



CURRITUCK COUNTY NORTH CAROLINA

June 6, 2016

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 4 PM Discussion of Possible Amendments to the Discharge of Firearms Ordinance

The Currituck County Board of Commissioners met at 4 PM in the conference room of the Historic Currituck Courthouse to discuss possible amendments to the county's discharge of firearms ordinance. In attendance were Chairman Griggs and Commissioners Aydlett, Beaumont, Gilbert, O'Neal and Payment. Commissioner Hall was unable to attend. Staff included County Attorney, Ike McRee, and County Manager Dan Scanlon. Mr. McRee distributed copies of the current ordinance along with a draft of proposed amendments which would address confusing language within the current ordinance and regulations such as shooting near schools and residences, firing at targets, safety, noise and other nuisances. Specific discussions ensued pertaining to setbacks and compliance with the current 300 yard requirement, repetitive noise and ways to abate, and other safety considerations and associated costs to residents if implemented, such as backstop requirements. Commissioners asked about the possibility of partnering and securing funding through the Wildlife Resources Commission (WRC), and Mr. Scanlon explained the county's responsibility to provide the land and the recurring costs associated with such a partnership, such as staffing and maintenance for any such facility.

Commissioner O'Neal stated his desire to keep the setback distance at 300 yards, as there have been no issues and no need to change. The Board asked that Mr. Scanlon look into WRC funding and confirm county requirements and report those findings to the Board. Commissioners requested staff look at options to address backstop composition with height analysis and research how other areas address repetition, distance and firearms in general.

5:00 CALL TO ORDER

The Currituck County Board of Commissioners met for its regular meeting at 5 PM in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina. Chairman Griggs called the meeting to order and announced the earlier work session to discuss possible amendments to the county's ordinance regulating the discharge of firearms.

Attendee Name	Title	Status	Arrived
David L. Griggs	Board Chairman	Present	
O. Vance Aydlett	Vice Chairman	Present	
S. Paul O'Neal	Commissioner	Present	
Paul M. Beaumont	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Absent	
Mike H. Payment	Commissioner	Present	

A) Invocation & Pledge of Allegiance-Susan Fitch-Slater, Sharon United Methodist Church

Reverend Susan Fitch-Slater of Sharon United Methodist Church gave the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Aydlett amended the agenda to include an appointment to the Senior Center Advisory Board under Section B, Board Appointments, and moved to approve. Commissioner Gilbert seconded and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	O. Vance Aydlett, Vice Chairman
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

PUBLIC HEARINGS

A. Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2017.

Chairman Griggs introduced the agenda item and opened the public hearing.

County Manager, Dan Scanlon, recounted the presentation of the budget at the May 16, 2016, Commissioner meeting. The budget was made available for public review as required and Mr. Scanlon said the county had received no calls or questions. He noted one modification from the original presentation which was the addition of an IT position within the Sheriff's Department. Commissioner O'Neal asked about an error in the newspaper regarding the budget, and Mr. Scanlon explained the press had incorrectly reported a budget increase of 11% over the prior year when the increase was actually 2.7%.

With no one signed up to speak, Chairman Griggs closed the public hearing.

Commissioners Payment and O'Neal both had spoken with Commissioner Hall, who told them he had reviewed the final budget and approved.

Commissioner Gilbert moved to approve the adoption of the budget for year ending June 30, 2017. The motion was seconded by Commissioner O'Neal and carried unanimously.

COUNTY OF CURRITUCK		
BUDGET ORDINANCE		
For the Year Ending June 30, 2017		
BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.		
SECTION 1. GENERAL FUND		
A. Estimated Resources:		
Ad Valorem Taxes	\$	28,271,988
Other Taxes and Licenses		5,952,850
Intergovernmental Revenues		3,213,860
Permits and Fees		2,387,473
Sales and Services		611,938
Investment Earnings		75,000
Miscellaneous		259,000
		40,772,109
Transfers In		7,459,058
Fund Balance Appropriated		3,031,017
		10,490,075
TOTAL ESTIMATED RESOURCES	\$	51,262,184
B. Appropriations:		
Administration	\$	592,593
Legal		406,777
Governing Body		165,397
Elections		195,700
Finance		486,433
Information Technology Services		737,272
Human Resources		161,429
Tax		562,229
Public Works		1,523,781
Public Utilities		279,961
Register of Deeds		665,301
Court Facilities		200,755
Agency Appropriations		39,200
Central Services		755,000
Sheriff		6,432,049
Detention Center		2,345,716
Animal Control		686,450
Jury Commission		2,950
Emergency Medical Services		6,767,646
Emergency Management		201,179
Communications		1,225,199
Inspections		723,741
Fire Services		297,922
Volunteer System		51,000
Moyock Vol Fire Department		241,500

