

Proposal for  
Hurricane Florence Flood Mitigation  
Assistance and Hazard Mitigation  
Grant Program, Planning and  
Management Services  
for Hyde County

December 17, 2018



# INTEREST LETTER

Rosemary Johnson, Administrative Assistant  
Hyde County  
30 Oyster Creek Road  
PO Box 188  
Swan Quarter, NC 27885

**Summit Design and Engineering Services, PLLC**  
**Richmond Office**  
2201 West Broad Street, Suite 204  
Richmond, Virginia 23220

**Phone:** 804-204-1022  
**Fax:** 804-204-1024

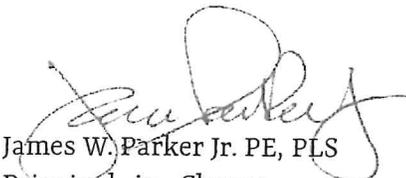
Subject: Hazard Mitigation Grant Program & Flood Mitigation Assistance Planning & Management Services

Summit Design and Engineering Services, PLLC (Summit), is writing to express our interest in providing planning and grant management assistance as requested for the HMA grants for Hyde County. Summit, a full-service professional architecture, engineering and planning firm, recognizes the opportunity to provide services in an innovative, functional, environmental and cost-effective manner to the County

For over 19 years, Summit has provided professional services to numerous public agencies and municipalities throughout North Carolina. **Summit's Planning Department specializes in Hazard Mitigation Assistance Projects (HMA) and CDBG Disaster Recovery (CDBG-DR). This includes working on over twenty Hazard Mitigation Grant Program (HMGP) grants in Virginia. We have now expanded our services into North Carolina.**

Working out of our Richmond office, Proposed Project Manager Michael P. Dodson, CFM, will manage and coordinate local Summit personnel to assist the County in reaching their goals. Since many of the services in this RFP can be conducted in-house with Summit - including professional planning and documentation, structural inspections, project administration and management, grant documentation and more - we are confident that Summit will meet and exceed the County's expectations.

We appreciate this opportunity to provide the County with our Proposal. We look forward to hearing from you and are hopeful of our selection to serve the County for providing turnkey professional planning and project management services. Should you have any questions, please do not hesitate to contact Mr. Dodson using the information provided below.

  
James W. Parker Jr. PE, PLS  
Principal- in- Charge

**Point of Contact:**

Michael Paul Dodson, CFM  
michael.dodson@summitde.net  
2201 West Broad Street  
Suite 204  
Richmond, VA 23220  
Ph. 804.204.1022  
Fx. 804.204.1024

# GENERAL QUALIFICATIONS STATEMENT

## CONTROL PROCEDURES

Summit's project management and quality control procedures are designed to meet both client expectations and state and federal requirements and guidelines for the use of state and federal funds. For this project specifically, the firm will utilize FEMA's Strategic Funds Management Plan template to negotiate, create, and implement a project management plan between the County, North Carolina Emergency Management, and FEMA's Region 4 Office. This Plan will be utilized to monitor project progress and grant fund expenditures on a quarterly basis. The firm will also monitor and assist with FEMA's quarterly reporting requirement.

Summit recommends the use of a local Project Management Team that serves a practical function of generating inter-departmental cooperation on the project. This Project Management Team would also serve to monitor project management and quality control. Staff will work with this team to develop your administrative procedures and guidance for the grant. Our innovative ideas include a homeowner checklist for elevations to ensure owner expectations and understanding of the grant process.

Internal quality control is implemented at Summit by having a second set of eyes review designs, plans, programmatic documents, and project expenditures to be reimbursed by a local, state, or federal entity before material is forwarded to clients for their review. For this project specifically, the firm will work with the County to adapt or create review appraisal procedures in keeping with FEMA requirements related to FEMA-funded acquisitions. We will also provide engineers to conduct plan review and construction inspections. (see complete details in Understanding of the Project)

## PROVIDING ACCURATE COST ESTIMATES

The Team will work closely with North Carolina Emergency Management, FEMA Region IV and the CDBG reporting agency to address any repairs that come with the elevation of the homes. A thorough pre-lift inspection will be conducted along with a post-lift elevation report. All structural repairs that are grant eligible will be submitted for review by NCEM, FEMA, and/or the CDBG Supervising Agency. The Team will recommend that performance and payment bonds for 200% of the costs of the total elevation work, along with liability insurance, be in place for each home lifted.

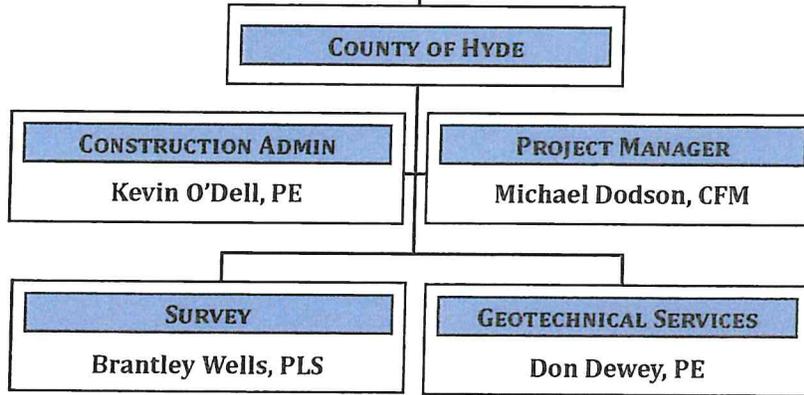
For the acquisition and relocation households, the replacement dwelling unit will need to be inspected and required to pass HUD Section 8 Housing Quality Standards (HQS) checklist. No repairs will be needed for the relocation properties or for the acquired homes that will be demolished.

For Mitigation Reconstruction homes under CDBG-DR funding, the firm will establish work write ups with estimated costs for the replacement home. The firm will also review the IFBs to ensure compliance with HUD funding and HQS standards. Cost estimating will be provided to the County and the NC Commerce Department for review on each home.

