism to provide revenue for ongoing storm water drainage system maintenance, in perpetuity.
- c. The Phasing Plan attached to this ordinance and incorporated herein by reference as Schedule B (attached) shall be adhered to except that the Developer may determine the sequence in which phases are developed. The Developer shall provide an annual report updating the Phasing Plan for the development. Notwithstanding the foregoing, the first phase of development shall not exceed 70 residential dwelling units.
  - d. Development on the Property shall be connected to a North Carolina Department of Environmental Quality ("NCDEQ") permitted and approved central wastewater treatment and disposal system, and to the Currituck County water system. Fire protection shall be provided in accordance with the UDO Standards and the N.C. Fire Code.
  - e. The density/intensity standards, dimensional standards and development

standards for development of the Property shall be in accordance with the Master Plan.

- f. Community form and design for development of the Property shall conform to the streetscape perspectives, example model home drawings, mixed use, and clubhouse perspective drawings illustrated on the Master Plan and as provided and illustrated in Appendix to the Master Plan Supplemental document. Variations may be provided and permitted in colors, materials, and architectural detailing that are compatible with the design concept.
- g. Development standards and setbacks shall be as outlined in Schedule A (attached) and in the Supplemental Report for the Master Plan.
- h. Rear loaded cottage lots, if market conditions warrant, may be converted to conventional frontloaded single family dwelling lots at the rate of up to 50% in each phase that includes cottage lots. No more than 22,000 square feet of neighborhood commercial development shall be constructed on the ground floor of the townhouse section along the entrance boulevard where indicated on the Master Plan drawings, if market conditions support this style of development. If not, these areas may be converted to residential use (without increasing the approved density).
- i. Perimeter compatibility shall be addresses as follows:
  - To the west: A 50 foot farm buffer shall be provided, followed by a 60 foot roadway corridor, so the nearest dwelling unit will be at least 565 feet from the existing residence on that farm. A vegetative buffer shall be provided along that property line.
  - To the north (Caratoke Highway): A berm shall be provided along the highway along with lakes flanking the main entrance road. The nearest dwelling unit will be set back at least 200 feet from the highway right-of-way at the closest point. The visual impact of the development shall be minimized by setbacks, berms and landscaping.
  - To the east: A 50 foot vegetative farm buffer shall be provided along the existing farmland; traditional single family dwelling lots are being proposed in the areas that back up to existing dwelling units in the adjacent Ranchland subdivision. A minimum 50 foot buffer shall be provided between the developments.
  - To the south: Compatible residential development is being proposed and a minimum 90 foot open space buffer is shown to the property line.
  - Limited commercial development is located interior to the

development and shall front along the landscaped entrance boulevard.

- j. Transportation, potable water, and wastewater shall be provided for development on the Property as follows:

1. Transportation: The main subdivision entrance will be connected directly to U.S. Highway 168. Deceleration and acceleration lanes shall be provided along the Property frontage in accordance with North Carolina Department of Transportation, ("NCDOT"), standards and shall be approved by NCDOT prior to construction. Connectivity will be provided to the existing farmland to the southeast, identified with Parcel Identification Number ("PIN") 002300000070000.

The standards promulgated in the NC Complete Streets Planning and Design Guidelines shall be used as a guide for the streets in the development on the property. Specifically, excerpts from Chapter 4 of NC Complete Streets Planning and Design Guidelines shall be used to design:

- Sidewalk Zone (or Multi-Use Path Zone)
- Motor Vehicle Zone (or Shared Vehicle Zone)
- Parking/Transit Stop Zone
- Bicycle Zone (Bicycle Lane)
- Median Zone
- Urban/Suburban Main Street Cross-Sections and Design Elements
- Rural Village Main Street Cross-Section and Design Elements
- Urban/Suburban Avenue Cross-Section and Design Elements

Roadways shall be laid out generally as shown on the Master Plan and shall follow the information outlined in Schedule C.

2. Potable Water: Water shall be supplied by Currituck County via an existing 12" main located on U.S. Highway 168, which will be tapped and looped through the site. Fire protection shall be provided in accordance with UDO standards and the applicable Insurance Service Office (ISO) standards. Individual lots and dwellings shall be metered. The Developer shall model the county's water system to demonstrate adequate water flow and pressure for fighting fires while meeting the

maximum day domestic demand.

3. Wastewater: The Developer shall construct a wastewater collection and disposal system on the Property, permitted and approved by NCDEQ. It will be regulated by the North Carolina Utilities Commission and will apply for a Certificate of Public Necessity and Convenience. If an off-site wastewater service becomes available development on the Property may connect to the off-site wastewater service.

- k. Provisions Related to Environmental Protection and Monitoring: Wetlands subject to the jurisdiction of the US Army Corps of Engineers have been delineated and confirmed by the Corps of Engineers. Wetland buffers have been shown on the Master Plan and the Development plan honors those buffers. The Association documents (Declaration) will include provisions that prohibit the filling of wetlands and prohibit the clearing of the buffer areas other than incidental tree cutting and vegetation removal.

The Association, either itself or via a management entity, will assume responsibility for ongoing operation and maintenance of all stormwater management facilities in accordance with the Currituck County UDO requirements and all NCDEQ permit requirements. The Association dues will be structured in a way that funds are provided for the upkeep of these facilities, as well as periodic improvements to Rowland Creek both through the development, as well as a contribution to off-site maintenance.

Wind tides will be considered in the design of site grading, with structures located above the elevation of the historic wind tidal influence from Rowland Creek.

**Section 5:** This property shall be subject to the standards applicable for the Agriculture base zoning district of the Unified Development Ordinance and the Official Zoning Map.

**Section 6:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Section 7:** This zoning map amendment shall be in effect from and after the 18<sup>th</sup> day of February, 2019.

IN WITNESS WHEREOF, the County has caused this zoning map amendment to be approved in its name.

ATTEST:

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

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

\_\_\_\_\_  
Date

(NOT VALID UNTIL FULLY EXECUTED)

(SEAL)



## SCHEDULE A

DEVELOPMENT STANDARDS & SETBACKS

<b>STYLE:</b>	<b><u>2-SIDED T.H.</u></b>	<b><u>TND T.H.</u></b>	<b><u>TND SF LOT</u></b>	<b><u>CONV. SF LOT</u></b>
Min Lot Size:	800 SF	1,800 SF	8,000 SF	10,000 SF
Typ. Lot Size:	800 SF	1,800 – 3,000 SF	8,000 – 10,000 SF	10,000 – 17,600 SF
Min. Lot Width:	22'	20'	50'	60'
Typ. Lot Width:	22' – 24'	20' – 25'	50' – 60'	65' – 100'
Front Setback:	N/A	20'	20'	20'
Side Setback:	0	0	10'	10'
Rear Setback:	N/A	20'	20'	25'
Corner Side Setback:	15'	15'	15'	15'
Maximum Setback:	N/A	25'	25'	35'
Maximum Height:	35'	35'	35'	35'
Maximum Bldg. Size:	4,800 SF	6,000 SF	N/A	N/A
Maximum Lot Coverage:	100%	100%	40%	35%

**SCHEDULE B**  
**PHASING SCHEDULE**

<b><u>PHASE</u></b>	<b><u>AREA (Ac.)</u></b>	<b><u>DEVELOPMENT INTENSITY (D.U./Ac)</u></b>	<b><u>2-SIDED T.H.</u></b>	<b><u>TND T.H.</u></b>	<b><u>TND S.F.</u></b>	<b><u>CONV. S.F.</u></b>	<b><u>TOTAL</u></b>	<b><u>OTHER IMPROVEMENTS</u></b>
1	22.8	3.07	32	11	23	4	70	Rowland Creek Drainage Improvements
2	26.5	1.70	-	-	18	27	45	Main Lake
3	13.8	2.54	-	14	21	-	35	Village Green & Clubhouse
4	16.8	3.51	-	26	10	23	59	Up to 22,000 SF Neighborhood Commercial
5	11.2	2.96	-	-	20	13	33	Swimming Pool
6	20.1	3.33	40	-	-	27	67	Multi-Use Path
7	17.8	4.10	-	40	-	33	73	
8	35.9	1.67	-	-	29	31	60	
9	24.4	1.52	-	-	-	37	37	
10	25.8	1.32	-	-	-	34	34	
Utility	<u>13.7</u>	<u>0</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	
<b>TOTALS</b>	<b>228.8</b>	<b>2.24</b>	<b>72</b>	<b>91</b>	<b>121</b>	<b>229</b>	<b>513</b>	

**SCHEDULE C**  
**ROADWAY STANDARDS**

<b><u>TYPE</u></b>	<b><u>R/W WIDTH</u></b>	<b><u>PAV' T . WIDTH</u></b> <b><u>(B -B)</u></b>
Boulevard w/on-street parking & bike lane	100' – 130'	35' each way
Local Road w/parking both sides	60'	43'
Local Road w/parking one side	50' – 55'	35
Local Road w/no parking	40'	27'
Alley	20' – 30'	20'

**COUNTY OF CURRITUCK**  
**NORTH CAROLINA**  
**PURCHASING POLICY**

**I. Purpose**

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when County, State or federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the COUNTY OF CURRITUCK are more restrictive than those contained in this policy, local policies and procedures shall be followed.

**II. Policy**

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with County, State and/or federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The County of Currituck will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the County of Currituck have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### III. General Procurement Standards and Procedures:

Either the Legal Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Legal Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

- C. Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding (if any) for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable County, State and federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances that utilize federal funds. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. When the contract utilizes federal funding, direct or pass-through, time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Legal Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes,

bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Legal Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

#### **IV. Specific Procurement Procedures**

Either the Legal Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
  2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  3. Cost or price analysis is not required prior to soliciting bids.
  4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
  5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Service Contracts that do not utilize any federal funding whatsoever are exempt from this section. All following procedures are required for all purchase contracts. The following procedures are also required for all service contracts that utilize any federal funds.
  2. Cost or price analysis is required prior to soliciting bids.
  3. Complete specifications or purchase description must be made available to all bidders.
  4. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
  5. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.



6. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
7. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

**D. Service Contracts** (except for A/E professional services) costing \$250,000 and above may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

**E. Construction and repair contracts** costing less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

**F. Construction and repair contracts** costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so

the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

**G. Construction and repair contracts costing \$250,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

**H. Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public

bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
  5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
  6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
  7. Award the contract on a firm fixed-price basis.
  8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
  2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
  3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:**
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
  3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Legal and/or Requesting Department.
  4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.

5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

**K. Contracts for Architectural and Engineering Services costing \$250,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

**V. Exceptions**

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Legal Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

**W. Purchasing Procedures**

In order to properly encumber all purchases, the County of Currituck requires the following procedures:

- A.** Adequate budgeted funds must be available.
- B.** Purchase orders must be approved by the Finance Director prior to making any purchase or receiving any services that exceed One Hundred Dollars (\$100). Exceptions: items purchased on County issued purchasing card or other County held credit card, monthly utilities, travel advance or reimbursement requests, payments made on behalf of Social Services clients from the client trust funds.

- C. Certificates of Insurance, naming the County of Currituck as an additional insured are required for all service contracts exceeding Three Thousand Dollars (\$3,000).
- D. Contracts are required for all services exceeding Three Thousand Dollars (\$3,000).
- E. Contracts are required for all purchases of goods exceeding Ten Thousand Dollars (\$10,000) if any part of the purchase utilizes federal funds.
- F. Contracts are required for all purchases of goods exceeding Ninety Thousand Dollars (\$90,000) that has no federal funds.

Number

2019111

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10550-545000	Contract Services	\$ 90,000	
10380-481000	Investment Earnings		\$ 30,000
10350-468000	Sales of Capital Assets		\$ 38,000
10350-464000	Rents		\$ 10,500
10320-411000	Article 39 Sales Tax		\$ 11,500
		<u>\$ 90,000</u>	<u>\$ 90,000</u>

**Explanation:** Airport (10550) - Increase appropriations to clear trees as required to make the AWOS equipment at the airport operational.

**Net Budget Effect:** Operating Fund (10) - Increased by \$90,000

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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

Attachment: BA\_May 6\_General Meeting-AWOS (Amended Item-Budget Amendment)



## CURRITUCK COUNTY NORTH CAROLINA

April 15, 2019

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 4:00 PM Cooperative Extension's Annual Report to the People

The Board of Commissioners attended the annual "Report to the People" at 4 PM at the Currituck County Cooperative Extension Center, Barco, North Carolina. Extension Director, Cameron Lowe, introduced Extension staff members and provided statistics and general information on activities and programs available through the Extension office. Commissioners participated in an activity where they visited stations to learn more about the various programs and educational opportunities available through Cooperative Extension.

#### 6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners met in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Absent	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Absent	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

#### A) Invocation & Pledge of Allegiance-Pastor Ronnie Culley, Christian Home Baptist Church

Pastor Ronnie Culley attended to offer the Invocation and lead the Pledge of Allegiance.

#### B) Approval of Agenda

Commissioner Payment moved for approval of the agenda. The motion was seconded by Commissioner Mary Etheridge. The motion passed unanimously.

Approved agenda:

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)



**Work Session**

4:00 PM Cooperative Extension's Annual Report to the People

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Pastor Ronnie Culley, Christian Home Baptist Church

B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Commissioner's Report****Administrative Reports**

A) YMCA of South Hampton Roads-  
Annual Update

**Public Hearings**

A) **PB 13-04 Bob's Wild Horse Tours, LLC** Request for an amended Use Permit to add two additional outdoor tour vehicles to the allowed conditions. The property is located at 817B Ocean Trail, Corolla.

**New Business**

A) **Consideration of Resolution Amending County Master Fee Schedule for Mainland Water, Mainland Wastewater and Southern Outer Banks Systems in Accordance With the Currituck County Water and Wastewater System Development Fee Study**

B) **Resolution Supporting North Carolina House Bill 541 to Change the Property Tax Exclusion for Solar Energy Electric Systems from 80% to 60% and Allocate Certain Proceeds for Public Education Purposes**

C) **Consent Agenda**

1. Approval Of Minutes for April 1, 2019
2. Budget Amendments
3. Adoption of Revised Master Fee Schedule
4. Surplus Resolution-Annual Housekeeping FY 2018-19

5. Project Ordinance-SCBA Firefighter's Grant
6. Consideration and Approval of Lease Agreement between Currituck County and College of the Albemarle-Public Safety Building
7. Juvenile Crime Prevention Council County Funding Plan
8. Approval of County Manager Employment Contract-Stikeleather, Effective July 1, 2019
9. Adoption of 2019 Local Government Agencies General Records Retention & Disposition Schedule

#### **D) County Manager's**

#### **Report**

#### **Adjourn**

#### **Special Meeting of the Ocean Sands Water & Sewer District Board**

Public Hearing: Development Fee Analysis and Rate Structure for the Ocean Sands Water and Sewer District

OSWSD-Budget Amendments

#### **Adjourn Meeting of the OSWSD Board**

#### **Special Meeting of the Tourism Development Authority**

TDA-Budget Amendments

#### **Adjourn Meeting of the TDA**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

#### **PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Abby Rose, Brooke Matusko & Claudia Morgan, Currituck County High School students who participate in the Agricultural Education program, discussed the dilapidated condition of the school's greenhouse and the need for a new one. Ms. Rose talked of her attempts to seek alternative sources for funds and Ms. Matusko and Ms. Morgan talked about the poor condition of the current greenhouse, including broken heating and cooling systems, and the

negative effects these conditions have on the agriculture program. Commissioners were asked to consider funding a new greenhouse.