	Crawford Vol Fire Department	331,458
	Lower Currituck Vol Fire Department	344,257
	Corolla Vol Fire & Rescue Squad	301,744
	Carova Bch Vol Fire Department	214,620
	Knotts Island Vol Fire Department	215,250
	Medical Examiner	20,000
	Airport	479,660
	Inter County Transit Authority	64,376
	Soil Conservation	141,634
	Forestry	76,250
	Cooperative Extension	517,374
	Economic Development	438,949
	Planning	791,856
	Health Administration	127,000
	Mental Health	61,012
	Social Services Administration	3,748,338
	Public Assistance	1,141,714
	County Assistance	141,089
	Juvenile Justice Programs	104,417
	Parks & Recreation	871,456
	Rural Center	206,687
	Library	575,381
	Senior Center	396,770
	Local Current Expense	9,773,759
	Capital Outlay	1,000,000
	College of the Albemarle	190,000
	Notes Payable	1,573,089
	Interest	106,220
	Appropriations to Other Funds	1,560,644
	TOTAL APPROPRIATIONS	\$ 51,262,184
SECTION 2. TOURISM DEVELOPMENT AUTHORITY		
A. Estimated Resources:		
	Other taxes and licenses	10,184,854
	Other revenues	679,771
	Investment earnings	60,000
	Fund Balance Appropriated	531,449
	TOTAL ESTIMATED RESOURCES	\$ 11,456,074

B. Appropriations:		
Tourism Promotion		3,360,076
Tourism Related Expenditures		
General Tourism Related Expenditures		2,791,126
Whalehead		754,122
Transfers to other funds		4,550,750
TOTAL APPROPRIATIONS	\$	11,456,074
SECTION 3. REVALUATION FUND		
A. Estimated Resources:		
Transfer In		121,000
TOTAL ESTIMATED RESOURCES	\$	121,000
B. Appropriations:		
Operations		121,000
TOTAL APPROPRIATIONS	\$	121,000
SECTION 4. CAROVA BEACH SERVICE DISTRICT FUND		
A. Estimated Resources:		
Transfer In		20,000
TOTAL ESTIMATED RESOURCES	\$	20,000
B. Appropriations:		
Operations		20,000
TOTAL APPROPRIATIONS	\$	20,000
SECTION 5. EMERGENCY EQUIPMENT REPLACEMENT FUND		
A. Estimated Resources:		
Transfer In		267,000
TOTAL ESTIMATED RESOURCES	\$	267,000
B. Appropriations:		
Capital Outlay		267,000
TOTAL APPROPRIATIONS	\$	267,000
SECTION 6. EMERGENCY TELEPHONE SYSTEM FUND		
A. Estimated Resources:		
Other taxes and licenses		161,948
Fund Balance Appropriated		240,942
TOTAL ESTIMATED RESOURCES	\$	402,890
B. Appropriations:		
Operations		166,290
Capital Outlay		236,600
TOTAL APPROPRIATIONS	\$	402,890
SECTION 7. GUINEA MILL WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		10,665
Fund Balance Appropriated		100,000
TOTAL ESTIMATED RESOURCES	\$	110,665

	B. Appropriations:		
	Operations		110,665
	TOTAL APPROPRIATIONS	\$	110,665
SECTION 8. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND			
	A. Estimated Resources:		
	Special district taxes		1,439
	Fund Balance Appropriated		5,000
	TOTAL ESTIMATED RESOURCES	\$	6,439
	B. Appropriations:		
	Operations		6,439
	TOTAL APPROPRIATIONS	\$	6,439
SECTION 9. MOYOCK WATERSHED IMPROVEMENT FUND			
	A. Estimated Resources:		
	Special district taxes		16,836
	Fund Balance Appropriated		57,000
	TOTAL ESTIMATED RESOURCES	\$	73,836
	B. Appropriations:		
	Operations		73,836
	TOTAL APPROPRIATIONS	\$	73,836

SECTION 10. NORTHWEST WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		2,672
Fund Balance Appropriated		19,000
TOTAL ESTIMATED RESOURCES	\$	21,672
B. Appropriations:		
Operations		21,672
TOTAL APPROPRIATIONS	\$	21,672
SECTION 11. OCEAN SANDS NORTH & CROWN POINT WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		239,818
TOTAL ESTIMATED RESOURCES	\$	239,818
B. Appropriations:		
Operations		239,818
TOTAL APPROPRIATIONS	\$	239,818
SECTION 12. WHALEHEAD WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		870,006
TOTAL ESTIMATED RESOURCES	\$	870,006
B. Appropriations:		
Operations		206,472
Transfers to other funds		663,534
TOTAL APPROPRIATIONS	\$	870,006
SECTION 13. WHALEHEAD BEACH SOLID WASTE COLLECTION & DISPOSAL SERVICE DISTRICT		
A. Estimated Resources:		
Special district taxes		140,324
TOTAL ESTIMATED RESOURCES	\$	140,324
B. Appropriations:		
Operations		140,324
TOTAL APPROPRIATIONS	\$	140,324
SECTION 14. CAPITAL IMPROVEMENT FUND		
A. Estimated Resources:		
Other taxes and licenses		1,665,774
TOTAL ESTIMATED RESOURCES	\$	1,665,774
B. Appropriations:		
Transfers out		1,665,774
TOTAL APPROPRIATIONS	\$	1,665,774