## PROVIDING ADDITIONAL SERVICES

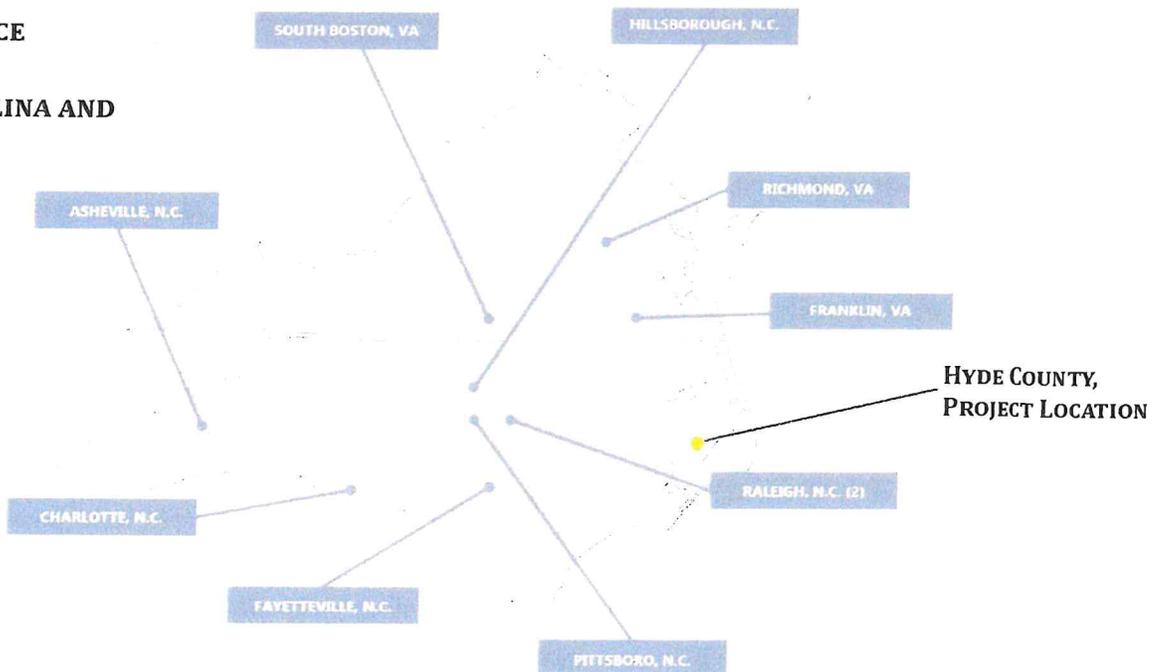
Summit can assist the County in providing additional services including procuring any structural engineering work, surveying, and asbestos inspectors in-house. Our in-house abilities create an understood and smooth communication and coordination process.

# FIRM ORGANIZATION & LOCATIONS



NAME   ROLE   LOCATION		
Michael Dodson, CFM	PROJECT MANAGER	RICHMOND, VA
Kevin O'Dell, PE	CONSTRUCTION ADMINISTRATION	PITTSBORO, N.C.
Brantley Wells, PLS	SURVEY PROJECT MANAGER	HILLSBOROUGH, N.C.
Don Dewey, PE	GEOTECHNICAL PROJECT MANAGER	HILLSBOROUGH, N.C.

## SUMMIT OFFICE LOCATIONS, NORTH CAROLINA AND VIRGINIA



# HMGP EXPERIENCE

## HAZARD MITIGATION GRANT ASSISTANCE FOR THE TOWN OF CARRBORO

### Overview

Summit is currently utilizing its extensive experience in flood mitigation work and HMA planning and project grant management to assist the Town of Carrboro. For this project, managed by Chris Berg, PE, Summit is providing in-house:

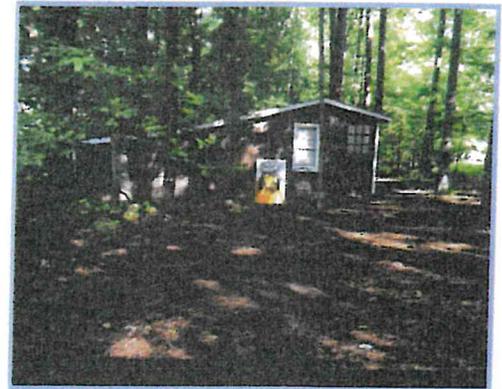
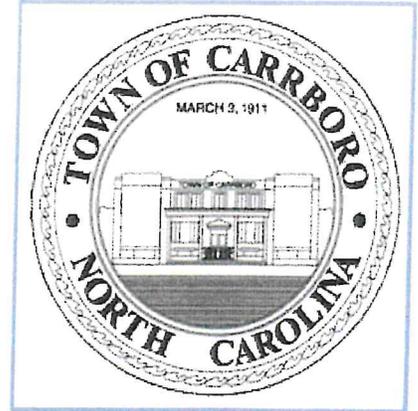
- Grant Management
- Elevation Surveys
- Bid Drawings
- Structural Engineering (for design)
- Inspections
- Housing elevations

This team also includes construction management by Kevin O'Dell, who is providing specs as well as managing the bid process and inspections. Michael Dodson, CFM, who is the Project Manager of this Proposal, is providing all the grant management and program guidance to the town.

The goal of this project is to elevate two(2) homes. The two(2) structures are some of the most vulnerable and repetitive loss properties in the Town of Carrboro. The outcome of the project is to protect the properties from future damage from flooding while mitigating the current damage already dealt to the community by frequent strong hurricanes and flooding.

### Contract Dates:

July 2018 - Current



### Primary Contact

Martin Roupe  
Development Review Administrator  
Town of Carrboro  
301 West Main St.  
Carrboro, NC 27510  
(919) 918-7333

# HMGP EXPERIENCE

## MATHEWS COUNTY HAZARD MITIGATION GRANT PROGRAM (HGMP) - ACQUISITION/ELEVATION

### Overview

Surrounded by water on three sides, Mathews County has a long history of battling flooding. This project focused on the elevation or acquisition of properties damaged by flood waters in the November 2009 Nor'easter storm. Emphasis was placed on reducing the potential loss of life and property damage from flooding as well as the creation of additional green space within the county. Project work tasks included performing benefit-cost analyses and providing application assistance.