### **COMMISSIONER'S REPORT**

Chairman White acknowledged absences of Commissioner Beaumont and Commissioner Jarvis and announced the Board's attendance at Cooperative Extension's Report to the People prior to the meeting. He reported an information page is available on the county website, [www.CurrituckInfo.com](http://www.CurrituckInfo.com), which contains information for residents and property owners who may be affected by service districts Commissioners are considering in some areas.

Commissioner Payment attended the high school musical over the weekend and congratulated all involved on a great performance. He asked everyone to remember volunteer firefighters and first responders and thanked Telecommunicators for their contributions as a first responders in honor of Telecommunicators Week. Commissioner Payment encouraged people to attend the upcoming Lower Currituck Volunteer Fire Department Fish Fry.

Commissioner Mary Etheridge reported her attendance the North Carolina Association of County Commissioners conference where Medicaid transformation was discussed. She announced the upcoming National Association of Counties Annual Conference this July in Clark County, Las Vegas, Nevada, which she would like to attend. Commissioner Mary Etheridge thanked Chairman White for a press release with information on Moyock Park.

Commissioner McCord also honored Telecommunicators and noted the phenomenal dispatchers who work in Currituck County.

Commissioner J. Owen Etheridge, echoing earlier comments, noted his wife is a Telecommunicator and commended them for the job they do. He attended the Currituck Chamber Social and said what a nice event it was. He referred to the earlier public comments and discussed leadership roles and student successes of those who participate in Future Farmers of America and Agricultural programs.

### **ADMINISTRATIVE REPORTS**

#### **A. YMCA of South Hampton Roads-Annual Update**

Billy George, President and CEO of YMCA of South Hampton Roads, and Dean Mattix, Regional Director, presented the YMCA's annual report to the Board of Commissioners. During review, it was noted the facility is strong, and statistics for attendance, membership and financial assistance figures were presented. The All Kids Swim program was discussed, which offers no-cost swim lessons for kindergarten students. Mr. George announced his retirement at the end of the year and Mr. Mattix talked of the YMCA's partnership with the county. He thanked County Manager, Dan Scanlon, for his years of service on the YMCA Board.

Commissioner Mary Etheridge asked about Silver Sneakers, a collaborative membership program for senior citizens. Mr. George said there is not enough volume in Currituck for it to be financially viable.

**PUBLIC HEARINGS****PB 13-04: Motion for Recusal of Chairman White**

County Attorney, Ike McRee, described how a Use Permit differs from a legislative matter, and reviewed the quasi-judicial process, determinations pertaining to the required findings of fact, and the type of evidence and testimony Commissioners may consider during the hearing. He presented procedural process that would be followed for consideration of the use permit. As Chairman White is the applicant in the matter, a motion for his recusal was made by Commissioner Payment. Commissioner McCord seconded the motion. The motion passed unanimously and Chairman White moved to the podium for swearing in.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

**A. PB 13-04 Bob's Wild Horse Tours, LLC**

<b>APPLICATION SUMMARY</b>	
<b>Property Owner:</b> Robert White 818 Corolla Drive Corolla, NC 27927	<b>Applicant:</b> JF Brown Distributing Co., Inc. 818 Corolla Drive Corolla, NC 27927
<b>Case Number:</b> PB13-04	<b>Application Type:</b> Amended Use Permit
<b>Parcel Identification Number:</b> 116H-000-817B-0000	<b>Existing Use:</b> Shopping Center
<b>Land Use Plan Classification:</b> Full Service in Corolla Subarea	<b>Parcel Size (Acres):</b> Total Shopping Center Area: 12.78 Lot Area: 7.34 Condo Unit B: .08
<b>Request:</b> Amended Use Permit for Outdoor Tour Operator (Horse Tours)	<b>Zoning:</b> SFO with PUD Overlay and GB Allocation

<b>SURROUNDING PARCELS</b>		
	<b>Land Use</b>	<b>Zoning</b>
North	Commercial	SFO with PUD Overlay and GB Allocation
South	Residential	SFO with PUD Overlay
East	Residential	SFO
West	Commercial	SFO with PUD Overlay and GB Allocation

The applicant has requested an amendment to the existing use permit to allow for the operation of two additional outdoor tour vehicles with a maximum capacity of 15 patrons each. The current use permit for this property allows for three vehicles and Bob's Wild Horse Tours operates three outdoor tour vehicles from the property. Approval of this use permit amendment will result in operation of five outdoor tour vehicles. Adequate parking is available on-site.

Outdoor tour operators are regulated by the Currituck County Code of Ordinances, Chapter 8. The

Code of Ordinances requires an outdoor tour operator to obtain a use permit in order to qualify for an outdoor tour operator license or to operate an outdoor tour vehicle in the off-road area. The Code of Ordinances limits the number of tour vehicles to five or the amount approved in the associated use permit.

<b>RECOMMENDATIONS</b>
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<b>TECHNICAL REVIEW COMMITTEE</b>
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The Technical Review Committee recommends **adoption** of the use permit subject to the following:

1. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. An outdoor tour operator license is required per Chapter 8, Article IV of the Currituck County Code of Ordinances.
  - b. Outdoor tour operations shall comply with all standards of Chapter 8, Article IV of the Currituck County Code of Ordinances.
  - c. A maximum of five 15-passenger vehicles may be operated for outdoor tours at any given time.
  - d. Tour vehicles shall be labeled with decals or paint markings that clearly display the company name in accordance with the license requirements of Chapter 8, Article IV of the Currituck County Code of Ordinances.

<b>USE PERMIT REVIEW STANDARDS</b>
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<b>A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.</b>
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*The use will not endanger the public health or safety.*

Preliminary Applicant Findings:

1. The use will not endanger the public health or safety.
2. The business has been in operation serving the public for 21 years.
3. The business does not use chemicals or any other products that could be considered a health or safety issue.
4. All vehicles have a roll over protective structure to ensure safe passage for patrons.

*The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.*

Preliminary Applicant Findings:

1. The use will not injure the value of adjoining or abutting lands or businesses.
2. Bob's Wild Horse Tours, LLC has been in business since 1997.
3. No problems have been reported.
4. Bob's Wild Horse Tours, LLC is an anchor business for the shopping center.
5. 25,000 patrons will visit other businesses thereby increasing sales and sales tax.
6. The business will expand the county's tax base.

*The use will be in conformity with the Land Use Plan or other officially adopted plans.*

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. The proposed use is in keeping with the policies of the plan, some of which are:
  - a. Policy ED1: New and expanding industries and businesses should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
  - b. Policy OB2: So as to minimize COMMERCIAL STRIP DEVELOPMENT and



maximize the traffic moving capability of NC 12, Currituck County shall encourage commercial development to cluster at appropriate locations rather than dispersing along NC 12.

- c. Policy HP3: Development of the Tourism and Educational Potential of the area's architectural, historic and cultural resources shall be encouraged.

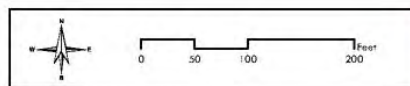
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

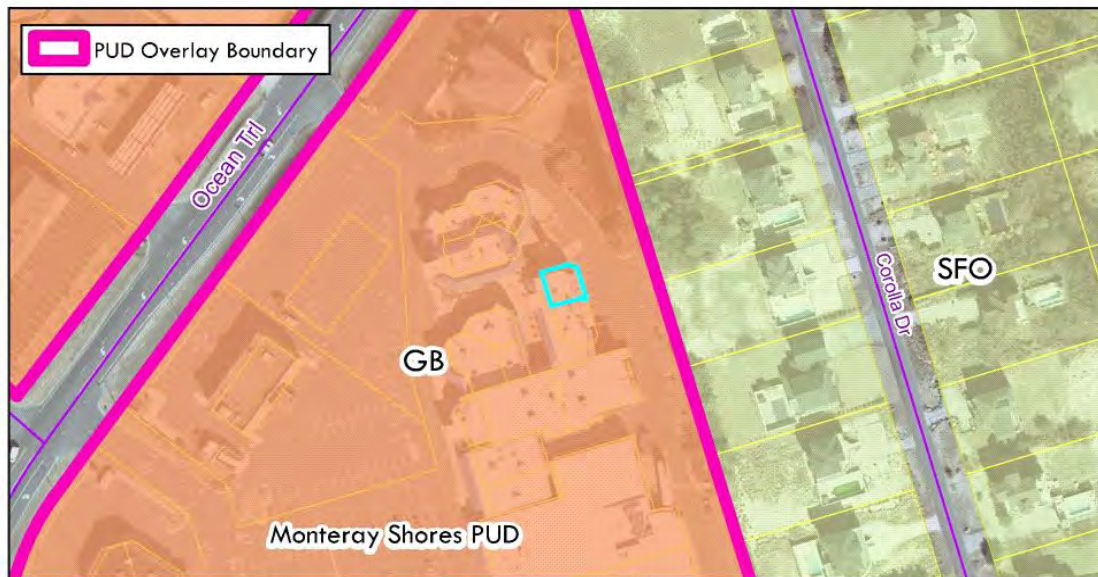
1. The proposed use will have no impact on schools.
2. Currituck County has adequate public facilities to serve this use in the existing Monterey Plaza Shopping Center.



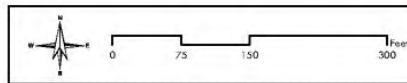
PB 13-04  
Bob's Wild Horse Tours  
Use Permit - Aerial







PB 13-04  
Bob's Wild Horse Tours  
Use Permit - Zoning



PB 13-04  
Bob's Wild Horse Tours  
Use Permit - LUP



Vice-Chairman Payment assumed duties of Chairman and parties were sworn in. Commissioners noted ex-parte communications and Mr. McRee explained the reasons why ex-parte communications are not to be considered during deliberation.

Planning and Community Development Director, Laurie LoCicero, reviewed the application for an amended use permit with the Board and presented conditions for

approval as recommended by staff and Technical Review Committee. Ms. LoCicero responded to questions from the Board.

Applicant, Bob White, provided additional detail in response to earlier questions posed by Commissioners. Mr. White provided a brief overview of the application and presented county policies, economic benefits, and other data to support approval relative to the required findings of fact. Mr. White said it is his intent to close one of his other tour businesses, which would result in a net reduction in the total number of vehicles he uses from eight to seven. He responded to questions from Commissioners.

Vice-Chairman Payment opened the Public Hearing.

Don Hufnagle of Carova said Mr. White addressed many of his concerns during his presentation. He said people are worried that tour vehicles would be added. He asked if a contingency to close the other business could be included as part of the use permit. Mr. Hufnagle agreed with other speakers that public notification was insufficient.

Martha Chedister, a resident of Swan Beach, said she wants to ensure horse tours are not increasing and believes they have a negative impact to roads, the environment and property values.

Julia Hashagen, a Corolla off-road property owner, said resident notifications by the county are not sufficient. She said she does not experience peaceful enjoyment of her property and described how tours consistently pull into her private driveway. She discussed impacts of tours on the area. She asked the Board to delay to allow time for resident notification.

Ms. LoCicero reviewed public notification and advertising requirements that were followed per state statute, which included a community meeting held by Mr. White. Mr. White also responded to some of the comments and questions raised during public hearing. He talked of outdoor tour operator licensing and regulations and communication and public notification processes. He said his business has a low rate of complaints, and Commissioner McCord confirmed the statement noting Mr. White's business had the least amount of complaints when he researched the numbers.

When asked, Mr. White discussed licensing requirements for tour operators and the original intent of the licensing ordinance, which capped the number of tour businesses. He said there is an issue he is trying to address within the ordinance that pertains to the number of allowable tour vehicles. Cooperation within the industry, requirements for vehicle licensing, and driver training were reviewed.

Mary DiDario, a business owner in Monterey Plaza Shopping Center where Mr. White's business is located, said she did not receive notification. She voiced concerns with parking at location and questioned how vehicles would be policed. Mr. White said more vehicles are parked there presently due to the closing of the other business, and he explained the required licensing and color coded plates on each tour vehicle for identification purposes. He reviewed the parking at the location and the system he has in place for loading and unloading tour vehicles. He said he has had no complaints about parking at the location.



Mr. McRee, in response to the question, said tour licenses cannot be sold to another party. There were no further speakers and Vice-Chairman Payment closed the Public Hearing.

Commissioner McCord moved to approve PB 13-04: Bob's Wild Horse Tours amended use permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO), to include the following conditions and staff recommendations: An outdoor tour operator license is required per Chapter 8, Article IV of the Currituck County Code of Ordinances; outdoor tour operations shall comply with all standards of Chapter 8, Article IV of the Currituck County Code of Ordinances; A maximum of five, 15-passenger vehicles may be operated for outdoor tours at any given time; tour vehicles shall be labeled with decals or paint markings that clearly display the company name in accordance with the license requirements of Chapter 8, Article IV of the Currituck County Code of Ordinances.

The motion was seconded by Commissioner J. Owen Etheridge. The motion passed unanimously.

Commissioners discussed community notification. Chairman White re-joined the Board of Commissioners.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

## RECESS

Chairman White called a brief recess at 7:29 PM. The meeting reconvened at 7:38 PM.

## NEW BUSINESS

### **A. Consideration of Resolution Amending County Master Fee Schedule for Mainland Water, Mainland Wastewater and Southern Outer Banks Systems in Accordance With the Currituck County Water and Wastewater System Development Fee Study**

Ike McRee, County Attorney, reviewed the new legislation requiring counties to perform a developmental system fee analysis to determine appropriate fees. He discussed the earlier work session and comment and hearing requirements, and reviewed the resolution to revise the Master Fee Schedule and put the new fees into effect.

Commissioner Mary Etheridge moved to approve the Resolution Amending the County Master Fee Schedule for the Mainland Water, the Mainland Wastewater, the Southern Outer Banks System in accordance with the Currituck County water and wastewater

system development fee study. The motion was seconded by Commissioner Payment. The motion passed unanimously.