SECTION 15. SCHOOL CAPITAL FUND			
	A. Estimated Resources:		
	Other taxes and licenses		1,250,000
	TOTAL ESTIMATED RESOURCES	\$	1,250,000
	B. Appropriations:		
	Transfers out		1,250,000
	TOTAL APPROPRIATIONS	\$	1,250,000
SECTION 16. TRANSFER TAX CAPITAL FUND			
	A. Estimated Resources:		
	Other taxes and licenses		2,277,700
	Investment earnings		50,000
	TOTAL ESTIMATED RESOURCES	\$	2,327,700
	B. Appropriations:		
	Operations		700
	Transfers out		2,327,000
	TOTAL APPROPRIATIONS	\$	2,327,700
SECTION 17. LAND BANKING FUND			
	A. Estimated Resources:		
	Transfers in		200,000
	TOTAL ESTIMATED RESOURCES	\$	200,000
	B. Appropriations:		
	Capital outlay		200,000
	TOTAL APPROPRIATIONS	\$	200,000
SECTION 18. OCEAN SANDS WATER AND SEWER FUND			
	A. Estimated Resources:		
	Special district taxes		229,677
	Operating revenues		1,251,350
	Investment earnings		10,000
	TOTAL ESTIMATED RESOURCES	\$	1,491,027

B. Appropriations:		
Administration		75,820
Water Treatment Operations		590,200
Sewer Treatment Operations		476,446
Capital outlay		119,000
Transfer out to Construction Fund		229,561
TOTAL APPROPRIATIONS	\$	1,491,027
SECTION 19. MAINLAND WATER FUND		
A. Estimated Resources:		
Operating revenues		3,162,511
Investment earnings		10,000
TOTAL ESTIMATED RESOURCES	\$	3,172,511
B. Appropriations:		
Administration		469,533
Water Treatment Operations		1,046,841
Debt Service		1,444,907
Capital Outlay		211,230
TOTAL APPROPRIATIONS	\$	3,172,511
SECTION 20. SOLID WASTE FUND		
A. Estimated Resources:		
Operating revenues		2,809,000
Non-operating revenues		104,000
Transfers in		1,142,376
Investment earnings		40,000
Retained earnings appropriated		420,907
TOTAL ESTIMATED RESOURCES	\$	4,516,283
B. Appropriations:		
Administration		195,481
Solid Waste Operations		4,255,802
Capital Outlay		65,000
TOTAL APPROPRIATIONS	\$	4,516,283
SECTION 21. MAPLE COMMERCE PARK FUND		
A. Estimated Resources:		
Operating revenues		22,000
Non-operating revenues		3,600
Transfers in		30,268
TOTAL ESTIMATED RESOURCES	\$	55,868
B. Appropriations:		
Administration		9,868
Water Operations		41,000
Capital assets		5,000
	\$	55,868

SECTION 22. SOUTHERN OUTER BANKS WATER FUND		
A. Estimated Resources:		
Operating revenues		3,475,044
Non-operating revenues		169,561
Investment earnings		15,000
TOTAL ESTIMATED RESOURCES	\$	3,659,605
B. Appropriations:		
Administration		232,408
Water Operations		1,102,186
Capital assets		415,500
Debt service		1,909,511
	\$	3,659,605
SECTION 23. MOYOCK CENTRAL SEWER FUND		
A. Estimated Resources:		
Operating revenues		427,468
TOTAL ESTIMATED RESOURCES	\$	427,468
B. Appropriations:		
Administration		29,176
Sewer Operations		137,500
Debt service		239,792
Capital assets		21,000
	\$	427,468
SECTION 24. WALNUT ISLAND SEWER FUND		
A. Estimated Resources:		
Operating revenues		90,692
TOTAL ESTIMATED RESOURCES	\$	90,692
B. Appropriations:		
Administration		21,192
Sewer Operations		64,500
Capital assets		5,000
	\$	90,692
SECTION 25. POST-EMPLOYMENT RETIREMENT BENEFITS FUND		
A. Estimated Resources:		
Retiree benefits		262,024
Investment earnings		8,000
TOTAL ESTIMATED RESOURCES	\$	270,024
B. Appropriations:		
Operations		270,024
	\$	270,024
SECTION 26. AD VALOREM TAX RATE ESTABLISHED		
There is hereby levied a tax rate of Forty-Eight cents (\$0.48) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2016 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.		

The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$5,839,952,726 and an estimated rate of collection of 98.83%. The estimated rate of collection is based on the fiscal year ended June 30, 2015.		
SECTION 27. SPECIAL DISTRICT TAX RATES ESTABLISHED		
There is hereby levied tax rates (in cents) for Special Districts per One Hundred dollars (\$100) valuation of all real and personal property situated in said district on January 1, 2016 for the purpose of raising the revenue listed as "Special District Taxes" in Part A, Sections 6 through 11, Section 16 and Section 21 of this ordinance.		
Guinea Mill Watershed Improvement District	0.010	
Hog Bridge Ditch Watershed Improvement District	0.010	
Moyock Watershed Improvement District	0.015	
Northwest Watershed Improvement District	0.020	
Ocean Sands North and Crown Point Watershed Improvement District	0.050	
Whalehead Watershed Improvement District	0.155	
Whalehead Beach Solid Waste Collection & Disposal Service District	0.025	
Ocean Sands Water & Sewer District	0.050	
SECTION 28. ANIMAL TAX RATE ESTABLISHED		
There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2016.		
SECTION 29. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED		
There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Seventy-three dollars (\$73.00) per ton for in-County waste and Eighty-three dollars (\$83.00) per ton for out-of-County waste.		
There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Two Hundred Fifty dollars (\$250) for all units on the Southern Outer Banks and One Hundred Fourteen dollars (\$114) for all units located elsewhere within the County of Currituck.		
SECTION 30. EMPLOYEE COMPENSATION		
Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.		
SECTION 31. OTHER FEES		
The County of Currituck charges various fees. These fees are detailed in the master Fee schedule that is presented in the appendix of the budget document.		
SECTION 32. DISBURSEMENT OF SCHOOL APPROPRIATIONS		
The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.		