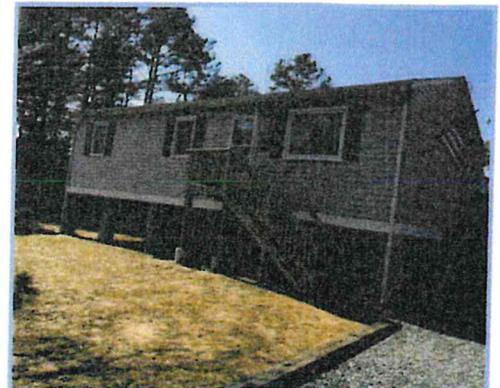
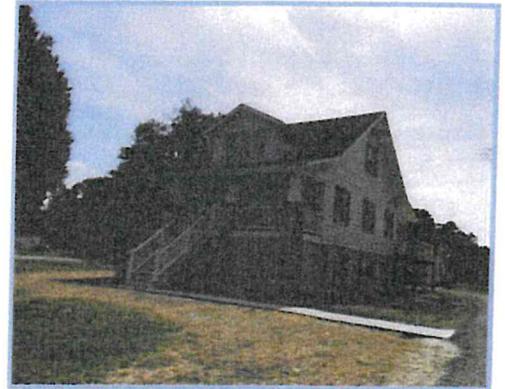
### Approach

Summit, then Community Planning Partners, Inc, assisted the County in applying for hazard mitigation funds through the Federal Emergency Management Agency (FEMA). We assisted community stakeholders and the County with the identification of homes that had been damaged by flooding and informed local citizens of flood mitigation opportunities.

Applications were initially submitted following Tropical Storm (T.S.) Ida in 2009. The subsequent award provided funds to elevate six (6) homes out of the floodplain and the acquisition of one property. The firm also helped to secure a grant for the elevation of one Severe Repetitive Loss (SRL) property in the northeastern section of the county. Three (3) applications tied to T.S. Irene, the Louisa County Earthquake, and Hurricane Sandy were awarded in 2014 and elevated twenty-one (21) homes and acquired three (3) properties. These grants completed in 2018, removed residents from flood hazard areas resulting in enhanced public safety for the community as well as improving the County's Community Rating System score, which will lower insurance rates for homeowners.

### Contract Dates:

July 2010 - Current



### Primary Contact

Thomas Jenkins  
Director of Planning, Zoning and Wetlands  
County of Mathews  
Phone: (804) 725-4034

# HMGP EXPERIENCE

## GLoucester County Hazard Mitigation Grant Program (HGMP)

### Overview

Between September 18, 2003, and October 29, 2012, torrential storms accompanying Hurricanes Isabel, Tropical Storm (T.S.) Gaston, T.S. Ernesto, T.S. Ida, T.S. Irene, and Hurricane Sandy dumped approximately 5-10 inches of rain per storm in the York District of the county. High tides from several named and unnamed storms also damaged properties in the area. The low lying York and Severn River watersheds were overwhelmed by the events and high water flooded many homes.

The Guinea area of Gloucester was the hardest hit area and suffered damage to dozens of businesses and hundreds of homes. Some of the most extreme damage occurred in the Jenkins Neck and Maryus communities where over 35 residential units were deemed irreparable and subsequently demolished.

### Approach

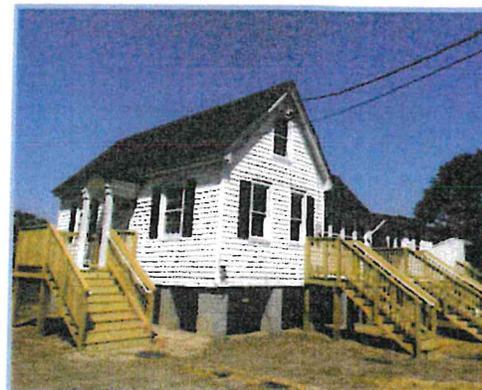
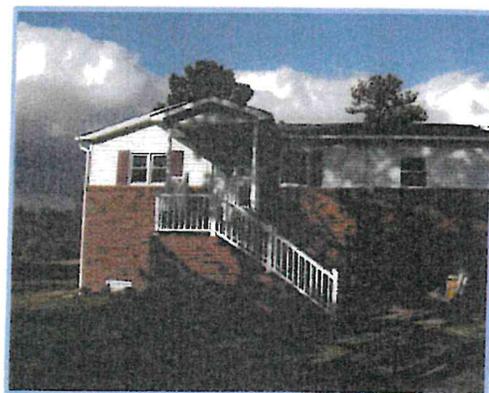
Summit, then Community Planning Partners, Inc., assisted the County in the development of a Disaster Mitigation Recovery Plan. The firm worked with community stakeholders and the County to identify major obstacles and opportunities and to develop strategies and goals for flood recovery. All work products were considered in relation to the availability of state and federal funds. A recovery program was developed that included flood relief/mitigation, housing, recreation, and conservation. Since 2006, the plan has used both Hazard Mitigation Grant funds and Community Development Block Grant (CDBG) funds to assist in the construction of new homes as well as the elevation of over 100 homes out of the floodway. The program also helped to establish a community park as well as to create over 100 acres of dedicated permanent open space in some of the most environmentally sensitive areas of the County. The applications submitted under the various grants resulted in over \$750,000 in CDBG Urgent Needs funds and over \$13.7 million in HMGP Mitigation funds.

### Contract Dates

May 2005 - Current

### Primary Contact

William Lindsey  
Director of Purchasing  
County of Gloucester  
Phone: (804) 693-4042



# ACQUISITION/RELOCATION EXPERIENCE

## TOWN OF SMITHFIELD - PINWOOD HEIGHTS NEIGHBORHOOD REVITALIZATION PROJECT

### Overview

The Pinewood Heights Neighborhood in the Town of Smithfield had experienced significant deterioration due in large part to the decline of industry in the area. Its proximity to nearby meat packing plants has contributed to serious environmental problems because of noise, odors, and dust.

Summit, then Community Planning Partners, Inc., has worked with the Town of Smithfield since 2008 to acquire and relocate all the residents of the Pinewood neighborhood. The first two phases included the relocation of 54 households. Phase III involves relocating 18 homes on Jamestown Avenue & Phase IV is intended to focus on relocating the remaining 18 households in the neighborhood for a total of 90 households.

### Approach

Phase I focused on the voluntary acquisition and relocation of thirty-two households south and west of Carver Avenue. The first phase was completed in 2012; Phase II of the project focus relocating the rest of the homes on Carver Avenue. Phase III & IV are intended to focus on relocating the last residents in the neighborhood.