**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA AMENDING THE MASTER FEE SCHEDULE IN ACCORDANCE WITH THE PUBLIC WATER AND SEWER SYSTEM DEVELOPMENT FEE ACT**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-102 a county's board of commissioners may fix the fees charged by the county; and

WHEREAS, pursuant to Article 8 of Chapter 162A of the General Statutes of North Carolina, the "Public Water and Sewer System Development Fee Act, (the "Act"), a county shall conform its water and sewer system development fees; and

WHEREAS, pursuant to the Act the county has calculated water and sewer system development fees based on a written analysis; and

WHEREAS, on April 1, 2019 the Board of Commissioners held a public hearing after proper notice on water and sewer system development fees that will conform to the requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina that:

Section 1. The Currituck County Master Fee Schedule is amended as set forth in the Exhibit A attached to this resolution and incorporated herein by reference.

Section 2. This resolution is effective upon its adoption.

ADOPTED the 15th day of April, 2019.

\_\_\_\_\_  
Bob White, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton,

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

**B. Resolution Supporting North Carolina House Bill 541 to Change the Property Tax Exclusion for Solar Energy Electric Systems from 80% to 60% and Allocate Certain Proceeds for Public Education Purposes**

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

Commissioner Payment made a motion to approve the Resolution. Commissioner McCord seconded the motion. The motion passed unanimously.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
SUPPORTING HOUSE BILL 541 TO REDUCE THE PROPERTY TAX  
EXCLUSION FOR SOLAR ENERGY ELECTRIC SYSTEMS AND ALLOCATE  
CERTAIN TAX PROCEEDS FOR PUBLIC EDUCATION PURPOSES**

WHEREAS, on January 1, 2016 the North Carolina law allowing a thirty-five percent tax credit on renewable energy production systems ended; and

WHEREAS, the State of North Carolina allowing this law to expire demonstrates incentives are no longer necessary for an already vibrant solar industry to be successful in North Carolina; and

WHEREAS, N.C. Gen. Stat. §105-275(45) still allows the exclusion of eighty percent of the appraised value of solar energy electric systems from local ad valorem tax valuation; and

WHEREAS, in September, 2017, Currituck County Commissioners adopted a Resolution requesting the repeal of N.C. Gen. Stat. §105-275(45) to remove the eighty percent exclusion on valuations for solar energy electric systems; and

WHEREAS, any community hosting solar energy electric systems should receive the full financial benefit of such development, Currituck County would favor any legislation that will eliminate or reduce the property tax exclusion for solar energy electric systems; and

WHEREAS, upon passage of House Bill 541, Currituck County would expect to receive an additional \$183,052.00 in revenues; and

WHEREAS, the Currituck County Board of Commissioners supports HB 541 because it reduces the tax exemption requirement for local governments, provides additional revenues for local governments, enhances public education, and is an acknowledgement that the solar energy industry can be financially independent.

NOW, THEREFORE BE IT RESOLVED,

Section 1. Currituck County requests that its legislative delegation support House Bill 541 to reduce the local government property tax exclusion for solar energy electric systems.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the county's legislative delegation.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 15<sup>th</sup> day of April, 2019.

\_\_\_\_\_  
Bob White, Chairman

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

## Currituck County Board of Commissioners

ATTEST:

\_\_\_\_\_  
 Leeann Walton,  
 Clerk to the Board of Commissioners

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

**C) Consent Agenda**

Commissioner Mary Etheridge moved for approval of the Consent Agenda. The motion was seconded by Commissioner McCord. The motion passed unanimously.

Prior to the motion, Commissioner Mary Etheridge suggested discussing budget amendments in a work session before the meeting, particularly when there are many to be considered.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

**1) Approval Of Minutes for April 1, 2019****1. Minutes for April 1, 2019****2. Budget Amendments**

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10530-502000	Salaries		70,000
10530-502100	Overtime	483,064	
10530-503500	Temporary Services	98,000	
10530-505000	FICA	30,313	
10530-506000	Health Insurance		60,862
10530-507000	Retirement	87,574	
10530-511000	Telephone & Postage		3,000
10530-513000	Utilities		14,060
10530-514800	Fees Paid to Officials		500
10530-526000	Advertising		300
10530-531000	Fuel		8,000
10530-533900	Ambulance supplies	500	
10530-553000	Dues & Subscriptions	300	
10530-561200	Billing Fees	10,000	
10541-502000	Salaries	10,000	
10541-502100	Overtime		23,000
10541-505000	FICA		1,500
10541-506000	Health Insurance	1,200	
10541-507000	Retirement		2,000
10541-516200	Vehicle Maintenance		1,000
10541-531000	Fuel		1,000
10541-532000	Supplies	3,000	
10541-536000	Uniforms		1,000
10541-590000	Capital Outlay		46,346
10990-587012	T T - Fire Services		233,030
10340-450000	Ambulance Service		200,000
10530-590000	Capital Outlay		58,353
12548-502000	Salaries		260,000
12548-502100	Overtime	130,500	
12548-503500	Temporary Services		16,530
12548-505000	FICA		10,000
12548-506000	Health Insurance		65,000
12548-507000	Retirement		12,000
12390-495010	T F - Operating Fund	233,030	
		<u>\$ 1,087,481</u>	<u>\$ 1,087,481</u>
<b>Explanation:</b>	Emergency Medical Services (10530); County Fire Services (10541); Knotts Island Fire Services (12548) - Adjusting budget amendment to account for EMS personnel used to cover the Knotts Island station while hiring the initial Fire personnel for that stations and to increase EMS overtime to cover additional shifts in Carova Beach and to cover vacant positions and call out shifts. The ambulance remount scheduled for this fiscal year will not be completed until FY 2020. The budgeted funds for this remount will be used to offset additional funding and the remount will be included in the FY 2020 budget.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$200,000. Fire Services Fund (12) - Decreased by \$233,030.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
210541-502000	Salaries		325,000
210541-502100	Overtime	350,000	
210541-506000	Health Insurance		32,500
210541-511000	Telephone & Postage		600
210541-514000	Travel		500
210541-514500	Training & Education		3,900
210541-516000	Maintenance & repair		500
210541-531000	Fuel	5,000	
210541-532000	Supplies	2,000	
210541-553000	Dues & Subscriptions	2,000	
210541-561000	Professional Services	2,000	
210541-590000	Capital Outlay	2,000	
		<u>\$ 363,000</u>	<u>\$ 363,000</u>
<b>Explanation:</b>	Corolla County Fire Services (210541) - Transfer budgeted funds for overtime due to vacant positions for start-up of services in Corolla and for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Corolla Fire District Fund (210) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50531-596100	Public Safety Facility	1,749,300	
50390-495042	T F - Co Govt Facilities Fund		1,749,300
		<u>\$ 1,749,300</u>	<u>\$ 1,749,300</u>
<b>Explanation:</b>	County Governmental Construction (50531) - To record funds accumulated for the Public Safety Facility construction in FY 2018.		
<b>Net Budget Effect:</b>	County Governmental Facilities Fund (50) - Increased by \$1,749,300.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10796-545000	Contract Services	4,600	
10796-513000	Utilities		2,000
10796-516000	Repairs & Maintenance		2,600
		<u>\$ 4,600</u>	<u>\$ 4,600</u>
<b>Explanation:</b>	Currituck County Rural Center (10796) - Transfer for rental of portable stalls for the June horse show.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-506000	Health Insurance		40,000
10510-531000	Fuel		7,500
10510-532000	Supplies	7,500	
10511-502100	Salaries - overtime		8,000
10511-503000	Salaries - part time	8,000	
10511-506000	Health Insurance		9,000
10511-511000	Telephone & Postage		200
10511-513000	Utilities	10,000	
10511-514000	Travel	900	
10511-514500	Training & Education	1,000	
10511-545000	Contract services	49,000	
10511-547000	Meals		700
10511-590000	Capital Outlay		11,000
		<u>\$ 76,400</u>	<u>\$ 76,400</u>
<b>Explanation:</b>	Sheriff (10510); Detention Center (10511) - Transfer budget funds for operations and unanticipated inmate medical costs for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-590000	Capital Outlay	54,800	
10390-499900	Appropriated Fund Balance		54,800
		<u>\$ 54,800</u>	<u>\$ 54,800</u>
<b>Explanation:</b> Sheriff (10510) - To appropriate fund balance to purchase the following from Crime Control funds collected in prior years. These funds are restricted for law enforcement purchases. Vehicle HD (\$18,000); Pole mount plate reader (\$28,000); Equipment for interdiction vehicle (\$8,000).			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$54,800.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-516200	Vehicle Maintenance	20,002	
10380-484001	Insurance recovery		20,002
		<u>\$ 20,002</u>	<u>\$ 20,002</u>
<b>Explanation:</b> Sheriff (10510) - To increase appropriations to record insurance claims for damages to Sheriff vehicles.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$20,002.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-533800	Chemicals	10,000	
61818-516000	Repairs & Maintenance		12,000
61818-516200	Vehicle Maintenance	2,000	
61818-516400	Equipment Maintenance	1,000	
61818-545000	Contract Services		15,000
61818-532000	Supplies	10,000	
61818-511000	Telephone & Postage	9,000	
61818-506000	Health Insurance		4,000
61818-590003	Fire Hydrants		1,000
		<u>\$ 32,000</u>	<u>\$ 32,000</u>
<b>Explanation:</b> Mainland Water (61818) - Transfer budgeted funds for operations for the remainder of this fiscal year.			
<b>Net Budget Effect:</b> Mainland Water Fund (61) - No change.			



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-511000	Telephone & Postage		1,000
10650-514000	Travel	\$ 1,000	
10650-514500	Training & Education	1,000	
10650-557100	Software License Fee		\$ 1,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>
<b>Explanation:</b>	Economic Development (10650) - Transfer budgeted funds for increased registration fees and travel this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
67878-511000	Telephone & Postage	350	
67878-511010	Data Transmission		200
67878-532000	Supplies		700
67878-553000	Dues & Subscriptions	700	
67878-545100	Credit Card Fees	600	
67878-545000	Contract Services	400	
67878-533800	Chemicals	4,000	
67878-533200	Lab Tests	500	
67380-481000	Investment earnings		5,650
		<u>\$ 6,550</u>	<u>\$ 6,550</u>
<b>Explanation:</b>	Mainland Sewer (67878) - Increase appropriations for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Mainland Central Sewer (67) - Increased by \$5,650.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10750-561000	Professional Services	47,450	
10330-431000	DSS Administration		12,638
10750-506000	Health Insurance		34,812
		<u>\$ 47,450</u>	<u>\$ 47,450</u>

**Explanation:** Social Services Administration (10750) - Transfer budgeted funds and increase State appropriations for additional legal fees for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$12,638.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
52541-590001	SCBA GRANT 2019	1,094,500	
52390-495010	T F - OPERATING FUND		99,500
52330-445302	SCBA GRANT 2019		995,000
10990-587052	T T - MULTI-YEAR GRANT FUND	99,500	
10310-400018	AD VALOREM TAXES 2018 LEVY		99,500
		<u>\$ 1,194,000</u>	<u>\$ 1,194,000</u>

**Explanation:** Multi-year Grant Fund (52541) - Increase appropriations to record grant to replace the Self-contained Breathing Apparatus equipment for County employees and volunteers. This will address interoperability issues, improve firefighter safety and provide firefighters their own personal face mask.

**Net Budget Effect:** Multi-year Grant Fund (52) - Increased by \$1,094,500.  
Operating Fund (10) - Increased by \$99,500.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50442-590006	Connect Corolla - NC 12 Beautification	6,075	
50380-481000	Investment Earnings		6,075
		<u>\$ 6,075</u>	<u>\$ 6,075</u>

**Explanation:** County Governmental Construction (50442) - Increase appropriations for the NC 12 Beautification for additional landscaping in the Fall 2019 along Highway 12 by the new Ocean Sands Sewer Plant.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$6,075.

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10535-502100	Salaries - Overtime	18,000	
10535-502000	Salaries - Regular		18,000
		<u>\$ 18,000</u>	<u>\$ 18,000</u>
<b>Explanation:</b>	Communications (10535) - Transfer budgeted funds from regular salaries to overtime to cover position vacancies throughout the year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10490-516000	Repairs & Maintenance - Other	500	
10490-516003	Repairs & Maintenance - Court/Jail		500
		<u>\$ 500</u>	<u>\$ 500</u>
<b>Explanation:</b>	Court Facility Fees (10490) - Transfer budget funds for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10430-503000	Salaries - Part time	2,500	
10430-503430	Poll workers	11,500	
10430-505000	FICA Expense	1,071	
10430-514000	Travel	2,300	
10430-521000	Rent	1,100	
10430-526000	Advertising	1,200	
10430-532000	Supplies	1,880	
10430-532100	Ballots	8,500	
10430-590000	Capital Outlay	1,795	
10330-445200	Election Grants		1,875
10310-400018	Ad Valorem Taxes - 2018 Levy		29,971
		<u>\$ 31,846</u>	<u>\$ 31,846</u>
<b>Explanation:</b>	Elections (10430) - Increase appropriations for the April 30 primary to replace Walter Jones. The State Board of Elections has mandated purchase of equipment to print picture ID voter registration cards. This cost will be reimbursed by the State per e-mail to Sydni Banks dated March 21, 2019 from Ted Fitzgerald, NC State Board of Elections.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$31,846.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10441-526000	Advertising	3,000	
10441-506000	Health Insurance		3,000
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

**Explanation:** Information Technology (10441) - Transfer budgeted funds for additional advertising to vacant positions.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10550-503000	Salaries - Part time	2,000	
10550-502000	Salaries - Regular		10,000
10550-506000	Health Insurance		9,000
10550-513000	Utilities	5,000	
10550-531002	Aviation Fuel	100,000	
10350-467100	Aviation Fuel Receipts		88,000
		<u>\$ 107,000</u>	<u>\$ 107,000</u>

**Explanation:** Airport (10550) - Increase appropriations for increase in part-time salaries due to position vacancy, increased utility costs and additional aviation fuel purchased for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10540-545100	Credit Card Fees	5,000	
10540-506000	Insurance Expense		5,000
		<u>\$ 5,000</u>	<u>\$ 5,000</u>

**Explanation:** Community Development - Inspections (10540) - Transfer budgeted funds for increased usage of paying permits by credit cards.