	The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.
	A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.
	SECTION 33. SPECIAL APPROPRIATIONS AND RESTRICTIONS
	The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions:
a.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
b.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
c.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular
d.	He may make inter-fund loans for a period of not more than sixty (60) days.
e.	He may not transfer any amounts between funds or from any contingency line items within any funds.
	SECTION 34. CONTRACTUAL OBLIGATIONS
	The County Manager and the County Attorney are hereby authorized to execute contractual documents under the following conditions:
a.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
b.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
c.	They 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.
d.	They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
e.	They 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 35. MEMORANDA**A. Officers:**

Daniel F. Scanlon II is the Budget Officer
 Leeann Walton is the Clerk to the Board
 Eileen M. Wirth is the Deputy Clerk to the Board
 Sandra L. Hill is the Finance Director
 Bridget T. Brinkley is the Deputy Finance Director
 Tracy L. Sample is the Tax Collector
 Michelle Rose is the Deputy Tax Collector

B. Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

C. Official Depositories

The official depositories of the County of Currituck are:
 Bank of America, North Carolina
 Branch Bank and Trust, North Carolina
 North Carolina Cash Management Trust, Charlotte, North Carolina
 Towne Bank of Currituck, North Carolina
 Yadkin Bank, Currituck, North Carolina
 Wells Fargo, North Carolina

D. Bank for Imprest Expenditure Accounts for Health Benefits:

Citibank, N.A.

E. Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).**F. Returned Check or Electronic Funds Transfer Fees:**

The County will assess a returned check charge consistent with G.S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

G. Policy on Appropriations:

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 36. USE OF BUDGET ORDINANCE

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

ADOPTED this 6th day of June 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	S. Paul O'Neal, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

OLD BUSINESS

A. Moyock Crossing: PB 13-17: Request to Consider Modification of Condition for Preliminary Plat Extension.

Assistant Planning Director Laurie LoCicero reviewed the applicant's request to modify conditions after approval of a two year extension for installation of a wastewater line in the Moyock Crossing subdivision. The extension was approved by the Board of Commissioners at a hearing held April 18, 2016.

David Gianascoli of Gee's Group, Virginia Beach, and a partner in the Moyock Crossing subdivision for which the extension was requested, reported that an engineering assessment had been performed on the route for the wastewater line that was agreed to at the earlier hearing. He discussed the challenges associated with required depth, the inaccessibility, and the additional costs involved and asked the board to allow continued installation and use of the existing route, which would run the line underneath the railroad.

Mr. Scanlon said the county agrees with the engineering assessment, as it would be a very expensive boring operation, and although the hope was that the school and area businesses would benefit, the new route would not provide the public benefit originally anticipated.

Commissioner O'Neal said he concurred with the analysis and moved to allow the modification. Commissioner Aydlett seconded and the motion carried unanimously.

Mr. Gianascoli confirmed for the record that staff had not recommend a direction for the water line, but approved of the route proposed by Gee's Group after they were required to remove the original installation through Shingle Landing subdivision.

April 19, 2016

Gees Group of North Carolina, I
nc.
Attn: David Gianascoli
600 Lynnhaven Parkway, Suite
200
Virginia Beach, VA 23452

RE: PB 13-17 Moyock Crossing - Preliminary Plat/Use Permit Extension

Dear Owner/Applicant:

At its April 18, 2016 meeting, the Currituck County Board of Commissioners approved a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 76 residential lots located on Shingle Landing Road; east of Fox Lane and south of Shingle Landing subdivision, Tax Map 9, Parcel 41, Moyock Township. All conditions of the use permit dated April 21, 2014 will apply and the added condition:

- A sewer force main shall be extended in accordance with Option 1 on original public hearing exhibit.

If you have any questions, please call me at 252-232-6029.

Sincerely,
Ben E. Woody, AICP Planning and CD Director

May 27, 2016

Ben E. Woody Planner Director County of Currituck
Planning & Community Development

RE: Moyock Crossing

Dear Ben,

Gee's Group would like to ask the Board of Commissioners to allow us to finish using the new sewer line that we installed running west on Shingle Landing Road, towards RT 168. As you heard in our meeting on May 9th 2016, most of the new sewer line was installed prior to the board's vote that they would rather see a new line towards the elementary school. A new line running alone Shingle Landing Road towards the school would

require us to bore the whole way and at a depth that would make any other use of that line impossible. Since this line would be of no increase value to the county, we would hope that the board would allow us to go back to the original sewer line, this line could be used by businesses and or homes that back up to Shingle Landing Road.