The firm provided the Town with turn-key Acquisition and Relocation assistance by following federal Uniform Relocation Act (URA) procedures in providing all proper acquisition and relocation notices, assisting residents with identifying relocation options, calculating benefits, completing all state and federal relocation forms, and ensuring the demolition of the vacant home. Relocation activities were executed in order to provide decent, safe, and affordable housing in a suitable living environment for the residents of the neighborhood. A total of \$3.8M million in CDBG funds have been awarded thus far to implement the project. Phase III will closeout in the Spring of 2019; Phase IV work will start in early 2019.

### Contract Dates

March 2006 - current

### Primary Contact

Brian Thrower  
Town Manager  
Town of Smithfield  
Phone: (757) 365-9505



# CDBG-DR EXPERIENCE

## TOWN AND COUNTY OF PULASKI TORNADO RECOVERY PROJECT

### Overview

On Friday, April 8, 2011, Pulaski, Virginia, was hit by F-1 and F-2 tornadoes resulting in substantial damage to or complete loss of residential properties. The area resembled a war zone with houses literally torn apart, debris strewn throughout, and fallen trees that had taken down power lines and were blocking ingress and egress to the area. 1,400 tons of debris had to be removed from the area.

206 homes had suffered slight damage; 70 homes had minor damage; 107 houses had major damages; and 45 houses were so severely damaged that they were condemned and people were prohibited from returning to what was remaining of their properties.

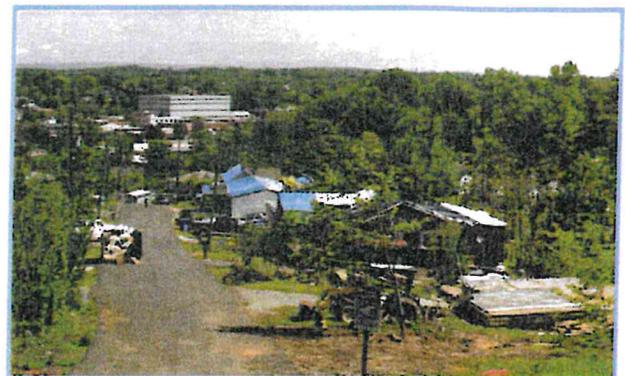
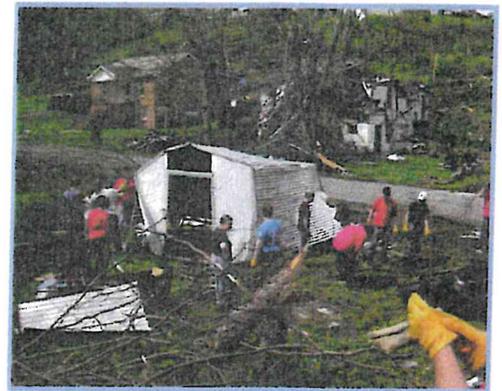
### Approach

The Town and County were both awarded \$700,000 in Community Development Block Grant (CDBG) Urgent Needs Open Submission (UNOS) funds.

The proposed improvement plan focused on the rehabilitation and substantial reconstruction of houses that were directly damaged as a result of the April 8, 2011, tornadoes where homeowners lacked sufficient insurance or other financial resources to complete the needed repairs. Both projects were successfully completed in the spring of 2014 with a combined total of 11 houses rehabilitated and 16 houses substantially reconstructed.

### Contract Dates

May 2012 - June 2014



### Primary Contact

Mr. Shawn Utt  
Town Manager  
sutt@pulaskitown.org  
(540) 994-8601

Mr. Peter Huber  
County Administrator  
phuber@pulaskicounty.org  
(540) 980-7705

# HMGP EXPERIENCE

## CITY OF FRANKLIN FLOOD REDEVELOPMENT PROGRAM AND FLOOD RELIEF ASSISTANCE

### Overview

On September 16, 1999, torrential rains accompanying Hurricane Floyd dumped 10-12 inches of rain in the Blackwater River watershed, already saturated by rains from Hurricane Dennis. The resulting flooding inundated downtown Franklin, damaging 182 businesses, 142 residential units, the city's wastewater treatment plant, public utilities, the public safety building and City Hall. 40 commercial structures and 44 residential units were irreparable and therefore demolished.

### Approach

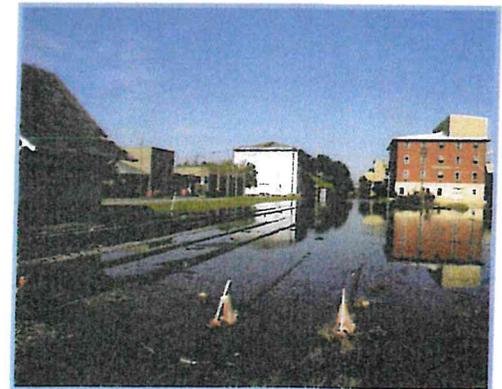
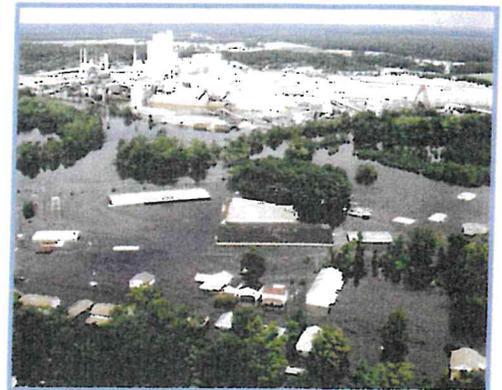
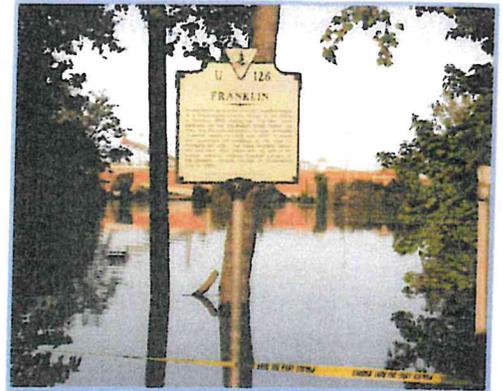
Collaborating with Hill Studio architects and Kimley-Horn & Associates engineers, we assisted the City in the development of an award-winning Downtown Flood Recovery Master Plan.