**Net Budget Effect:** Operating Fund (10) - No change.

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10440-511000	Telephone & Postage	1,500	
10440-526000	Advertising	1,500	
10440-532000	Supplies	1,000	
10440-535000	Safekeeping Fees		500
10440-545100	Credit Card Fees	1,000	
10440-553000	Dues & Subscription	400	
10440-506000	Health Insurance		4,000
10440-503500	Temporary Services		900
		<u>\$ 5,400</u>	<u>\$ 5,400</u>
<b>Explanation:</b>	Finance (10440) - Transfer budgeted funds for increase in postage effective in January 2019 and other cost increases incurred throughout the year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10410-553000	Dues & Subscriptions	150	
10410-506000	Health Insurance		150
		<u>\$ 150</u>	<u>\$ 150</u>
<b>Explanation:</b>	Administration (10410) - Transfer budgetd funds for increase in dues for this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10795-576001	Baseball	\$ 7,498	
10795-532000	Supplies		\$ 3,498
10795-576015	Tackle Football		\$ 4,000
		\$ 7,498	\$ 7,498
<b>Explanation:</b> Parks & Recreation (10795) - Transfer funds for operations for the remainder of this fiscal year.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			

### 3. Adoption of Revised Master Fee Schedule

Currituck County Master Fee Schedule									
Rate and Fee Schedule effective July 1, 2018									
<b>Dept.</b>	<b>Description</b>	<b>Cost</b>							
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00	annual						
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee	due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10						
Airport	Concession Fees - Banner Towing Operations	\$75.00	annual						
Airport	Concession Fees - Crop Dusting	\$300.00	annual						
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00	annual						
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00	annual						
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00	annual						
Airport	Concession Fees- Hang Gliding	\$7,000.00	annual						
Airport	Concession Fees - Rental Car Services	\$300.00	annual						
Airport	Hangar leases, non-commercial	\$2,760.00	annual, payable \$230 per month - Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly		
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00	Effective 8/1/2013	\$483.00	\$ 5,506	\$ 5,216	\$ 435		
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00	Effective 8/1/2013	\$546.25	\$ 6,227	\$ 5,900	\$ 492		
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00	Effective 8/1/2013	\$460.00	\$ 5,244	\$ 4,968	\$ 414		
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00	Effective 8/1/2013	\$460.00	\$ 5,244	\$ 4,968	\$ 414		
Airport	Hangars, commercial C-1	\$7,590.00	Effective 8/1/2013	\$632.50	\$ 7,211	\$ 6,831	\$ 569		
Airport	Late Fee	\$15.00	Payments received after 10th of each month for each hangar and/or tie-down lease						
Airport	Tie-down leases	\$10.00	per month						
Animal Services & Control	Adoption Fee- Dog	\$125.00	Discounts up to 50% off at the discretion of the Director and/or Shelter						
Animal Services & Control	Adoption Fee- Cat	\$75.00							
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day							
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00							

CCRC	Facility rental fees				
CCRC	Apartment		\$35.00	per night	
CCRC	Complete facility rental fee/Exclusive right to grounds		\$500.00	per day.	
CCRC	Picnic Shelter- half day rental		\$25.00	per day/per room (up to 4 hours)	
CCRC	Picnic Shelter- full day rental		\$50.00	per day/per room (up to 8 hours)	
CCRC	Indoor Arena:		\$175.00	per weekend day	
CCRC			\$125.00	per week day	
CCRC	Hourly rental of indoor arena		\$25.00	per hour	
CCRC	Outdoor Arena:		\$125.00	per weekend day	
CCRC			\$100.00	per week day	
CCRC	Hourly rental of outdoor arena		\$25.00	per hour	
CCRC	Park Attendant		\$18.00	per hour - nights/weekends/holidays	
CCRC	Stall Rental:				
CCRC	Overnight, no event		\$35.00	per nights	
CCRC	With event		\$15.00	day stall	
CCRC			\$25.00	2 day show	
CCRC			\$30.00	3 day show	
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.				
CCRC	Shavings		\$6.75	per bag	
CCRC	RV/Camper Hook-up		\$25.00	per night	
CCRC	Weekend schooling (No event)		\$25.00	per hour	
CCRC	Vendor Hook-up		\$25.00	per day	
CCRC	Technology fee		\$50.00	Includes wifi, phone, copier, fax access	
CCRC	Notary Fees				
CCRC	Official County business		No charge		
CCRC	Other		\$5	per document	
CCRC	Returned check/credit card/eft fee		\$25.00		
Communications	CD: 911 Data		\$25.00		
Communications	911 Incident Report/911 Transcripts		\$1.00	per page	
Community Development	<b>Central Permitting Fees:</b>		<b>Residential</b>	<b>Commercial</b>	
Community Development	New construction and additions		\$0.30 per sf	\$0.35 per sf	
Community Development	Alterations		\$0.15 per sf	\$0.12 per sf	
Community Development	Cell Tower Evaluation			\$1,000 minimum; actual cost for more complex evaluations	

Community Development	Chimney/Woodstove			\$35.00	\$50	
Community Development	Decks			\$0.30 per sf	\$0.35 per sf	
Community Development	Dune decks and walkways			\$0.30 per sf	\$0.35 per sf	
Community Development	Demolition			\$35.00	\$75	
Community Development	Detached Buildings			\$0.15 per sf	\$0.15 per sf	
Community Development	Farm Building			N/A	\$0.35 per sf	
Community Development	Fuel Pumps			N/A	\$50 per pump	
Community Development	Gas (Propane/Natural)			\$50.00	\$100	
Community Development	HVAC changeout (includes all trade permits)			\$35.00	\$50	
Community Development	Insulation (new)			\$50.00	\$100	
Community Development	Insulation (alteration)			\$25.00	\$50	
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft	\$50	\$100		
Community Development	Mobile Homes			\$0.20 per sf	N/A	
Community Development	Modulars			\$0.25 per sf	\$0.30 per sf	
Community Development	P M E (New)			\$50 each	\$100 each/per suite	
Community Development	P M E (Alterations)			\$25 each	\$50each/ per suite	
Community Development	Roofing (sheathing replacement)			\$50.00	\$50	
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft	\$35	\$50		
Community Development	Solar array	\$50 base + \$0.20 per panel			\$200 base + \$0.20 per panel	
Community Development	County, State, Federal, Non-profit			No fee	No fee	
Community Development	Miscellaneous:					
Community Development	Bulkhead, Pier, Dock, Boatlift			\$50.00	\$100	
Community Development	CAMA Minor Permit			\$100.00	\$100	
Community Development	Elevator (includes trade permits)			\$75.00	\$150	
Community Development	Fire Alarm			N/A	\$50	
Community Development	Fire Sprinklers			\$50.00	\$100	
Community Development	Historic Structure Application Fee			\$100.00	\$100	
Community Development	Hot Tub (includes trade permits)			\$50.00	\$100	
Community Development	Moving Permit			\$0.20 per sf	\$0.20 per sf	
Community Development	Retaining wall			\$50 each	\$100 each	
Community Development	Siding replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75		
Community Development	Swimming Pool (flat fee includes trade permits)			\$75.00	\$200	
Community Development	Signs (on premise)			N/A	\$50 per sign	
Community Development	Signs (off premise)			N/A	\$50 per sign	
Community Development	Temporary Office			N/A	\$60	
Community Development	Tents and Membrane Structures	Greater than 800 sq ft	\$50	\$50 per structure		
Community Development	Towers			\$500 each		
Community Development	Window, Door replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75		
Community Development	Wind Turbine			\$200 each	\$500 each	
Community Development	Amusement rides, water slides			N/A	\$500 each ride	
Community Development	Minimum permit fee			\$25.00	\$50	
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:					
Community Development	\$1-\$5,000			\$50.00	\$100	
Community Development	Over \$5,000			\$10 per \$1,000	\$20 per \$1,000	
Community Development	Inspection Division Fees:					
Community Development	Re-inspection			\$50 per trip	\$50 per trip	
Community Development	Working without a permit	Greater of \$50 or 25% of cost		\$100 or 25% of cost		
Community Development	Private Schools/Daycare inspection			N/A	\$100	
Community Development	ABC Inspections			N/A	\$100	
Community Development	Commercial Exhaust Hoods			N/A	\$100 each	
Community Development	Generators (includes trade permits)			\$100.00	\$200	
Community Development	Home Occupations			\$50.00	NA	
Community Development	Planning Division Fees:					
Community Development	Administrative Adjustment			\$100.00	\$100	
Community Development	Clear-Cut Permit			\$50.00	\$50	
Community Development	Minor Subdivision (Conventional)			\$25 per lot	\$25 per lot	
Community Development	Private Access or Family Subdivision			\$50 per lot	N/A	
Community Development	Sign Return Fee (Unlawfully placed signs)			\$25.00	\$25	
Community Development	Site Plan - Major			N/A	\$0.02 sf gross floor area; \$50 minimum	
Community Development	Site Plan - Minor			\$50.00	\$50	
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat		\$100 per lot/\$250 Amended Plat		
Community Development	Subdivision - Minor			\$50 per lot	\$50 per lot	
Community Development	Temporary Use Permit			\$50.00	\$50	
Community Development	Zoning/Flood determination letter			\$25.00	\$25	
Community Development	Board of Adjustment Fees:					
Community Development	Appeal or Interpretation			\$150.00	\$150	
Community Development	Variance			\$150.00	\$150	
Community Development	Literature and Materials					
Community Development	Unified Development Ordinance (UDO)			\$30.00	\$30.00	
Community Development	Land Use Plan			\$30.00	\$30.00	
Community Development	Small Area Plans or Technical Documents			\$20.00	\$20.00	
Community Development	Official Zoning Map (Copy)			\$10.00	\$10.00	
Community Development	Planning Board					
Community Development	Conditional Rezoning			\$150 + \$5/acre	\$150 + \$5/acre	
Community Development	Development Agreement			\$150 + \$5/acre	\$150 + \$5/acre	
Community Development	Planned Development			\$300 + \$5/acre	\$300 + \$5/acre	



Community Development	Text Amendment		\$150.00	\$150	
Community Development	Land Use Plan Amendment		\$150.00	\$150	
Community Development	Use Permit-or Amended Use Permit		\$150.00	\$150	
Community Development	Zoning Map Amendment		\$150 + \$5/acre	\$150 + \$5/acre	
Community Development	Public Copies - 1 sided		\$0.10	\$	0.10
Community Development	Public Copies - 2 sided		\$0.15	\$	0.15
Community Development	Public Copies color up the 8.5" X 14"		\$0.25	\$	0.25
Community Development	Notary Fees				
Community Development	Official County business		No charge	No charge	
Community Development	Other		\$5 per document	\$5 per document	
Community Development	Returned check/credit card/eft fee		\$25.00		
Community Development	Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.				
Community Development	Beach Parking Permit - Seasonal/Non-resident		\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - Seasonal/Resident Guest Pass - County address specific/not vehicle specific		\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day	
Community Development	Beach Parking Permit - 10 Day		\$50.00	10 days from date of permit - Nonresident	
Community Development	Beach Parking Permit - Currituck Property Owners and Residents				
	Seasonal Pass with valid registration - 1 per vehicle		No charge		
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program		No charge		
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area		No charge		
Community Development	Outdoor Tour Operator License		\$950.00	per vehicle	
Community Development	Technology fee		\$1 per permit	\$1 per permit	
Cooperative Extension	Facility rental fees				
Cooperative Extension	Auditorium		\$500.00	per day	
Cooperative Extension	Auditorium set up day		\$100.00	per event	
Cooperative Extension	Conference Room		\$100.00	per day/per room	
Cooperative Extension	Classrooms		\$50.00	per day/per room	
Cooperative Extension	Custodian		\$20.00	per hour - nights/weekends/holidays	
Cooperative Extension	Public Copies - 1 sided		\$0.10		
Cooperative Extension	Public Copies - 2 sided		\$0.15		
Cooperative Extension	Public Copies color up the 8.5" X 14"		\$0.25	per side	
Cooperative Extension	Notary Fees				
Cooperative Extension	Official County business		\$0.00	no charge	
Cooperative Extension	Other		\$5.00	per document	
Cooperative Extension	Returned check/credit card/eft fee		\$25.00		
Elections	Copies, color double sided		\$0.45		
Elections	Copies, color single sided		\$0.25		
Elections	Copies, standard letter or legal, per copy		\$0.10		
Elections	Diskette		\$10.00		
Elections	Labels, per label		\$0.01	Minimum \$.30	
Elections	Print-out, per page		\$0.05	Minimum \$.25	
EMS	Public Copies - 1 sided		\$0.10		
EMS	Public Copies - 2 sided		\$0.15		
EMS	Public Copies color up the 8.5" X 14"		\$0.25	per side	
EMS	Notary Fees				
EMS	Official County business		\$0.00	no charge	
EMS	Other		\$5.00	per document	
EMS	Returned check/credit card/eft fee		\$25.00		
EMS	Stand-by events		\$50.00	hour	
ITS	CD1: GIS data CD		\$50.00		
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography		\$100.00	per year requested	
ITS	Copies, GIS Data, Laser 11 x 17 black and white		\$1.00		
ITS	Copies, GIS Data, Laser 11 x 17 color		\$2.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white		\$0.50		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color		\$1.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white		\$0.75		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color		\$1.50		
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36		\$5.00		
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42		\$8.00		
ITS	Copies, GIS Data, Plotter Greater than 36 x 42		\$10.00		

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ITS	Copies, GIS Data, Plotter less than 20 x 24		\$3.00	
ITS	Official Zoning Map		\$10.00	
ITS	CD3: 1995 Aerial Photography (black & white only)		\$50.00	
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)		\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)
Library	Books, Fines for Overdues		\$0.10	per day
Library	Copies, standard letter or legal, per copy		\$0.10	
Library	Fax - Incoming		\$1.00	
Library	Fax - Outgoing		\$2.50	plus \$1.00 each additional page
Mainland Water	3" Riser	Actual cost + 20%		
Mainland Water	6" Riser	Actual cost + 20%		
Mainland Water	Backhoe per hour	\$125.00		
Mainland Water	Bacteriological tests	\$50.00		
Mainland Water	Check Valve	Actual cost + 20%		
Mainland Water	Chloride tests	\$20.00		
Mainland Water	Ditch Witch per hour	\$125.00		
Mainland Water	ERT for Radio Read meter	Actual cost + 20%		
Mainland Water	Excavator per hour	\$125.00		
Mainland Water	Fire hydrant meter - Deposit	\$2,500.00		
Mainland Water	Fire hydrant meter setup fee	\$50.00		
Mainland Water	High-risk deposit (owner or renter)	\$200.00		or three months' billing of previous usage, whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/wom out	Included with connection fee		County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/wom out	Paid by contractor		Contractor installations
Mainland Water	Water connection - contractor installs	No fee		
Mainland Water	Water connection fee, 3/4 inch	\$1,000.00		County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation	\$1,000.00		
Mainland Water	Water connection fee, >3/4 inch irrigation	Actual cost + 20%		
Mainland Water	Water connection fee > 3/4 inch	Actual cost + 20%		County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch	\$4,279.00		Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch	TBD		Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship	\$3,000.00		
Mainland Water	Impact Fees for Centers of Worship	\$3,000.00		
Mainland Water	Impact Fee 3/4 inch Irrigation Meter	\$1,000.00		
Mainland Water	Impact Fee 1 inch Irrigation Meter	\$1,300.00		
Mainland Water	Impact Fees 3/4 inch	\$6,000.00		
Mainland Water	Impact Fees 1 inch	\$6,500.00		
Mainland Water	Impact Fees 2 inch	\$7,000.00		minimum - price quoted at time of application for 2" and larger
Mainland Water	Impact Fees 3 inch	\$7,500.00		"
Mainland Water	Impact Fees 4 inch	\$8,000.00		"
Mainland Water	Impact Fees 6 inch	\$8,500.00		"
Mainland Water	Impact Fees 6 inch Fire Service	\$6,000.00		
Mainland Water	Labor per man hour	\$60.00		
Mainland Water	Lid only	Actual cost + 20%		
Mainland Water	Lock	Actual cost + 20%		
Mainland Water	Meter - damaged/vandalized	Actual cost + 20%		
Mainland Water	Meter accessibility charge	\$35.00		
Mainland Water	Meter Box	Actual cost + 20%		
Mainland Water	Meter tampering fee	\$75.00		
Mainland Water	Meter testing fee	\$50.00		If meter accurate
Mainland Water	Meter testing fee	No Charge		If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$25.00		
Mainland Water	Pipe pressure/leakage retest	\$150.00		
Mainland Water	Pipe pressure/leakage test	\$150.00		
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$50.00		8AM - 5PM
Mainland Water	Renter deposit	\$150.00		
Mainland Water	Reread meter - our reading correct	\$25.00		
Mainland Water	Reread meter - our reading incorrect	No Charge		
Mainland Water	Retrofit Meter	Actual cost + 20%		
Mainland Water	Returned check fee	\$25.00		
Mainland Water	Road Bore	Actual cost + 20%		
Mainland Water	Special request meter reading	\$25.00		
Mainland Water	Turn on/off fee, per occurrence	\$25.00		Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$50.00		After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%		
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as all other water consumption charges		
Mainland Water	Water Charge Local Government/Board of Education	Same as all other water consumption charges		
Mainland Water	Water Charge base 0-2000 gallons	\$20.00		month
Mainland Water	Water Charge up to 5000 gallons	\$4.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons	\$5.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons	\$6.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons	\$7.50		per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons	\$8.50		per 1000 gal./effective 7/1/2016