I thank you for your time and hope that the board looks favorably towards our request.

David M. Gianascoli, President
Gee's Group of North Carolina

RESULT:	APPROVED [UNANIMOUS]
MOVER:	S. Paul O'Neal, Commissioner
SECONDER:	O. Vance Aydlett, Vice Chairman
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

NEW BUSINESS

A. Resolution of the Currituck County Board of Commissioners Establishing the Historic Boat and Building Advisory Board

Ike McRee, County Attorney, reviewed the purpose of the advisory board who would be tasked with the oversight of the restoration of historic boats and the building of a facility for boat display. He answered Board questions regarding the dissolution of the Whalehead Trust, saying it was a unanimous decision of members to dissolve the Whalehead Trust. Mr. Scanlon said auditors had raised financial concerns in the last audit.

After discussion, Commissioner Aydlett moved to adopt the resolution as presented and the motion was seconded by Commissioner Gilbert. The motion carried unanimously.

A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS ESTABLISHING THE HISTORIC BOAT AND BUILDING ADVISORY BOARD

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a Board of Commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners; and

WHEREAS, the county owns a collection of working boats historically used to support waterfowl hunting within the county and desires to provide for the renovation, care, maintenance, display and interpretation of the boats.

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

Section 1. The Historic Boat and Building Advisory Board is established.

Section 2. The advisory board shall be appointed and serve at the pleasure of the Board of Commissioners in the manner set forth in Section 2-96 and 2-97 of the Currituck County Code of Ordinances. The initial advisory board will consist of three appointees for a term of one year and four appointees for a term of two years. Thereafter, all appointments will be for terms of two years.

Section 3. The Board of Commissioners may remove any member of the advisory board at will and appoint a replacement member.

Section 4. The advisory board is charged with the duty and responsibility to investigate, study and make recommendations to the board of commissioners pertaining to the repair, renovation, care and maintenance of the county's working boat collection and the creation, construction, enlargement, improvement, maintenance, equipment, operation and financing of a building for the display, interpretation and storage of the county's working boat collection.

Section 5. The advisory board shall have no legislative powers of its own but shall simply be an advisory body to the board of commissioners concerning the matters with which it is charged, and the board of commissioners will receive and consider the advisory board's recommendations.

Section 6. The advisory board shall appoint from its membership a chairman and any other officers as it may deem necessary for the orderly conduct of its business.

Section 7. The advisory shall hold meetings at least once quarterly and at hours as may be fixed by the advisory board. Special meetings may be held on call of the chairman upon 48 hours' notice to all members of the board. A copy of the minutes of all meetings shall be submitted to the county manager. All meetings or other business of the board shall be conducted in accordance with the Open Meetings Law.

Section 7. The advisory board and its authority will dissolve upon the completion of a facility to display, interpret, maintain and store the county's historic boat collection.

Section 8. This resolution is effective upon its adoption.

ADOPTED this 6th day of June, 2016.

After the vote, Mr. Scanlon said a committee had been selected and formed through the Trust, and those names would be brought to the Board for consideration and possible appointment at the next meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	O. Vance Aydlett, Vice Chairman
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

B) Board Appointments

1. ABC Board-Designation of Chairman by Board of Commissioners

Mr. McRee reviewed the requirement of the North Carolina General Statutes which provide that the appointing body for the ABC Board also designate an appointed member to serve as Chairman.

Commissioner O'Neal nominated David Griggs to serve as Chairman of the ABC Board. Commissioner Beaumont seconded and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	S. Paul O'Neal, Commissioner
SECONDER:	Paul M. Beaumont, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

2. Initial Appointments to the Ocean Sands North-Crown Point Service District for Watershed Improvement & Drainage Advisory Board

County Manager, Dan Scanlon, recalled the Board's approval and creation of the district and noted the slate of names before the Board were the members of the community committee who began the effort, performed the preliminary legwork to explore engineering solutions and made the recommendation for creation of the district. He said Braxton Hill of Coastland Corporation was included in the list of nominees, as Coastland Corporation had requested representation on the board.

Commissioner Gilbert moved to nominate Terry Anderson, Gerri Adams, Al Marzetti, Linda Garczynski, Barbara Marzetti, Ed Pence and Braxton Hill. Commissioner Payment seconded and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike H. Payment, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

3. Appointment to the Fire and EMS Advisory Board

Commissioner Aydlett suggested this appointment be postponed to the next meeting. Commissioner O'Neal seconded and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	O. Vance Aydlett, Vice Chairman
SECONDER:	S. Paul O'Neal, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

4. Game Commission

Jason Belangia was nominated to serve on the Game Commission by Chairman Griggs. The nomination was seconded by Commissioner Aydlett and unanimously approved.