The firm worked with community stakeholders and the City to identify major obstacles and opportunities and to develop a vision statement and strategies/goals for flood recovery and reconstruction. Assessments of the City's physical and financial conditions as well as market studies were conducted.

All work products were considered in relation to the availability of state and federal funds. A recovery program was developed that included flood relief/mitigation, housing, recreation, conservation, tourism, commercial improvements and business development, and infrastructure/public improvements. The implementation cost of the recovery program exceeded \$23,000,000. The final phase of the project was completed in 2009 with dedication of a new downtown park.

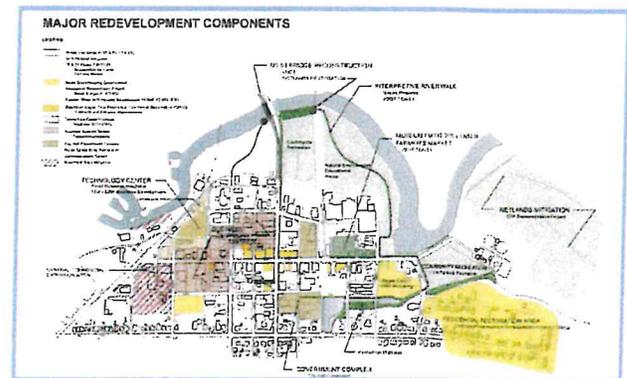
### Contract Dates

October 1999 - June 2009



### Primary Contact

Donald E. Goodwin  
Director of Community  
Redevelopment  
dgoodwin@franklinva.org  
(757) 562-8580



# HMGP EXPERIENCE

## HAZARD MITIGATION GRANT ASSISTANCE THROUGHOUT VIRGINIA

### Overview

The firm has extensive experience in flood mitigation work including both Hazard Mitigation Assistance (HMA) planning and project grant management throughout Virginia. The programs are administered by FEMA and the Virginia Department of Emergency Management (VDEM).

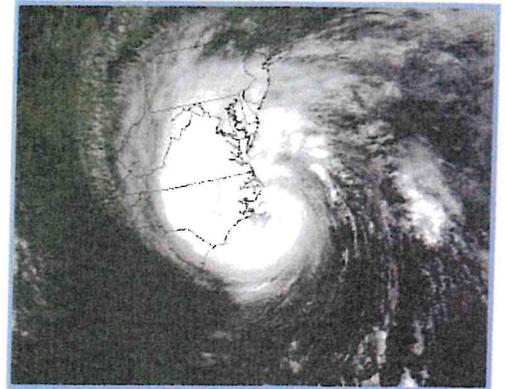
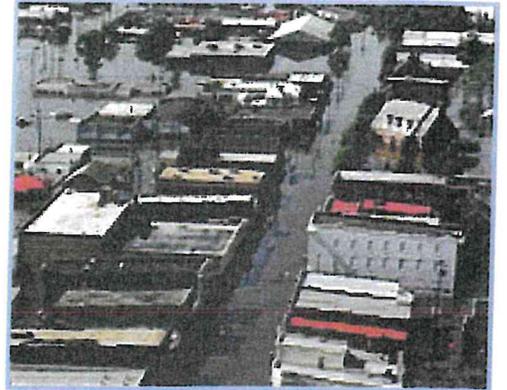
During the past ten years Summit has assisted local governments in the successful application and implementation of over 24 projects totaling in excess of \$23,000,000 in FEMA funding.

Assistance has included preparation of All-Hazard Mitigation Plans, housing elevations, property acquisition and owner relocation, post flooding downtown redevelopment, and drainage infrastructure enhancements. Such efforts have made significant contributions to reducing the damages of repetitive flooding and in breaking the cycle of damage to affected communities across the Commonwealth.

Recent clients include Gloucester County, Mathews County, Richmond & Crater Planning District Commissions, Henry County, Isle of Wight County, and the Town of Abingdon.

### Contract Dates

1999 - Current



### Primary Contact

Ms. Debbie Messmer  
Project Manager  
Virginia Department of Emergency Management (VDEM)  
Phone: (804) 897-6500  
[debbie.messmer@vdem.virginia.gov](mailto:debbie.messmer@vdem.virginia.gov)

# KEY PERSONNEL



**MICHAEL P. DODSON, CFM**  
PROJECT MANAGER/HMA COORDINATOR

Mr. Dodson attended both Virginia Tech and Virginia Commonwealth University, and has an extensive background in community development and disaster recovery from 7 years of service with the City of Richmond. His work includes assistance in FEMA Hazard Mitigation and CDBG Urgent Needs grants. He also works on CDBG and FEMA grant applications and grant management for several inland localities as well as the coastal sections of Virginia.

Mr. Dodson successfully oversaw the Gloucester project management of eleven (11) Hazard Mitigation Assistance (HMA) grants for County that totaled \$13 million in funds. The projects included the elevation of over 75 homes, relocation of 1 homeowner, and the acquisition of 20 parcels. He oversaw the grant and construction management of three FEMA grants in Mathews County that totaled over \$6 million. Mr Dodson has worked with the Town of Smithfield since 2008 to acquire and relocate all the residents of the Pinewood neighborhood under the federal Uniform Relocation Act (URA). Throughout this project the firm has relocated 74 households and is working on the relocation of an additional 16.

Grant Management includes overseeing the day-to-day operations of the grant, assisting owners with applications and grant procedure questions, working the purchasing staff on bids for services, conducting site visits, reviewing engineered plans for compliance with grant guidance, filing quarterly reports with the state, coordinating quarterly state and federal site visits, drafting open space plans, identifying allows FEMA uses of open space and working as staff to the grants management team.

Construction Management involves working to coordinate and attend site visits, pre-demolition, relocation assistance meetings, assisting in the IFB process for contractors, attending all needed on-site meetings with contractors, reviewing and approving all change orders and related paperwork, processing payment requests, and ensuring completion of the contract work and proper closeout of the grant.