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

Mainland Water	Yoke		Actual cost + 20%	
Mainland Water	Yoke valve with meter nut		Actual cost + 20%	
Mainland Sewer	Sewer developmental fee, 3/4 inch		\$5,806.00	Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch		\$5,806.00	Per Equivalent Residential Unit of 360 gallons per day
Mainland-Sewer	Tap Fee in Maple Commerce Park		\$7,700.00	per EBU (250-gpd)
Mainland-Sewer	Tap Fee in Moyock		\$5,500.00	per EBU (250-gpd)
Mainland-Sewer	Tap Fee in Walnut Island/Waterside Villages		\$4,500.00	
Mainland Sewer	Sewer Utility Charge	1.5x Water Usage Charge	\$30	minimum base rate
Mainland Sewer	Residential renter deposit		\$150.00	
Mainland Sewer	Residential renter deposit (High Risk)		\$200.00	3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account		\$25.00	
Mainland Sewer	Reconnection fee		\$50.00	
Mainland Sewer	Sewer Service Tampering Fee		\$75.00	Min \$75 plus cost of damages
Parks & Rec	Knotts Island		\$200.00	per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields		\$200.00	per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields		\$200.00	per field/per day
Parks & Rec	Maple Park		\$300.00	per day
Parks & Rec	Maple Skate Park		\$200.00	per day
Parks & Rec	Sound Park		\$500.00	per day
Parks & Rec	Veteran's Memorial Park		\$200.00	per day
Parks & Rec	Walnut Island Park		\$200.00	per day
Parks & Rec	Adult Softball (men and women)		\$200.00	per team
Parks & Rec	Youth Cheerleading		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football		\$25.00	per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball		\$25.00	per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball		\$20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5	No Charge		
Parks & Rec	Tournament Admission Fees- Ages 6-12		\$3.00	
Parks & Rec	Tournament Admission Fees-13 and up		\$5.00	
Parks & Rec	Concessions	Cost + 100% to 300%		
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$25.00	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$50.00	daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball		\$20.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer		\$25.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter		\$25.00	per 1/2 day/\$50 daily
Parks & Rec	Parks			
Parks & Rec	Staff for Events (if required) - Park Attendant		\$18.00	per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent		\$18.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Director		\$28.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist		\$18.00	per hour
Ocean Sands	Water rates - See Southern Outer Banks Water			Same as SOBWS rates
Ocean Sands	Sewer Utility Charge	\$7.95 base + 1.5x Water		Rate increase effective with billings on or after January 1, 2014
Ocean Sands	Sewer Tap Fee		\$450.00	
Ocean Sands	Water rate	Refer to SOBWS rates		
Ocean Sands	Water connection - contractor installs	No fee		
Ocean Sands	Water connection fee, 3/4 inch		\$1,000.00	County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch	Actual cost + 20%		County staff installs connection
Ocean Sands	Water developmental fee		\$2,000.00	Minimum fee
Ocean Sands	Sewer developmental fee		\$450.00	Minimum fee
Ocean Sands	Water Tap 3/4-inch meter		\$2,000.00	
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County		\$83.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW		\$73.00	per ton
Register of Deeds	Birth or Death Amendments (preparation)		\$10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records		\$15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County		\$10.00	
Register of Deeds	Birth or Death Legitimations State (via check)		\$10.00	
Register of Deeds	Birth or Death Record, Certified Copy		\$10.00	
Register of Deeds	Birth, Delayed Birth Applications		\$20.00	
Register of Deeds	Copies, Certified 1st page		\$5.00	plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified		\$0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page		\$0.50	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax		\$1.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page		\$2.00	

Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$3.00	
Register of Deeds	Copies, Uncertified VIA Mail	\$1.00	
Register of Deeds	Deeds of Trust and Mortgages	\$64.00	Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35	\$4.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)	\$10.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation	Free	
Register of Deeds	Highway Maps 1st page	\$21.00	
Register of Deeds	Highway Maps Additional Page(s)	\$5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$5.00	
Register of Deeds	Instrument, General	\$26.00	Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15	\$4.00	
Register of Deeds	Instrument, General Additional ( multi-instrument)	\$10.00	
Register of Deeds	Marriage License	\$60.00	
Register of Deeds	Marriage License Certified Copy	\$10.00	
Register of Deeds	Marriage License Corrections	\$10.00	
Register of Deeds	Notary Oath	\$10.00	
Register of Deeds	Plats 1st page (GS 161-10)	\$21.00	
Register of Deeds	Plats Additional Page(s)	\$21.00	
Register of Deeds	Plats Certified Copy (per 1st page)	\$5.00	
Register of Deeds	Plats Certified Copy - each additional page after first page	\$2.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$45.00	plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties	\$2.00	each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee	\$25.00	G.S. 161-14(b)
Soil Conservation	Soil surveys/publications	Free	
Sheriff	Peddler License initial fee	\$35.00	
Sheriff	Peddler License renewal fee	\$20.00	
Sheriff	Noise permits	\$25.00	
Sheriff	Adult Entertainment Business Permit - New	\$100.00	
Sheriff	Adult Entertainment Business Permit - Renew	\$50.00	
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex	
Sheriff	Copies; uncertified color	\$0.25 per page	
Sheriff	Copies; Certified	\$1.00	
Sheriff	CD - Detention Interviews	\$10.00	
Sheriff	Entertainer's License - New	\$50.00	
Sheriff	Entertainer's License - Renew	\$25.00	
Sheriff	Handgun Purchase Permit	\$5.00	
Sheriff	Concealed Weapon Permit - New	\$90.00	
Sheriff	Concealed Weapon Permit - Renew	\$80.00	
S Outer Banks Water	3" Riser	Actual cost + 20%	
S Outer Banks Water	6" Riser	Actual cost + 20%	
S Outer Banks Water	Backhoe per hour	\$125.00	
S Outer Banks Water	Excavator per hour	\$125.00	
S Outer Banks Water	Bacteriological tests	\$50.00	
S Outer Banks Water	Check Valve	Actual cost + 20%	
S Outer Banks Water	Chloride tests	\$20.00	
S Outer Banks Water	Ditch Witch per hour	\$125.00	
S Outer Banks Water	ERT for Radio Read meter	Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit	\$2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee	\$50.00	
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs	No fee	
S Outer Banks Water	Water connection fee, 3/4 inch residential meter	\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch	Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter	\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter	Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch	\$5,000.00	Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch	TBD	Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship	\$3,000.00	
S Outer Banks Water	Impact Fee 1-inch for Centers of Worship	\$3,000.00	
S Outer Banks Water	Impact Fee 3/4-inch Irrigation Meter	\$1,000.00	
S Outer Banks Water	Impact Fee 1-inch Irrigation Meter	\$1,300.00	
S Outer Banks Water	Impact Fee 3/4" Meter	\$6,000.00	
S Outer Banks Water	Impact Fee 1" Meter	\$6,500.00	
S Outer Banks Water	Impact Fee 2-inch	\$7,000.00	minimum - price quoted at time of application for 2" and larger
S Outer Banks Water	Impact Fee 3-inch	\$7,500.00	"
S Outer Banks Water	Impact Fee 4-inch	\$8,000.00	"
S Outer Banks Water	Impact Fee 6-inch	\$8,500.00	"

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

S Outer Banks Water	Impact Fee 6 inch Fire Services		\$6,000.00	"	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH	\$1,000.00		
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH	\$1,000.00		
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH	\$1,000.00	per 3 machines	
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	(condos, cottage courts, apartments)	
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	Each habitable unit	
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	per 16 seats or fraction thereof	
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH	\$1,000.00		
S Outer Banks Water	Labor per man hour		\$60.00		
S Outer Banks Water	Lid only		Actual cost + 20%		
S Outer Banks Water	Lock		Actual cost + 20%		
S Outer Banks Water	Meter		Actual cost + 20%		
S Outer Banks Water	Meter accessibility charge		\$35.00		
S Outer Banks Water	Meter Box		Actual cost + 20%		
S Outer Banks Water	Meter tampering fee		\$75.00		
S Outer Banks Water	Meter testing fee		\$50.00	If meter accurate	
S Outer Banks Water	Meter testing fee		No Charge	If more than 2.5% inaccurate	
S Outer Banks Water	Open/reopen/transfer account		\$25.00		
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00		
S Outer Banks Water	Pipe pressure/leakage test		\$150.00		
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)		\$50.00	8AM - 5PM	
S Outer Banks Water	Renter deposit		\$150.00		
S Outer Banks Water	Reread meter - our reading correct		\$25.00		
S Outer Banks Water	Reread meter - our reading incorrect		No Charge		
S Outer Banks Water	Retrofit Meter		Actual cost + 20%		
S Outer Banks Water	Returned check fee		\$25.00		
S Outer Banks Water	Road Bore		Actual cost + 20%		
S Outer Banks Water	Special request meter reading		\$25.00		
S Outer Banks Water	Turn on/off fee, per occurrence		\$25.00	Normal working hours	
S Outer Banks Water	Turn on/off fee, per occurrence		\$50.00	After normal working hours	
S Outer Banks Water	Union half with nut		Actual cost + 20%		
S Outer Banks Water	Water Charge - Pine Island Base Rate		\$30.00	month	
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons		\$4.50	per 1000 gal	
S Outer Banks Water	Water Charge Base Rate		\$20.00	month	
S Outer Banks Water	Water charge up to 2,500 gallons		\$3.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Water Charge up to 5,000 gallons		\$4.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Water Charge up to 10,000 gallons		\$5.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Water Charge up to 15,000 gallons		\$6.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Water Charge up to 20,000 gallons		\$7.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Water Charge over 20,000 gallons		\$8.50	per 1000 gal./effective 7/1/2016	
S Outer Banks Water	Yoke		Actual cost + 20%		
S Outer Banks Water	Yoke valve with meter nut		Actual cost + 20%		
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00		
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)		\$100.00		
Sr. Center	Powells Point Bldg- Deposit		\$100.00	per event	
Sr. Center	Powells Point Bldg- Rent		\$100.00	per event	
Sr. Center	Fax - outgoing		\$2.50	first page	\$1.00 each additional page
Sr. Center	Fax - Incoming		\$1.00		
Sr. Center	Public Copies - 1 sided		\$0.10		
Sr. Center	Public Copies - 2 sided		\$0.15		
Sr. Center	Notary Fees				
Sr. Center	Official County business		\$0.00		
Sr. Center	Other		\$5.00	per document	
Sr. Center	Returned check/credit card/eft fee		\$25.00		
Tax	Public Copies - 1 sided		\$0.10		
Tax	Public Copies - 2 sided		\$0.15		
Tax	Public Copies - Color (Up to 8.5" X 14")		\$0.25	per side	
Tax	Public Copies - Color (11" x 17")		\$0.50	per side	
Tax	Labels, per label		\$0.03	Minimum \$10.00	
Tax	Aerial Tax Maps		\$8.00		
Tax	Subdivision Tax Maps		\$3.00	per sheet	
Tax	Street Atlas		\$8.00		
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$0.10	Payment for Taxes; Minimum \$25.00	
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$25.00	G.S. 105-357(b)(2)	
Tax	Property Record Card		\$0.50	All other than taxes	
Tax	Property Record Card		\$0.50	each	
Tourism	Heritage Festival - BBQ Contest Registration		\$300.00	per team - includes RV hookup fee	
Tourism	Heritage Festival - Rodeo admission - Ages 13+	\$15 Adv/\$20 Day of Event			
Tourism	Heritage Festival - Rodeo admission - Ages 6-12	\$10 Adv/\$15 Day of Event			
Tourism	Heritage Festival - Rodeo admission - Ages 0-5	No Charge			
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)		\$45.00	Advance sales only	
Tourism	Heritage Festival - Rodeo admission - BBQ Participants		\$10.00	Advance sales only	
Tourism	Legacy Tours Whalehead Ages 0-5	No charge			
Tourism	Legacy Tours Whalehead Ages 6-12		\$5.00		

Tourism	Legacy Tours Whalehead Ages 13-54		\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+		\$5.00	
Tourism	Legacy Tours Whalehead Active Military		\$5.00	
Tourism	Legacy Tours Wounded Warrior		No charge	
Tourism	Legacy Tours Whalehead Group Student		\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult		\$5.00	Coordinator/Bus Driver No charge
				Based on type of Tour and Resources
Tourism	Specialty Tours		TBD	involved
Tourism	Whalehead Wednesday		\$15.00	Price includes wine tasting and glass
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.			
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)		\$750.00	
Tourism	Grounds Rental - Secondary Site		\$400.00	
Tourism	Grounds Rental - Picnic Shelter		\$50.00	
Tourism	Grounds Rental - Gazebo		\$150.00	
Tourism	Grounds Rental - Side Porch		\$50.00	
Tourism	Grounds Refundable Security Deposit		\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit		\$25.00	
Tourism	Golf Cart Rental per 8 hours		\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise			Cost + 100%
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise			Cost + 50%
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise			Cost + 35%
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise			Cost + 25%
Tourism	Vendor Booth Fee		No Charge - Currituck County	
Tourism	Vendor Booth Fee		Property Owner	
Tourism	Vendor Booth Fee		\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$400.00	per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$250.00	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less		\$50.00	per day for all months
Other	Notary Fees		Free	Official County Business
Other	Notary Fees		\$5.00	Other than County Business
Other	Returned Check Fee		\$25.00	
NOTES:				
Occupancy Tax and Sales Taxes will be charged if applicable.				
All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigation meter \$1,300 are available to any customer with an existing paid tap.			
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.			
Mainland Water	Impact Fees: All installation costs for labor, materials and equipment shall be paid by the owner/developer/purchaser.			
Mainland Water	Subdivisions with active sketch plan approval prior to July 1, 2007 included on attached list will be assessed impact fees at the rate in effect on June 30, 2007 until June 30, 2009. Beginning July 1, 2009 any subdivisions that have not paid the fees will be charged the rate in place at this time of payment.			
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.			
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.			
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.			