Commissioner Payment postponed his appointment.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David L. Griggs, Board Chairman
SECONDER:	O. Vance Aydlett, Vice Chairman
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

5. AMENDED-Board Appointment to Senior Center Advisory

Commissioner Aydlett nominated Cynthia Scott to serve on the Senior Center Advisory, filling an unexpired term due to a member resignation. Commissioner Gilbert second and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	O. Vance Aydlett, Vice Chairman
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

C) Consent Agenda

Commissioner Gilbert moved to approve the consent agenda. Commissioner Aydlett seconded and the motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	O. Vance Aydlett, Vice Chairman
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

1) Approval Of Minutes-May 16, 2016

1. Approval of BOC Minutes of May 16, 2016.

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10794-545002	Restitution	\$ 3,600	
10330-447000	JCPC		\$ 3,600
		<u>\$ 3,600</u>	<u>\$ 3,600</u>
Explanation:	JCPC - Resitution (10794) - Increase State funding for restitution, no additional County funding required. The 30% match is currently budgeted within the Cooperative Extension budget. Funds must be spent by June 30, 2016.		
Net Budget Effect:	Operating Fund (10) - Increased by \$3,600.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10330-445000	Emergency Mgmt		\$ 17,917
10531-532000	Supplies	\$ 17,917	
		\$ 17,917	\$ 17,917
Explanation: Emergency Management (10531) - Increase appropriations to record Emergency Management Planning Grant funds received.			
Net Budget Effect: Operating Fund (10) - Increased by \$17,917.			

3. Surplus Resolution-EMS Ambulance

R E S O L U T I O N

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), property listed below, be disposed of:

Asset	Description
5632	2002 Ford Ambulance Vin #1FDXE45F42HB44820

ADOPTED, this 6th day of June, 2016.

4. Surplus Resolution-Public Utilities-Currituck Club Treatment Equipment

R E S O L U T I O N

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be disposed of:
Equipment will be offered for sale.

Asset	Description
Currituck Club	
Reverse Osmosis Train(1)	AES Model #33-8-H-160-L-TF

Cartridge Filter Vessels(2)	282gpm 316 SS filter
Cleaning System(1)	RO cleaning system
RO Feed Pump(1)	Goulds Model #5SVD1M5D1
Greensand Filters(2)	Ermco Automatic 200gpm filters
Hydro-pneumatic Tank (1)	10,0000 gallon pressure tank
Ground Storage Tank (1)	20,0000 gallon ground storage
Ground Storage Tank (1)	424,000 gallon ground storage
Booster Pump Station (1)	200 gpm pumping station
RO Concentrate Tank (1)	80,700 gallon holding tank

Corolla Light

Ammonia Feed Building (1)	Ammonia feed with scale
Hydro-pneumatic tank (1)	Pressure tank
Aeration tower (1)	Aeration for iron removal
Air compressor (1)	Air compressor

ADOPTED, this 6th day of June,2016.

5. Consideration and Approval of Assignment and Assumption Agreement for Outer Banks Conservationists Annual Payment

6. Carr, Riggs & Ingram LLC Contract to audit FY 2016 financial statements

7. Consideration and Approval of Job Description Revisions

D) Commissioner's Report

Commissioner Payment congratulated all of the graduating seniors and wished them well in their endeavors. He also asked the Board to consider changing the regular meeting time to 6 PM. Commissioner O'Neal concurred, stating when the time was originally changed to 5 PM the issue would be revisited if needed, and he believes 6 PM is a more workable time. Chairman Griggs also agreed. Mr. Scanlon explained the change requires codification in the code of ordinances and that a revised ordinance could be brought forward for consideration at the next meeting.

Commissioner Gilbert thanked everyone who participated in the Currituck Kids fundraiser over the weekend and said she looks forward to attending graduation this week. She announced the free or reduced breakfast and lunch program available from June 13 to August 26, 2016, as part of the summer nutrition program, with meals available to children 18 and under Monday through Friday at Griggs Elementary cafeteria, concession stands at Maple fields, and Knotts Island. Call Angela Rodriguez at 232-2223, x1024 or log on to the school website for information. Commissioner Gilbert also said Habitat for Humanity applications were available through the Department of Social Services, noting applicants have two weeks to apply.

Commissioner Beaumont reported there have been several dangerous driving events near the Shawboro Post Office and asks that the North Carolina Department of Transportation review the area, noting it is a passing zone and needs to be assessed.

Commissioner O'Neal said he had been contacted by citizens who asked if there were going to be local meetings to discuss voting districts. He said the districts are way out of whack and need to be looked at and asked, if the Board concurs, to allow staff to hold meetings and get public feedback. The Board asked staff to move forward with planning and holding community meetings.

E) County Manager's Report

The County Manager had nothing to report.

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.

With no one wishing to speak, the Public Comment period was opened and closed.

ADJOURN

Motion to Adjourn Meeting

With there being no further business, Commissioner Beaumont moved to adjourn. Commissioner Gilbert seconded, the motion carried unanimously, and the meeting of the Currituck County Board of Commissioners was concluded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul M. Beaumont, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

Public Hearing and Possible Action on the Tourism Development Authority Budget for the Fiscal Year Ending June 30, 2017

Tourism Director, Tameron Kugler, joined the Board at the bench as a member of the Tourism Development Authority.