### EDUCATION

**Master of Urban and Regional Planning, Virginia Commonwealth University, 2002**

**Bachelor of Arts in Public and Urban Affairs, Virginia Polytechnic Institute and State University, 1998**

### PROFESSIONAL REGISTRATION

**American Planning Association, Virginia Chapter**

**Certified Floodplain Manager (CFM), Association of State Floodplain Managers**

### PROFESSIONAL AFFILIATIONS FEMA

**Emergency Management Institute (EMI) Certificate – Grant Management Assistance and Application Development**

**FEMA Emergency Management Institute (EMI) Certificate – Residential Coastal Construction**

**FEMA Emergency Management Institute (EMI) Certificate – Benefit Cost Analysis**

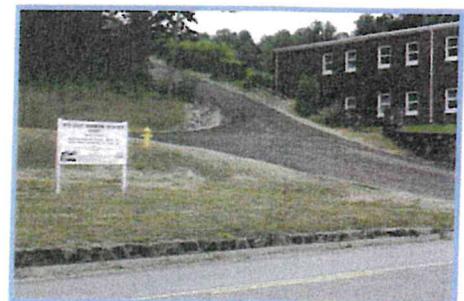
### LOCATION

**2201 West Broad Street, Ste 204  
Richmond, VA 23220**

## RELATED EXPERIENCE



**HMGF RESIDENCE ELEVATION**



**HENRY COUNTY SOUTH STREET NEIGHBORHOOD IMPROVEMENT PROJECT**



**ACQUISITION/DISPLACED RESIDENCE**



**RELOCATION RESIDENCE**

# KEY PERSONNEL



## KEVIN O'DELL, PE

### CONSTRUCTION ADMINISTRATION

Kevin O'Dell, PE, has 35 years of experience in civil engineering and surveying. This includes contract administration, construction administration, compliance, inspection and testing. Mr. O'Dell has worked extensively with NCDOT, private developers, contractors, municipalities and non-profit organizations on both vertical and horizontal construction projects. These clients include State Employees' Credit Union, Town of Carrboro, Town of Pittsboro, Town of Hillsborough, Orange County, Durham County, Orange County Schools, Town of Chapel Hill, Town of Carrboro, Bessemer City, City of Washington, City of Raleigh and Habitat for Humanity.

Mr. O'Dell serves as project manager on various types of construction projects throughout the state. He holds a key management role in the ongoing State Employees' Credit Union branch construction projects throughout North Carolina.

Mr. O'Dell's main task is to coordinate and communicate with the client and contractors. His duties include; providing summary reports, schedules, pre-qualifying contractors, facilitating project team meetings, and coordinating the bidding processes.

#### EDUCATION

**B.S. Civil Engineering  
Technology, Rochester Institute  
of Technology – Rochester, N.Y.  
1986**

**A.A.S. Surveying Technology,  
State University of New York at  
Alfred State College – Alfred,  
N.Y. 1982**

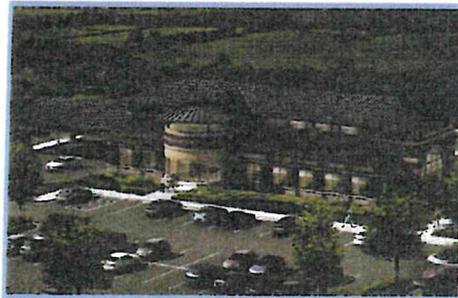
#### PROFESSIONAL REGISTRATION

**Licensed Professional Engineer  
in North Carolina No. 022958**

#### LOCATION

**480 Hillsboro St,  
Pittsboro, NC 27312**

## RELATED EXPERIENCE



STATE EMPLOYEES' CREDIT UNION



UNC HOSPITALS HILLSBOROUGH CAMPUS



ORANGE COUNTY LIBRARY



NORTHSIDE ELEMENTARY SCHOOL

# KEY PERSONNEL



## BRANTLEY WELLS, PLS SURVEY PROJECT MANAGER

Mr. Wells has over 20 years of progressive surveying and data management experience, primarily leading Summit's route location surveys and construction staking efforts on NCDOT highway construction projects. As a result of his construction staking experience, Mr. Wells has a keen understanding of the challenges of transportation engineering projects. His experience ensures comprehensive data collection, including drainage features, street and driveway connections, and existing utility infrastructure to facilitate planning and design functions.

Mr. Wells is included in case elevation certificates are needed for elevated or reconstructed homes or recordable surveys are needed for the recordation of acquired properties.

### RELATED EXPERIENCE

#### EDUCATION

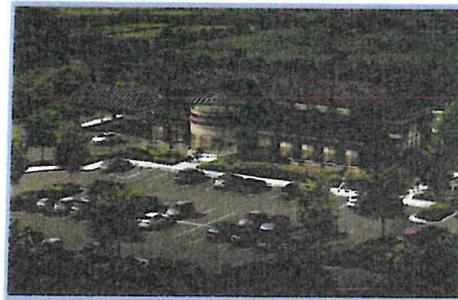
**B.S. Economics, UNC Chapel Hill, 1992**

#### PROFESSIONAL REGISTRATION

**Licensed Professional Land Surveyor in North Carolina No. L-4544**

#### LOCATION

**504 Meadowlands Dr, Hillsborough, NC 27278**



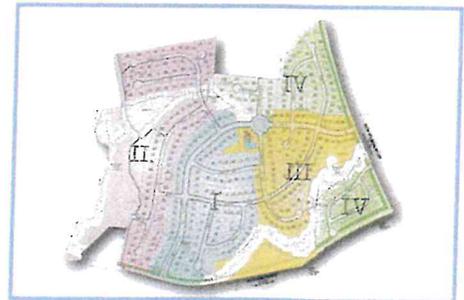
STATE EMPLOYEES' CREDIT UNION



ARBOR CREEK SUBDIVISION



BEDFORD HILLS SUBDIVISION



THE MEADOWS SUBDIVISION

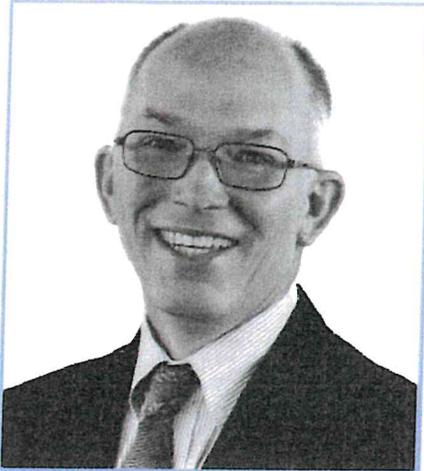


CERTAINTEED GYPSUM WALLBOARD FACILITY



DISCOVERY CHARTER SCHOOL

# KEY PERSONNEL



## DON DEWEY, PE

VICE PRESIDENT/SOILS AND MATERIALS

Don Dewey, PE, has performed geotechnical engineering and construction materials testing throughout North Carolina for the past 28 years. Mr. Dewey provides senior management for Summit's geotechnical, construction materials testing and Special Inspections operations.