Revised this 15th day of April 2019.		
Bob White, Chairman		
Attest:		
Leeann Walton, Clerk to the Board		

#### 4. Surplus Resolution-Annual Housekeeping FY 2018-19

## RESOLUTION

**WHEREAS**, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.

County Asset Tag	Description	Serial Number
1951	JOHN DEERE LAWN MOWER	M00180B 489103
1958	Mark 2 Unit W/Case	36-00128
1990	Motorola Mobile VHF Radio	
1992	Mobile UHF Radio W/Gain Antenna- Maratrac	T73XTA7TA7-K
2059	CAMCORDER	18HB01754
2123	KENMORE REFRIGERATOR	B91230981
2231	Motorola MT1000 Portable Radio- Moyock	751APY2070
2267	COURTHOUSE HEATING/AC - PHASE II	
2538	Megacode Kelly Trauma Package	CPR2350
2680	MOVING RADAR- MPH K-55	
2752	Robinair Freon Machine	5050
2754	MARKETING EXHIBIT	
2794	12 PLASTIC/METAL STACK CHAIRS	
2862	430 JOHN DEERE TRACTOR	CH3029D043724
3021	RADAR- X-BAND	
3079	LOW PRESSURE SCBA 30 MIN MED	
3080	LOW PRESSURE SCBA 30 MIN MED	
3116	Motorola HT100 Portable Radio- Medic #	402AVAA474- 751APY20
3124	Recording Resusci Annie	R2503
3666	CONCRETE AT OLD HEALTH DEPARTMENT	
3708	MACKIE 24 CHANNEL MIXING BOARD	
3961	Mita DC-1755 Copier	37044 407
4003	75R PASSICE PIPE/CABLE LOCATOR	
5280	1 STACKING LEG CHAIR	
5362	PRO PLUS HEART-RATE TREADMILL	MORH37991
5429	EMERGENCY GENERATOR FOR FUEL FARM	1181162
5474	Office Furniture for PPCB	
5560	FLOATING IN CAR VIDEO SYSTEM	86117
5561	FLOATING IN CAR VIDEO SYSTEM	86118
5562	FLOATING IN CAR VIDEO SYSTEM	86119
5563	FLOATING IN CAR VIDEO SYSTEM	86120
5573	Minolta Copier	31036394
5607	PRO 1000 DS TRAFFIC RADAR	DS15400
5711	TASER GUN	P3-022-304
5768	SEARS 55" BIG SCREEN TV	YA1AO322000510
5769	4 TON HEAT/AC UNIT- BACK DOWNSTAIRS CRTH	WEMM032375
5791	2 Geiger Counters- James/Stanley	09961 & 09978
5795	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27301
5796	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27292
5797	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27298
5798	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E25007
5799	GOLDEN EAGLE RADAR UNIT- TRAFFIC GRANT	E27300
5938	YORK 6 TON HEAT PUMP- FOOR 1 COURTHOUSE	NFLM062063
6118	MURRAY 42" 6 SPEED LAWN MOWER	7537214651100260
6235	M100 BALLOT BOX W/KIT	217430
6236	M100 BALLOT BOX W/KIT	216877
6237	M100 BALLOT BOX W/KIT	222368
6238	M100 BALLOT BOX W/KIT	221327

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)



6239	M100 BALLOT BOX W/KIT	217419
6240	M100 BALLOT BOX W/KIT	217327
6241	M100 BALLOT BOX W/KIT	222438
6242	M100 BALLOT BOX W/KIT	222210
6243	M100 BALLOT BOX W/KIT	217431
6244	M100 BALLOT BOX W/KIT	222318
6245	M100 BALLOT BOX W/KIT	219959
6246	M100 BALLOT BOX W/KIT	222436
6247	M100 BALLOT BOX W/KIT	221949
6248	M100 BALLOT BOX W/KIT	222490
6249	M100 BALLOT BOX W/KIT	221578
6426	IN CAR CAMERA W/GPS	
6427	IN CAR CAMERA W/GPS	
6428	IN CAR CAMERA W/GPS	
6429	IN CAR CAMERA W/GPS	
6430	IN CAR CAMERA W/GPS	
6431	IN CAR CAMERA W/GPS	
6496	CARRIER R22 13 SEER PTAC HEAT PUMP	607795620
6777	480C GREY CROSS CUT SHREDDER	080117GE0003323
7015	SAMSUNG HEAT PUMP 410A- INVERTER MINI	
7238	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7239	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7240	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7241	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7242	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7243	IN CAR CAMERA/OVERHEAD CONSOLE COMBO	
7364	23 HP 54" Cub Cadet Mower	1H069H96088
7443	HP DESIGNJET T2300PS PRINTER	
7648	2012 BLUE YAHAMA 350 GRIZZLY	5Y4AH28Y6BA009664
7649	2012 GREEN YAMAHA 350 GRIZZLY	5Y4AH28YX9A007832
8351	2014 Green Yamaha 350 Grizzly ATV	5Y4AH30Y5EA016952
9038	BLACK X26P ECD TASER WITH HOLSTER	X12003RY0
2823A-S	7 Ergonomic Task chairs	
5484A-NN	40 WALNUT/ENAMEL CHAIRS	
6265A-B	2 Lateral 45 Drawer filing cabinet	
6878	REZNOIR 45,000 BTU NATURAL GAS HEATER	4263SRJ6V
7472A-K	11- 10 X 14 Deck Mats- Debris Site	
7498A-F	6- KENWOOD VHF RADIO W/NUMERIC DISPLAY	B1801220, B1801221, B1801222,
8937	COMPRESSOR 1 OF 2- HP-4C COURTROOM B	
8938	COMPRESSOR 2 OF 2- HP-4C COURTROOM B	

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the tight to reject any and all bids.

**ADOPTED**, this     th day of     , 2019.

\_\_\_\_\_  
Bob White  
County of Currituck, Board of Commissioners

\_\_\_\_\_  
LeeAnn Walton  
Clerk to the Board (Seal)

5. **Project Ordinance-SCBA Firefighter's Grant**
6. **Consideration and Approval of Lease Agreement between Currituck County and College of the Albemarle-Public Safety Building**
7. **Juvenile Crime Prevention Council County Funding Plan**
8. **Approval of County Manager Employment Contract-Stikeleather, Effective July 1, 2019**
9. **Adoption of 2019 Local Government Agencies General Records Retention & Disposition Schedule**

#### **D) County Manager's Report**

Commissioner Payment announced that North Carolina Department of Transportation has scheduled a resurfacing for North Carolina Highway 158 at the southern end of the county. Commissioner McCord reported on the current resurfacing in the northern part of the county, and County Manager, Dan Scanlon, provided an update on the next phases to project completion.

#### **ADJOURN**

##### **Motion to Adjourn Meeting**

There was no further business and Commissioner J. Owen Etheridge moved for adjournment. The motion was seconded by Commissioner Mary Etheridge. The motion passed unanimously and the meeting of the Board of Commissioners adjourned at 7:45 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

#### **SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

The Currituck County Board of Commissioners held a Special Meeting sitting as the Ocean Sands Water & Sewer District Board on May 6, 2019, immediately after adjournment of the 6:00 PM regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to hold a public hearing to receive comments on the developmental fees analysis performed for the Ocean Sands Water & Sewer District and to consider budget amendments.

## Public Hearing: Development Fee Analysis and Rate Structure for the Ocean Sands Water and Sewer District

Eric Weatherly, County Engineer, used a power point to define and review the processes and calculation methods used by Raftelis Financial Consultants, Inc., to perform a developmental fee analysis for determination of rates for Ocean Sands district water and wastewater.

The Board noted the significant increase in the maximum fees established through the analysis. Development, growth and future challenges with the existing utility were discussed. County Manager, Dan Scanlon, explained the purpose of the analysis and said the fees are set so the cost of the service is covered. He said no feedback was received during the forty-five day public comment period.

Board discussion concluded and Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed. Mr. Scanlon said a Resolution would be included on the next meeting agenda for adoption of Developmental Fees for Ocean Sands.

### OSWSD-Budget Amendments

County Manager, Dan Scanlon, reviewed the budget amendment for the Board. There was no discussion and Commissioner McCord moved for approval. The motion was seconded by Commissioner J. Owen Etheridge. The motion passed unanimously.

			Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
60808-511000	Telephone & Postage		\$ 400		
60808-545000	Contract Services - Water		\$ 2,000		
60808-545001	Contract Services - Sewer		\$ 25,000		
60808-545005	Purchase Water from Another		\$ 21,600		
60808-561000	Professional Services				\$ 39,000
60310-403018	District Taxes - 2018 Levy				\$ 10,000
			\$ 49,000		\$ 49,000
Explanation:	Ocean Sands Water and Sewer (60808) - Increase appropriations for increased cost of contracts and other operations for the remainder of this fiscal year.				
Net Budget Effect:	Ocean Sands Water and Sewer Fund (60) - Increased by \$49,000.				

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

### ADJOURN MEETING OF THE OSWSD BOARD

There was no further business and Commissioner Mary Etheridge moved for adjournment. The motion was seconded by Commissioner Payment. The motion passed unanimously and the meeting of the Ocean Sands Water & Sewer District Board adjourned at 7:57 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

### SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority on May 6, 2019, following adjournment of the 6:00 PM regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to consider budget amendments.

#### TDA-Budget Amendments

County Manager, Dan Scanlon, reviewed the budget amendments with the Board. After review, Chairman White moved for approval. The motion was seconded by Commissioner Mary Etheridge. The motion passed unanimously and the Budget Amendments were approved.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-554000	Insurance	\$ 1,500	
15448-506000	Health Insurance		\$ 1,500
		\$ 1,500	\$ 1,500
<b>Explanation:</b>	Occupancy Tax - Whalehead (15448) - Transfer funds for increase in insurance for artifacts.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) -No change.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-545000	Contract Services	\$ 15,000	
15447-561000	Professional Services		\$ 15,000
		\$ 15,000	\$ 15,000
<b>Explanation:</b>	Occupancy Tax - Tourism Related(15447) - Increase for landscaping services for new section of greenway. Warranty period ended March 31, 2019.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) -No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-516000	Repairs & Maintenance		\$ 2,000
15442-526200	Promotions		\$ 4,200
15442-532000	Supplies		\$ 2,000
15442-590000	Capital Outlay	\$ 8,200	
		\$ 8,200	\$ 8,200

**Explanation:** Occupancy Tax Promotion (15442) - Increase capital outlay for registration and title fees for the mobile stage (\$3,400); painting of the Historic Jarvisburg Colored School (\$2,800); and walkie talkies for tourism events.

**Net Budget Effect:** Occupancy Tax Fund (15) -No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15448-513000	Utilities		\$ 2,000
15448-545000	Contract Services	\$ 2,000	
		\$ 2,000	\$ 2,000

**Explanation:** Occupancy Tax - Tourism Related Whalehead (15448) - Transfer funds for nutria eradication services.

**Net Budget Effect:** Occupancy Tax Fund (15) -No change.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Bob White, Chairman  
**SECONDER:** Mary "Kitty" Etheridge, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Paul M. Beaumont, Commissioner, Selina S. Jarvis, Commissioner

## ADJOURN MEETING OF THE TDA

Communication: Minutes for April 15, 2019 (Approval Of Minutes for April 15, 2019)

There was no further business and Commissioner McCord motioned to adjourn. Commissioner Mary Etheridge seconded the motion. The motion passed unanimously and the Special Meeting of the Tourism Development Authority concluded at 8:00 PM.

Number 2019111

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10550-545000	Contract Services	\$ 90,000	
10380-481000	Investment Earnings		\$ 30,000
10350-468000	Sales of Capital Assets		\$ 38,000
10350-464000	Rents		\$ 10,500
10320-411000	Article 39 Sales Tax		\$ 11,500
		<u>\$ 90,000</u>	<u>\$ 90,000</u>

**Explanation:** Airport (10550) - Increase appropriations to clear trees as required to make the AWOS equipment at the airport operational.

**Net Budget Effect:** Operating Fund (10) - Increased by \$90,000

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)



Number

2019112

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10800-590100	School Capital Outlay	\$ 200,000	
10390-495041	T F - School Capital Reserve		\$ 200,000
41990-587010	T T - Operating Fund	\$ 200,000	
41320-411001	Article 40 Supp Sales Tax		\$ 60,000
41320-411002	Article 42 Add'l Supp Sales Tax		\$ 140,000
		<u>\$ 400,000</u>	<u>\$ 400,000</u>

**Explanation:** Education (10800) - Increase appropriations to the Currituck County Schools Capital Outlay to fix the brick-work around the Currituck County Middle School. This will be funded through School Capital Reserve funds.

**Net Budget Effect:** Operating Fund (10) - Increased by \$200,000.  
School Capital Reserve Fund (41) - Increased by \$200,000.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number

2019113

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-532160	Maintenance Supplies	\$ 3,200	
10460-526000	Advertisting		\$ 1,700
10460-531400	Equipment Fuel		\$ 500
10460-536000	Uniforms		\$ 1,000
		<u>\$ 3,200</u>	<u>\$ 3,200</u>

**Explanation:** Public Works (10460) - Transfer budgeted line items to maintenance supplies needed for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number

2019114

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10330-445000	Emergency Management Grants			\$	17,899
10531-514000	Travel	\$	3,000		
10531-514500	Training	\$	1,000		
10531-532000	Supplies	\$	5,000		
10531-590000	Capital Outlay	\$	5,000		
10531-545000	Contract Services	\$	3,499		
10531-553000	Dues & Subscriptions	\$	400		
		<u>\$</u>	<u>17,899</u>	<u>\$</u>	<u>17,899</u>

**Explanation:** Emergency Management (10531) - To record additional Emergency Management Planning Grant funds. The capital outlay will purchase a trailer for shelter supplies.