Chairman Griggs opened the Public Hearing, noting no one was signed up to speak. Ms. Kugler confirmed she had not received any comments pertaining to the budget that had been presented. Chairman Griggs closed the public hearing and Commissioner Gilbert moved to adopt the Tourism Development Authority budget for fiscal year ending June 30, 2017. Commissioner O'Neal seconded and the motion carried unanimously.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2017

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

SECTION 1. OCCUPANCY TAX - PROMOTION
A. Estimated Resources:

Occupancy Tax	10,184,854
Other revenues	679,771
Investment earnings	60,000
Appropriated Fund Balance	531,449
	<u>11,456,074</u>

TOTAL ESTIMATED RESOURCES \$ 11,456,074

B. Appropriations:

Occupancy Tax - Promotion	\$ 3,470,076
Occupancy Tax - Tourist related	7,985,998
	<u>11,456,074</u>

TOTAL APPROPRIATIONS \$ 11,456,074

The information above is presented in summary form. Complete detailed information is on file with the Finance Director.

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 3. CONTRACTUAL OBLIGATIONS

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They 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 4. MEMORANDA												
A.	<p>Officers:</p> <p>Daniel F. Scanlon II is the Budget Officer</p> <p>Leeann Walton is the Clerk to the Board</p> <p>Eileen Wirth is the Deputy Clerk to the Board</p> <p>Donald Ikerd McRee is the County Attorney</p> <p>Sandra L. Hill is the County Finance Director</p> <p>Bridget T. Brinkley is the Deputy Finance Director</p>											
B.	<p>Facsimile Signatures:</p> <p>The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.</p>											
C.	<p>Official Depositories:</p> <p>The Official depositories of the Tourism Development Authority are:</p> <p>Towne Bank of Currituck, Moyock, North Carolina</p> <p>Bank of America, North Carolina</p> <p>Bank of Hampton Roads (dba Gateway Bank), North Carolina</p> <p>Branch Bank and Trust, North Carolina</p> <p>North Carolina Cash Management Trust, Charlotte, North Carolina</p> <p>Yadkin Bank, North Carolina</p> <p>Wells Fargo, North Carolina</p>											
D.	<p>Daily Deposits:</p> <p>Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).</p>											
E.	<p>Returned Check or Electronic Funds Transfer Fees:</p> <p>The Tourism Development Authority will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).</p>											
F.	<p>Policy on Appropriations:</p> <p>The Tourism Development Authority will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.</p>											
SECTION 5. USE OF BUDGET ORDINANCE												
<p>The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.</p>												
ADOPTED this 6th day of June 2016.												

RESULT: APPROVED [UNANIMOUS]
MOVER: Marion Gilbert, Commissioner
SECONDER: S. Paul O'Neal, Commissioner
AYES: David L. Griggs, Board Chairman, O. Vance Aydtlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT: Mike D. Hall, Commissioner

Commissioner Aydlett moved to approve and was seconded by Commissioner O'Neal. The motion carried unanimously.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-587050	T T - Co Govt Construction	\$ 6,769	
15320-415000	Occupancy Tax		\$ 6,769
		\$ 6,769	\$ 6,769
Explanation: Tourism Related Activities (15447) - Transfer funds to County Governmental Facilities Construction for 10% County match for Corporate Aircraft Parking Apron Design, Bid & Environmental Documentatio.			
Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$6,769.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-590000	Capital Outlay	\$ 1,325	
15442-526200	Promotional Efforts		\$ 1,325
15447-532795	Supplies - Carova Park	\$ 309	
15447-545795	Contract Services - Carova Park		\$ 309
15448-526200	Promotional Efforts	\$ 200	
15448-554500	Insurance	\$ 2,069	
15448-590000	Capital Outlay	\$ 9,554	
15448-590001	OBC Maintenance Fees	\$ 147	
15448-545100	Credit Card Fees		\$ 2,000
15448-532500	Retail Sales		\$ 2,500
15448-531000	Fuel		\$ 2,500
15448-516000	Repairs & Maintenance		\$ 4,970
		\$ 13,604	\$ 13,604
Explanation: Tourism Proomotion (15442); Tourism Related (15447); Whalehead (15448) - Transfer budgeted funds for operations for the remainder of this fiscal year.			

After the vote, Commissioner O'Neal said he would like the Board to hold a work session to discuss how we might address getting the Whalehead channel dredged. After discussion, Commissioners directed staff to initiate the process again, with Commissioner Beaumont asking for the Army Corps of Engineers to come before the Board. Mr. Scanlon told the Board the County has been working on this project for 25 years and the Army Corp has denied the request every time. He explained the county has worked with Congressman Walter Jones and Senators Burr and Hagan, to no avail.

Mr. Scanlon recalled the Army Corps denial of the first two permit applications submitted by the county, and said at a pre-submittal meeting on the third attempt, with a team of professionals assembled by the County, the Army Corp told us they would not support a third application, as they had already denied us twice. Commissioner O'Neal said money is being put into dredging in Manteo, where channels don't exist. We have an existing channel, and said he believes it is punishment for a past attempt to clear the channel. Commissioner O'Neal and Commissioner Aydlett agreed that we need to start the process again and keep moving forward with persistence.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	O. Vance Aydlett, Vice Chairman
SECONDER:	S. Paul O'Neal, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

Motion to adjourn meeting of the Tourism Development Authority

With there being no further business, Commissioner O'Neal moved to adjourn. The motion was seconded by Commissioner Gilbert, carried unanimously, and the meeting of the Tourism Development Authority was concluded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	S. Paul O'Neal, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD

Public Hearing and Possible Action on the Ocean Sands Water & Sewer District Budget for the Fiscal Year Ending June 30, 2017

Chairman Griggs opened the public hearing and Dan Scanlon, County Manager, reviewed the presentation of the budget to the Board previously, and said no inquiries had been made.