Mr. Dewey's duties include the oversight and execution of a variety of geotechnical engineering investigations. He and his staff of geotechnical professionals perform field subsurface investigations, laboratory testing and engineering analysis.

Mr. Dewey is responsible for assigning appropriate staff, training of personnel, and reviewing reports of findings and summary reports.

Further Responsibilities:

- Communicates frequently with clients about project progress
- Provides engineering oversight of on-site and offsite activities
- Assists with project planning and set-up
- Ensures all field and laboratory procedures meet project specifications and requirements
- Provides analysis and evaluation of test data
- Prepares engineering reports

### EDUCATION

**B.S. Civil Engineering, North Carolina State University, 1989**

### PROFESSIONAL REGISTRATION

**Professional Engineer in NC; License No. 20140**

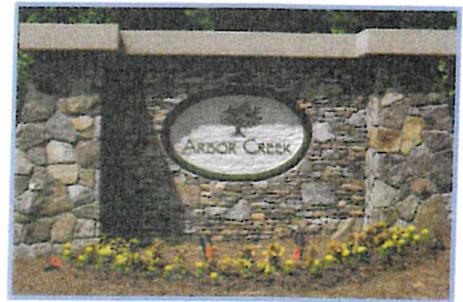
### LOCATION

**504 Meadowlands Dr,  
Hillsborough, NC 27278**

## RELATED EXPERIENCE



BEDFORD HILLS SUBDIVISION



ARBOR CREEK SUBDIVISION

# UNDERSTANDING OF THE PROJECT

The following activities constitute the Scope of Services that would be performed by Summit Design and Engineering to implement the Hazard Mitigation Assistance (HMA) or Community Development Block Grant-Disaster Recovery (CDBG-DR) grants for Hyde County:

## A. PROJECT MANAGEMENT ASSISTANCE

Grant management services to be provided would consist of those services as may be required in the administration of a Hazard Mitigation Assistance (HMA) or Community Development Block Grant-Disaster Recovery (CDBG-DR) grant. The work would involve the following as required by the County:

1. Assist the County in the creation and operation of a Project Management team made up of key personnel that will assist in the administration of the grant.
2. Develop all necessary forms including, but not limited to, participation forms, match requirement forms, relocation brochures, projects file checklists, pre-acquisition checklist forms, and the owner's notification of responsibility brochure.
3. Identify owner participation amounts and draft notices to owners.
4. Secure and review the required pre-acquisition surveys from the identified contracted firms for the project. Obtain demolition quotes for acquisition homes and secure any required asbestos/lead quotes if needed.
5. Assist County Procurement Staff in the bidding of elevation Invitations for Bids (IFBs) and receiving of quotes for the demolition work including submitting bids to NCEM, FEMA or CDBG Supervising Agency as required for review.
6. The program administrator will also assist all pre-acquisition property owners with their duplication of benefits form, securing the appraisal, notification of value, and preparation of the contract offer with the County Administrator or County Attorney.
7. Develop Acquisition, relocation, disposition, rehabilitation, and other required plans.
8. Prepare and submit the required resolution for adoption by the Board of Commissioners approving the purchase of a property by the County.
9. Assist with the scheduling and coordinating property closings with the County Attorney.
10. Assist with preparing all Quarterly Statements, required forms, and other correspondence with NCEM, FEMA, and the CDBG Supervising Agency if needed
11. Assist with maintaining the project administrative systems and files so that they are accurate and kept up to date throughout the project according to the generally accepted state "Model Filing System."
12. Participate in any NCEM or FEMA-requested project site visits to the County.
13. Coordinate with the State Mitigation Project Coordinator, other NCEM staff, and FEMA as necessary.
14. Assist in the drafting and release of any public notices, advertisements, media requests, and FOIA inquiries with the assistance of the County's Public Information Officer.
15. Ensure compliance with all local, state and federal laws, policies and procedures related to the administration of the grant.
16. Respond to and process all owner appeals for both elevation and acquisition properties under the County's "Policies and Procedures" that are adopted by the Board of Commissioners.
17. Administer all labor compliance requirements as requested by NCEM and/or FEMA.
18. Provide and present progress reports to the Board of Commissioners as needed.

## B. ACQUISITION & RELOCATION ASSISTANCE

The Consultant will provide technical assistance to the County in the implementation of all acquisition, relocation, and demolition activities in the Hazard Mitigation Assistance (HMA) or Community Development Block Grant-

# UNDERSTANDING OF THE PROJECT

Disaster Recovery (CDBG-DR) grant. The work would involve the following as required by the County:

## 1. Acquisition Activities

The County is responsible for the acquisition of all real property within the project, thus in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The Consultant will:

- a. Identify the properties to be acquired and provide the parcel tax map references to the County Attorney in order that he can complete title searches to properly identify all parcel owners.
- b. Issue Preliminary Acquisition Notices by certified mail to each property owner and invite the owners to participate in their respective appraisals.
- c. Assist the County to schedule the appraiser to establish just compensation. Secure a review appraisal by a qualified staff appraiser or an independent review appraiser or NCEM depending on the value established by the original appraisal or the requirements of the grant guidance.
- d. Prepare a written Statement of the Basis for the Determination of Just Compensation and a Written Offer to Purchase for dissemination by the County to send to property owner by certified or registered mail and return receipt or documented hand delivery.
- e. Assist the authorized County representative in negotiating the sale.
- f. Assist the County Attorney in his preparation of contract of sale and Statement of Settlement Costs, as required.