**Net Budget Effect:** Operating Fund (10) - Increased by \$17,899

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Clerk to the Board

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Number

2019115

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10790-545000	Contracted Services	\$ 800	
10790-514000	Travel		\$ 200
10790-514800	Fees Paid to Officials		\$ 600
		<u>\$ 800</u>	<u>\$ 800</u>

**Explanation:** Library (10790) - Transfer funds for increase in contracts during this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

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Number

2019116

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10511-513000	Utilities	\$ 6,000	
10511-516200	Vehicle Maintenance	\$ 500	
10511-531000	Fuel		\$ 500
10511-545000	Contracted Services	\$ 10,000	
10511-547000	Meals		\$ 6,000
10511-590000	Capital Outlay		\$ 10,000
		<u>\$ 16,500</u>	<u>\$ 16,500</u>

**Explanation:** Jail (10511) - Transfer budgeted funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

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Number

2019117

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-590000	Capital Outlay		\$ 6,000
10510-536000	Uniforms	\$ 6,000	
		<u>\$ 6,000</u>	<u>\$ 6,000</u>

**Explanation:** Sheriff (10510) - Transfer budgeted fund for Honor Guard uniforms.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

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Number

2019118

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
12541-536103	Personal Protective Equipment - Moyock V	\$	10,000		
12543-514503	Travel, Training & Education			\$	10,900
12543-545000	Contract Services	\$	5,900		
12543-590000	Capital Outlay			\$	5,000
		<u>\$ 15,900</u>		<u>\$ 15,900</u>	

**Explanation:** Fire Services (12541); Moyock VFD (12543) - Transfer budgeted funds for additional Personal Protective Equipment purchased and for contract increases this fiscal year per request of Michael Hurt, Fire Chief - Moyock VFD.

**Net Budget Effect:** Fire Services Fund (12) - No change.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number

2019119

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
42450-587050	T T - Co Gov't Facilities Fund		\$ 1,454,400
42450-587067	T T - Mainland Sewer Fund	\$ 1,454,400	
67390-495042	T F - Land Transfer Tax Capital Fund		\$ 1,454,400
67878-582200	Debt Service	\$ 1,440,000	
67878-561000	Professional Services	\$ 14,400	
		<u>\$ 2,908,800</u>	<u>\$ 2,908,800</u>

**Explanation:** Transfer Tax Capital Fund (42450); Mainland Sewer Operations (67878) - Reclassify transfer from Transfer Tax Capital fund in order to payoff the existing debt in the Mainland Sewer enterprise fund. There is a 1% prepayment penalty with the existing debt, which is \$14,400; however, the interest savings would be \$189,108 over the remaining eight years of the debt.

**Net Budget Effect:** Transfer Tax Capital Fund (42) - No change.  
Mainland Central Sewer Fund (67) - Increased by \$1,454,400.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)



Number 2019120

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10900-482400	Notes Payable	\$ 3,641	
10900-582000	Interest of Debt		\$ 3,641
		<u>\$ 3,641</u>	<u>\$ 3,641</u>

**Explanation:** Debt Service (10900) - To transfer funds for budgeted debt payments.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number 2019121

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-532000	Supplies	\$ 10,000	
66868-533200	Lab Tests	\$ 2,000	
66868-516000	Maintenance/Repairs		\$ 2,200
66868-545000	Contracted Services		\$ 12,000
66868-516400	Maintenance/Repairs Equip	\$ 2,200	
		<u>\$ 14,200</u>	<u>\$ 14,200</u>

**Explanation:** Southern Outer Banks Water (66868) - Transfer funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Southern Outer Banks Water Fund (66) - No change.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number

2019122

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-511000	Telephone & Postage		\$ 1,000
10510-514000	Travel	\$ 3,500	
10510-531000	Fuel		\$ 3,500
10510-532000	Supplies	\$ 1,000	
10510-532001	Canine Supplies	\$ 500	
10510-536000	Uniforms	\$ 1,500	
10510-561000	Professional Services		\$ 500
10510-590000	Capital Outlay		\$ 1,500
		<u>\$ 6,500</u>	<u>\$ 6,500</u>

**Explanation:** Sheriff (10510) - Transfer budgeted funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

Number 2019123

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
51848-592000	Griggs Elementary School HVAC			\$	52,980
51848-590001	Jarvisburg Elementary School HVAC	\$	32,250		
51848-596001	Shawboro Elementary School HVAC	\$	18,225		
51380-425001	Lottery Funds	\$	2,505		
		<u>\$ 52,980</u>		<u>\$ 52,980</u>	

**Explanation:** School Capital Construction Fund (51848) - Close out Griggs Elementary School HVAC project and transfer unspent lottery proceeds to HVAC repairs at Jarvisburg and Shawboro Elementary Schools.

**Net Budget Effect:** School Capital Construction Fund (51) - Decreased by \$2,505.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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

Attachment: BA\_May 6\_General Meeting-Pkt (Budget Amendments)

**RESOLUTION  
APPROVING THE EXHIBITION, USE AND DISCHARGE OF  
PYROTECHNICS AT WHALEHEAD IN HISTORIC COROLLA  
COROLLA, NORTH CAROLINA**

**WHEREAS**, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

**WHEREAS**, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

**WHEREAS**, Dominion Fireworks, Inc. is under contract with Currituck County to provide an exhibition of fireworks at the county's property known as Whalehead in Historic Corolla, Corolla, North Carolina, on Thursday, July 4, 2019, which will be a public exhibition, and Dominion Fireworks, Inc. has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners for Currituck County, North Carolina, that:

Section 1. Dominion Fireworks, Inc., is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Whalehead in Historic Corolla, 1100 Club Road, Corolla, North Carolina on Thursday, July 4, 2019.

Section 2. This resolution shall be effective upon adoption.

**ADOPTED** this 6th day of May, 2019.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

Attachment: Fireworks Resolution-July 4 2019 (Fireworks Resolution)

## RESOLUTION

**WHEREAS**, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be donated to another governmental agency.

County Asset Tag	Description (Year & Make/Model)	Dept.	Serial Number
	Engine 31 - Moyock VFD		4ENRAAA83S1005317

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED**, this 6th day of May 2019.

\_\_\_\_\_  
 Bob White, Chairman  
 County of Currituck, Board of Commissioners

\_\_\_\_\_  
 Leeann Walton  
 Clerk to the Board

(Seal)

Attachment: Surplus\_May 6\_MoyockVFD (Surplus Resolution - Moyock VFD)

# **RESOLUTION** **DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) County of Currituck		Disaster Number:	
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): North Carolina Department of Public Safety			
Applicant's Fiscal Year (FY) Start Month: July Day: 1			
Applicant's Federal Employer's Identification Number 56 - 6000292			
Applicant's Federal Information Processing Standards (FIPS) Number 37 - 053 -			
<b>PRIMARY AGENT</b>		<b>SECONDARY AGENT</b>	
Agent's Name Donald "Ike" McRee, Jr.		Agent's Name Mary Beth Newns	
Organization County of Currituck		Organization County of Currituck	
Official Position County Attorney		Official Position Emergency Management Director	
Mailing Address 153 Courthouse Road, Suite 210		Mailing Address 153 Courthouse Road, Suite 122	
City, State, Zip Currituck, NC 27929		City, State, Zip Currituck, NC 27929	
Daytime Telephone (252) 232-0300		Daytime Telephone (252) 232-2115	
Facsimile Number (252) 232-3551		Facsimile Number (252) 232-2750	
Pager or Cellular Number (252) 232-2216		Pager or Cellular Number (252) 232-2216	
<p>BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of _____, 20__.</p>			
<b>GOVERNING BODY</b>		<b>CERTIFYING OFFICIAL</b>	
Name and Title Robert White, III, Chairman		Name Leeann Walton	
Name and Title		Official Position Clerk to the Board	
Name and Title		Daytime Telephone (252) 232-2075	
<b>CERTIFICATION</b>			
<p>I, <u>Leeann Walton</u>, (Name) duly appointed and <u>Clerk to the Board</u> (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of <u>Currituck County</u> (Organization) on the _____ day of _____, 20__.</p>			
Date: _____		Signature: _____	

Rev. 06/02

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, 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 authorized are HVAC upgrades to the Jarvisburg and Shawboro elementary schools.

**SECTION 2.** The following amounts are appropriated for the project:

Shawboro Elementary School HVAC Upgrade May 2019	\$	18,225
Jarvisburg Elementary School HVAC Upgrade May 2019	\$	32,250
	\$	<u>50,475</u>

**SECTION 3.** The following revenues are available to complete this project:

State Lottery Proceeds	\$	50,475
	\$	<u>50,475</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

### SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 6<sup>th</sup> day of May 2018.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

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

County: CurrituckContact Person: Laurie TrussellLEA: Currituck County SchoolsTitle: Finance OfficerAddress: 2958 Caratoke HighwayPhone: 252-722-0705Project Title: SES HVAC ControlsLocation: Shawboro Elementary SchoolType of Facility: Elementary School (K-5)

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor**

Short description of Construction Project: Upgrade to HVAC controls at Shawboro Elementary School.

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		18,225.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
<b>TOTAL</b>	_____	<b>\$</b>	<b>18,225.00</b>

Estimated Project Beginning Date: July 2019 Est. Project Completion Date: August 2019

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 18,225.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

Form Date: July 01, 2011

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

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

County: CurrituckContact Person: Laurie TrussellLEA: Currituck County SchoolsTitle: Finance OfficerAddress: 2958 Caratoke HighwayPhone: 252-722-0705Project Title: JES HVAC ControlsLocation: Jarvisburg Elementary SchoolType of Facility: Elementary School (K-5)

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As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Upgrade to HVAC controls at Jarvisburg Elementary School.

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		32,250.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
<b>TOTAL</b>	_____	<b>\$</b>	<b>32,250.00</b>

Estimated Project Beginning Date: July 2019Est. Project Completion Date: August 2019

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 32,250.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

Karen R. G. [Signature]

4/1/2019

(Signature — Chair, Board of Education)

(Date)

LGC-205

## CONTRACT TO AUDIT ACCOUNTS

Rev. 10/2018

The of and	Governing Board
	Board of Commissioners
	Primary Government Unit
	Currituck County
	Discretely Presented Component Unit (DPCU) (if applicable)
	N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name
	Carr, Riggs & Ingram LLC
	Auditor Address
	P.O. Box 1547 New Bern, NC 28563

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/19	10/31/19

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

**County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to



the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).

10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Attachment: Audit Contract-5-6-2019 BOC (Approval of Audit Contract for FY 2019)

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.



25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

## FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

**20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.**

## PRIMARY GOVERNMENT FEES


Primary Government Unit	Currituck County
Audit	\$ 51,300
Writing Financial Statements	\$ 2,700
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval	\$ 40,500.00

## DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit	\$ N/A
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval	\$

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm Carr, Riggs & Ingram LLC	
Authorized Firm Representative (typed or printed) Chris Burton, CPA	Signature 
Date 4/5/19	Email Address cburton@cricpa.com

## GOVERNMENTAL UNIT

Governmental Unit Currituck County	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed)	Signature
Date	Email Address
Chair of Audit Committee (typed or printed, or "NA") N/A	
Date	Email Address N/A

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer (typed or printed) Sandra Hill	Signature
Date of Pre-Audit Certificate	Email Address sandra.hill@currituckcountync.gov

**SIGNATURE PAGE – DPCU**  
(complete only if applicable)

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU N/A	
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed) N/A	Signature
Date	Email Address N/A
Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

**DPCU – PRE-AUDIT CERTIFICATE**  
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address N/A

Remember to print this form, and obtain all  
required signatures prior to submission.

**PRINT**

### Addendum to Contract to Audit Accounts of

\_\_\_\_\_  
Currituck County  
Governmental Unit

The current Peer Review Report dated March 7, 2017 for the firm of Carr, Riggs & Ingram, LLC was provided **to our Local Government** and was an attachment to the 2019 Audit Contract/Engagement Letter submitted to the Local Government Commission. The report contained a **“pass with deficiency” rating** concerning the firm’s quality control policies and procedures with respect to engagement performance in Single Audit engagements.

We do not believe this will affect the quality of audit we receive from Carr, Riggs & Ingram LLC.

\_\_\_\_\_  
Mayor/Chairperson of the governing board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of Audit committee (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governmental Unit Finance Officer

\_\_\_\_\_  
Date

Attachment: Audit Contract-5-6-2019 BOC (Approval of Audit Contract for FY 2019)

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

**ROADWAY INFORMATION:** (Please Print/Type)

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

Subdivision Name: Sound Woods Length (miles): 0.45 miles

Number of occupied homes having street frontage: 5 Located (miles): 0.2 miles

miles N ☐ S ☐ E ☒ W ☐ of the intersection of Route 1222 and Route Sande.  
(Check one) (SR, NC, US) (SR, NC, US)

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

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

Name: Sam Miller Phone Number: 757-513-7671

Street Address: 111 Currituck Comm. Dr Suite B Moyock, NC 27958

Mailing Address: Same

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
na		

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Sanderson Ct.	5	2400'			