Jeannie Marcinko of Coastland Corporation, Ocean Trail, Corolla, distributed a document to Commissioners and asked that it be accepted as part of the record and that answers to questions posed in the document be forwarded to Coastland Corporation. The Board accepted the document as proffered, and with no one else wishing to speak, Chairman Griggs closed the Public Hearing.

Commissioner O'Neal moved to approve the budget and was seconded by Commissioner Gilbert. The motion carried unanimously.

OCEAN SANDS WATER AND SEWER DISTRICT**BUDGET ORDINANCE**

For the Year Ending June 30, 2017

BE IT ORDAINED by the Ocean Sands Water and Sewer District, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

SECTION 1. OCEAN SANDS WATER AND SEWER DISTRICT**A. Estimated Resources:**

Special District Taxes	229,677
Charges for Services	1,237,729
Other revenues	13,621
Investment earnings	10,000
	<u>1,491,027</u>

TOTAL ESTIMATED RESOURCES \$ 1,491,027

B. Appropriations:

Ocean Sands Water and Sewer	\$ 1,261,466
Transfers to other funds	229,561
	<u>1,491,027</u>

TOTAL APPROPRIATIONS \$ 1,491,027

The information above is presented in summary form. For complete detailed information, tax rates and fee schedules refer to the budget ordinance for the County of Currituck.

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 3. CONTRACTUAL OBLIGATIONS

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They 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 4. MEMORANDA

A.	Officers: Daniel F. Scanlon II is the Budget Officer Leeann Walton is the Clerk to the Board Eileen Wirth is the Deputy Clerk to the Board Donald Ikerd McRee is the County Attorney Sandra L. Hill is the County Finance Director Bridget T. Brinkley is the Deputy Finance Director
B.	Facsimile Signatures: The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.
C.	Official Depositories: The Official depositories of the Ocean Sands Water and Sewer District are: Towne Bank of Currituck, Moyock, North Carolina Bank of America, North Carolina Bank of Hampton Roads (dba Gateway Bank), North Carolina Branch Bank and Trust, North Carolina North Carolina Cash Management Trust, Charlotte, North Carolina Yadkin Bank, North Carolina Wells Fargo, North Carolina
D.	Daily Deposits: Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250)
E.	Returned Check or Electronic Funds Transfer Fees: The Ocean Sands Water and Sewer District will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).
F.	Policy on Appropriations: The Ocean Sands Water and Sewer District will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 5. USE OF BUDGET ORDINANCE

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

ADOPTED this 6th day of June 2016.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	S. Paul O'Neal, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	David L. Griggs, Board Chairman, O. Vance Aydllett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner

Ocean Sands Water & Sewer District-Budget Amendments

County Manager, Dan Scanlon, reviewed the amendments with the Board, consisting of year end adjustments moving money among line items.

Commissioner Gilbert moved to approve and was seconded by Commissioner Payment. The motion carried unanimously.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-514500	Training & Education	\$ 64	
60808-532000	Supplies - Water	\$ 1,000	
60808-533801	Chemicals - Sewer	\$ 3,000	
60808-553000	Dues and Subscriptions - Water	\$ 119	
60808-553001	Dues and Subscriptions - Sewer	\$ 500	
60808-561000	Professional Services - Water	\$ 2,742	
60808-590001	Capital Outlay - Sewer	\$ 7,430	
60360-450500	Administrative Revenue		\$ 7,306
60808-511001	Telephone and Postage		\$ 2,500
60808-532001	Supplies		\$ 2,500
60808-533201	Lab Test		\$ 2,549
		<u>\$ 14,855</u>	<u>\$ 14,855</u>
Explanation: Ocean Sands Water and Sewer District (60808) - Transfer funds for operations and record administrative revenue.			
Net Budget Effect: Ocean Sands Water and Sewer District (60) - Increased by \$7,306.			
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-587059	T T - Ocean Sands Construction	\$ 250,000	
60390-499900	Appropriated Retained Earnings		\$ 250,000
		<u>\$ 250,000</u>	<u>\$ 250,000</u>
Explanation: Ocean Sands Water and Sewer District (60808) - Transfer funds to accumulate funding for future expansion of the Ocean Sands Sewer.			
Net Budget Effect: Ocean Sands Water and Sewer District (60) - Increased by \$250,000.			

RESULT: APPROVED [UNANIMOUS]
MOVER: Marion Gilbert, Commissioner
SECONDER: Mike H. Payment, Commissioner
AYES: David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT: Mike D. Hall, Commissioner

Motion to adjourn meeting of the Ocean Sands Water & Sewer District

With no further business, Commissioner Gilbert moved to adjourn. The motion was seconded by Chairman Griggs and carried unanimously. The meeting of the Ocean Sands Water and Sewer District was concluded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	David L. Griggs, Board Chairman
AYES:	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
ABSENT:	Mike D. Hall, Commissioner