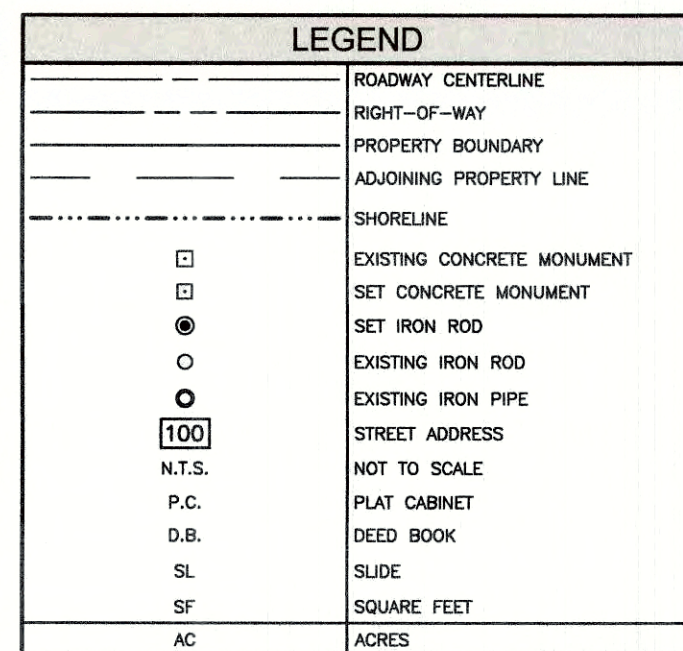




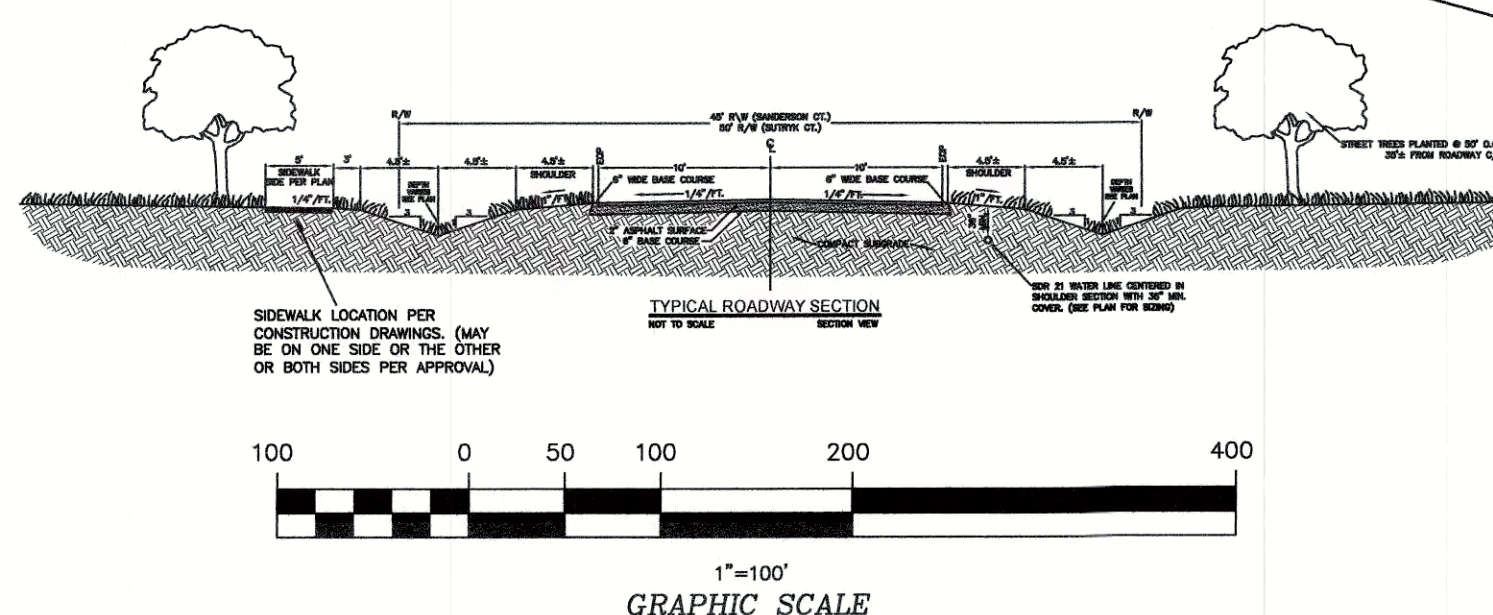
P.C., SL

LINE TABLE		
LINE	LENGTH	BEARING
L12	61.20'	N60° 54' 20"
L13	45.43'	N27° 40' 55"
L14	2.57'	N27° 40' 55"
L15	70.12'	N10° 53' 31"
L16	50.81'	N24° 55' 39"
L17	20.01'	N24° 55' 39"
L18	24.34'	N53° 06' 47"
L19	29.11'	N53° 06' 47"
L20	51.97'	N70° 33' 27"
L21	76.67'	N52° 59' 00"
L22	76.39'	N69° 33' 28"

LINE TABLE		
LINE	LENGTH	BEARING
L23	0.43'	N83° 44' 28"
L24	51.36'	S20° 54' 23"
L25	1.47'	S19° 36' 45"
L26	22.60'	S19° 36' 45"
L27	69.69'	S22° 15' 02"
L28	51.25'	S23° 45' 41"
L29	54.67'	S53° 07' 10"



CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	14.60	30.00	14.45	N79° 51' 49"W	275°2'45"
C2	7.51	30.00	7.49	N58° 45' 19"W	14°20'15"
C3	1.33	30.00	1.33	S58° 45' 59"W	2°32'12"
C4	24.60	30.00	23.92	S83° 31' 47"W	46°59'24"
C5	7.35	30.00	7.33	S17° 54' 35"W	140°2'07"
C6	14.76	30.00	14.61	S39° 01' 13"W	281°1'08"
C7	9.13	30.00	9.10	S61° 50' 07"W	17°26'40"
C8	8.68	30.00	8.65	S61° 16' 14"W	16°34'28"
C9	7.43	30.00	7.41	S76° 38' 58"W	141°1'00"
C10	9.07	30.00	9.04	N12° 14' 29"W	171°9'47"
C11	61.61	40.00	55.69	N52° 06' 15"W	88°14'37"



PRELIMINARY PLA  
For Review Purposes  
Only

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DATE: 03-25-19	SCALE: 1"=100'
DESIGNED: MSB	CHECKED:
DRAWN: MDB	APPROVED: BPG
SHEET:  2 OF 2	
CAD FILE: 464200FP1	
PROJECT NO: 4642	

PROJECT: **SOUND WOODS  
PHASE 1**

**CRAWFORD TOWNSHIP    CURRITUCK COUNTY    NORTH CAROLINA**

**FINAL SUBDIVISION PLAN**

**BISSELL**

**PROFESSIONAL GROUP**

**Engineers, Planners, Surveyors  
and Environmental Specialists**

Bissell Professional Group  
Firm License # C-856  
3512 North Croatan Highway  
P.O. Box 1088  
Asheville, North Carolina 27949  
(252) 261-3266  
FAX (252) 261-1760

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Prepared by:  
CenturyLink  
14111 Capital Blvd.  
Wake Forest, NC 27587

After recording please return to:  
 Zach Palmer  
 809 Silver Linden Lane  
 Wake Forest, NC 27587

**RECORDING INFORMATION ABOVE**

**EASEMENT AGREEMENT**

The undersigned *County of Currituck, a North Carolina Corporate and Body Politic* (“Grantor”), whose address is P.O. Box 9, Currituck, NC 27929 for good and valuable consideration, the receipt and sufficiency of which are acknowledged, hereby grants and conveys to *Carolina Telephone and Telegraph Company LLC*, d/b/a CenturyLink its successors, assigns, lessees, licensees, agents and affiliates (“Grantee”), having an address of 100 CenturyLink Drive, Monroe, Louisiana 71203, Attn: Construction Service, a perpetual, non-exclusive easement (“Easement”) to construct, operate, maintain, repair, expand, replace and remove a communication system that Grantee from time to time may require, consisting of but not limited to, cables, wires, conduits, manholes, drains, splicing boxes, vaults, surface location markers and cables, and other facilities and structures, including utility service if required to operate such system, facilities and structures (collectively, the “Facilities”) over, under and across the following property located in the County of Currituck, State of North Carolina, which Grantor owns (“Easement Tract”):

SEE THE DESCRIPTION SET FORTH ON **EXHIBIT A** ATTACHED TO, AND BY THIS REFERENCE MADE A PART OF, THIS AGREEMENT

Grantor further grants and conveys to Grantee the following incidental rights:

- (1) The right of ingress and egress over and across Grantor’s lands to and from the Easement Tract; and

(2) The right to clear all trees, roots, brush and other obstructions that interfere with Grantee's use and enjoyment of the Easement Tract.

Grantor reserves the right to use and enjoy the Easement Tract so long as Grantor's use does not materially interfere with the rights granted in this Easement Agreement. Grantor will not erect any structure or plant trees or other vegetation within the Easement Tract and will not alter the surface or subsurface of the Easement Tract or the ground immediately adjacent to the Easement Tract by grading or otherwise excavating, without Grantee's written consent.

Grantor warrants that Grantor is the owner of the Easement Tract and will defend title to the Easement Tract against all claims. Grantee will have no responsibility for environmental contamination unless caused by Grantee

The rights, conditions and provisions of this Easement Agreement will run with the land and will inure to the benefit of and be binding upon Grantor and Grantee and their respective successors and assigns.

(Official County Seal)

Signed by Grantor this \_\_\_\_ day of \_\_\_\_\_, 2019

**GRANTOR: *County of Currituck, a North Carolina  
Corporate and Body Politic***

BY: \_\_\_\_\_  
(Bob White, Chairman)

ATTEST: \_\_\_\_\_  
Leeann Walton, Clerk to the Board of Commissioners

NORTH CAROLINA

COUNTY OF CURRITUCK

Board of Commissioners  
ACKNOWLEDGEMENT

I, a Notary Public of the County and State aforesaid, certify that Leeann Walton personally appeared before me this day and acknowledged that she the Clerk to the Board of Commissioners for Currituck County, and that by authority duly given and as the act of the County of Currituck, Grantor, the foregoing instrument was signed in its name and on behalf as its at and deed by the Chairman of the Board of Commissioners and attested and sealed by herself as the said Clerk to the Board of Commissioners.

WITNESS my hand and official stamp or seal, this the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Attachment: Currituck County - Easement Agreement (CenturyLink Easement Agreement)

**EXHIBIT A TO EASEMENT AGREEMENT****Legal Description of Easement Tract**

The Easement Tract is located in the Township of Crawford, Currituck County, North Carolina within and across a tract of land known as Parcel - PIN Number 8977-94-6325 and described in the Currituck County, North Carolina Office of the Register of Deeds in Deed Book 826, Page 476, known as 120 & 130 Community Way.

The Easement Tract is a strip of land ten feet wide being five feet on each side of the centerline of the cable facilities as installed ("Centerline"). Notwithstanding the approximate description of the easement Tract herein, the actual location of the cable facilities as installed will control to determine the length and Centerline of the Easement Tract. Should the Centerline of the Easement Tract intersect the perimeter boundary of the Property, the sidelines of the Easement Tract shall extend to the said perimeter boundary. Easement Tract will be located but not limited to as shown on Exhibit A.

**EXHIBIT A CONTINUED**  
**Sketch or Drawing of Easement Tract**



Attachment: Currituck County - Easement Agreement (CenturyLink Easement Agreement)







Site Name: Corrolla Colo

Site ID #: NO80XC

**FIRST AMENDMENT TO SITE LICENSE AGREEMENT**

This First Amendment to Site License Agreement (this “**Amendment**”), effective as of the date last signed below (“**Effective Date**”), amends a certain Site License Agreement dated January 17, 2007 between County of Currituck, a body corporate and politic existing under the laws of the State of North Carolina (“**Licensor**”), and Sprint Spectrum Realty Company, LLC (formerly a limited partnership), successor in interest to Sprint Spectrum L.P., successor in interest to Nextel Communications of the Mid-Atlantic, Inc., a Delaware corporation (“**Licensee**”) (the “**Agreement**”).

**BACKGROUND**

WHEREAS, Licensee desires to modify its installation on the Premises by adding or swapping out antennas and other equipment to the Facilities, as more particularly described in Exhibit A-1 annexed hereto.

WHEREAS, Licensee and Licensor desire to modify certain provisions of the Agreement as provided below.

**AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, Licensor and Licensee agree as follows:

**1. Modification to the Premises.** Exhibit A to the Agreement is hereby amended to include the modifications identified on Exhibit A-1, a copy of which is attached and made a part hereof. Exhibit A-1 supplements Exhibit A to the Agreement and is not deemed to supersede or otherwise modify Exhibit A or any part thereof except to the extent specifically set forth in Exhibit A-1. Upon full execution of this Amendment, Licensee is permitted to do all work necessary to prepare, maintain and alter the Premises to install or otherwise modify the Facilities, all as more fully described and contemplated in Exhibit A-1.

**2. Notice Address.** The notice addresses in Section 23 of the Agreement or referenced therein for the party or parties listed below are hereby deleted in their entirety and replaced with the following:

“To Licensor:	County of Currituck County Manager’s Office 153 Courthouse Road, Suite 204 Currituck, NC 27929
To Licensee:	Sprint Property Services Sprint Site ID: NO80XC013 Mailstop KSOPHT0101-Z2650 6391 Sprint Parkway Overland Park, Kansas 66251-2650
With a mandatory copy to:	Sprint Law Department Sprint Site ID: NO80XC013 Attn.: Real Estate Attorney Mailstop KSOPHT0101-Z2020 6391 Sprint Parkway Overland Park, Kansas 66251-2020”

Attachment: VA DO Macro 2018\_NO80XC013\_First Amendment\_4.9.2019 (Sprint 1st Amendment to License Agmt)

### 3. General Terms and Conditions.

- a. All capitalized terms used in this Amendment, unless otherwise defined herein, will have the same meaning as the terms contained in the Agreement.
- b. In case of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained in this Amendment, the terms and conditions herein will control. Except as set forth herein, all provisions of the Agreement are ratified and remain unchanged and in full force and effect.
- c. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.
- d. Each of the parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this Amendment.

\*\*\*SIGNATURES ON FOLLOWING PAGE\*\*\*

The parties have executed this Amendment as of the Effective Date.

**Licensor:**  
County of Currituck,  
a body corporate and politic existing under the laws

**Licensee:**  
Sprint Spectrum Realty Company, LLC  
(formerly a limited partnership),

of the State of North Carolina

By: \_\_\_\_\_

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

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

Date: \_\_\_\_\_, 201\_\_\_\_  
(Date must be completed)

successor in interest to Sprint Spectrum L.P.

By: \_\_\_\_\_

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

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

Date: \_\_\_\_\_, 201\_\_\_\_  
(Date must be completed)

Attachment: VA DO Macro 2018\_NO80XC013\_First Amendment\_4.9.2019 (Sprint 1st Amendment to License Agmt)



**Exhibit A-1**

Modification of Licensee's equipment mounted on the tower at 185'.

## Existing equipment:

- (3) panel antennas
- (9) antennas in reserve
- (3) 800 MHz remote radio heads (RRH)
- (6) 1900 MHz RRH
- (3) combiners
- (3) 1-1/4" Hybriflex cables
- (12) cables in reserve

## Equipment to be removed:

- (3) panel antennas
- (3) 1900 MHz RRH
- (3) combiners

## Equipment to be added:

- (3) RFS APXVBBLL15X\_43-C-I20 Antennas
- (3) Nokia AAHC MIMO Antennas
- (3) 800 MHZ RRH

## Final equipment:

- (3) RFS APXVBBLL15X\_43-C-I20 Antennas
- (3) Nokia AAHC MIMO Antennas
- (6) antennas in reserve
- (6) 800 MHZ RRH
- (3) 1900 RRH
- (3) 1-1/4" Hybriflex cables
- (1) 1.66" Hybriflex cable
- (8) cables in reserve

Number OS2019007

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of May 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
59808-594500	Contract Services	\$ 322,319	
59808-588000	Contingency		\$ 322,319
		<u>\$ 322,319</u>	<u>\$ 322,319</u>

**Explanation:** Ocean Sands Water and Sewer Construction (59808) - The Ocean Sands 400,000 gpd wastewater treatment plant replacement project is nearing completion. Funds were reserved in a contingency fund that will be used at this time to complete the project. The funds will be used for odor control equipment, roadway improvements in the facility and perimeter landscaping. Attached is an itemized breakdown of the items in this budget amendment

**Net Budget Effect:** Ocean Sands Water and Sewer Construction Fund (59) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

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

Attachment: BA\_May 6\_OSWSD (Special Meeting-OSWSD-Budget Amendments)