## 2. Relocation Activities

Residential relocation activities, if needed, would be carried out in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the Housing and Community Development Act of 1974, as amended, and the County's Residential Relocation Assistance Plan. The Consultant would serve in such support capacity as needed by the County, including:

- a. Complete an individual interview with each household targeted for relocation to determine current household composition, relocation needs, current housing expenses, etc.
- b. Establish a relocation file for reach displaced household and assist in the timely dissemination of relocation notices including Notice of Relocation Eligibility, Relocation Assistance to Displaced Homeowners, Relocation Assistance to Displaced Tenants, and 90-Day / 30-Day Notices to Vacate.
- c. Assist the County in identifying one (1) to three (3) comparable replacement units and coordinate with the County's Building Official to determine that such units are safe, sanitary, and decent prior to referrals and that they are functionally equivalent to the acquired unit.
- d. Determine amount of relocation benefit each displaced household is eligible for based on their income status, housing cost of displaced unit, and cost of replacement unit.
- e. Coordinate moves and payment of permanent relocation expenses by the County in accordance with the Residential Moving Expense and Dislocation Allowance Payment Schedule or documented actual moving cost.

## 3. Demolition Activities

- a. Assist the County with development of bid and contract documents necessary to carry out demolition activities specified in the grant agreement.

# UNDERSTANDING OF THE PROJECT

- b. Assist the County with the procurement of a demolition contractor.
- c. Coordinate and monitor completion of all demolition activities with the County.
- d. The project manager will provide the best solution for mitigation of septic systems.

## C. PREBID & PRELIFT - CONSTRUCTION MANAGEMENT SERVICES

The team will assist the County in all pre-bid and pre-lift activities required by the NCEM and the County. The proposed list of duties shall include:

1. Attend all pre-bid construction meetings.
2. Assist the County with the awarding of bids as needed.
3. Assist with scheduling and conducting pre-lift meetings and walk-throughs with contractors and owners to resolve any disputes that arise in pre-existing housing condition pre-lift report and a pre-lift information and coordination meeting with the adjacent property owner(s).
4. Ensure that the contractor has received, and posted on site, all the required building, zoning, and environmental permits.

## D. ELEVATION ASSISTANCE & CONSTRUCTION MANAGER DUTIES

The team will assist the County in all elevation activities required by the NCEM and the County. The proposed list of duties shall include:

1. Assist in the procurement of contractors for the foundation work and attend pre-bid meeting.
2. Attend pre-construction meeting with FEMA Grants Coordinator to meet all parties. Also be witness to all pre-construction forms.
3. Conduct pre- and post- construction site visits for compliance with the contract work.
4. Conduct and document (photo, inspection sheet) weekly inspections of each home under construction. If no work is done that should be noted on the inspection sheets.
5. Review and advice engineer and FEMA Grants Coordinator of need for changes project specifications and drawings during construction;
6. Notify FEMA Grant Coordinator for initial Purchase Order (PO) for all foundation contracts.
7. Initiate any required change orders; determine if the changes are within 10% of the cost estimate and work with the FEMA Grants Coordinator to ensure the change orders (CO) are within the grant budget limitations. Prepare a change order memo with supporting documentation (change order price sheet, engineer drawings) to the FEMA Grants Coordinator. The FEMA Grants Coordinator will be responsible for submitting the CO to NCEM/FEMA and in securing the revised PO
8. Monitor the construction process after the pre-construction conference in order to be prepared to process payment request at fifty percent (50%) of work complete, and ninety five percent (95%) substantial completion payment. Contractors will provide payment invoices to County and the Construction Manager will do all processing for the 50% and 95% payment request.
9. Submit owner sign form to FEMA Grant Coordinator for final payment authorizations to contractor.
10. Meet with the owner to develop a punch list, ensure completion of the punch list, and submittal of the certification of final completion.
11. Provide notice to Purchasing and FEMA Grants Coordinator of completion of work per the contract.

## UNDERSTANDING OF THE PROJECT

12. Assist with resolution of disputes and complaints; Respond to all citizen inquiries (via email, text or phone or fax on status of the elevation work.
13. Participate in monthly Management Team.

### E. CLOSEOUT ASSISTANCE

Closeout activities would be performed in order to allow for the successful completion of an approved grant and these activities include the following items:

1. Assist with the development of an Open Space Plan for all newly acquired County properties as needed.
2. Assist in the disbursement of the final payments for the project and in preparation of the final financial closeout forms.
3. Prepare the final project status report for submission to NCEM.
4. Obtain any additional forms and information for elevation homeowners that might need updating prior to the final closeout.
5. Participate in any closeout site visits by NCEM/FEMA Staff.
6. Work with NCEM as needed to address any FEMA closeout deficiency issues to ensure a positive grant closeout for the County.

# PROJECT SCHEDULE

## WORK SCHEDULE FOR AN ACQUISITION PROJECT

Sample work schedule for acquisition project	Duration	Time Units
Grant award/mitigation offer to homeowner	30	Days
Homeowner acceptance of mitigation offer	45	Days
Perform surveys	60	Days
Perform legal work	60	Days
Acquire properties	90	Days
Asbestos inspection	30	Days
Advertise for demolition	30	Days
Disconnect utilities	25	Days
Abate asbestos	30	Days
Demolition of properties	180	Days
Implementation of open space	60	Days
Project closeout	90	Days
Estimated total duration of the proposed activity	730	Days

## WORK SCHEDULE FOR AN ELEVATION GRANT

Activity	Duration	Time Units
Announce grant / Survey and Pre-Engineering Work	60	Days
Prepare Engineering Specifications and Reports	150	Days
Research Deeds, Prepare Policies	90	Days
Prepare Requests for Proposals/Invitation for Bids	150	Days
Prepare Contract Docs/Notice to Proceed/	45	Days
Pre-Lift Owner Mtg		
Elevation / Construction Activities	175	Days
Reconnection of Utilities	30	Days
Land Stabilization / Restoration	45	Days
Final Owner Meeting/Punch List	60	Days
Project Close-out by NCEM	180	Days
Estimated total duration of the proposed activity	985	Days

# PROJECT SCHEDULE & STAFF AVAILABILITY

## WORK SCHEDULE FOR MITIGATION RECONSTRUCTION

Activity	Duration	Time Units
Announce grant / Survey and Pre-Engineering Work	60	Days
Site Survey/ Geo-Testing/Archaeological Assessment	90	Days
Engineer & Arch Plan/Permits*	90	Days
Prepare Requests for Proposals/Invitation for Bids*	60	Days
Prepare Contract Docs/Notice to Proceed/ Pre-Construction Owner Mtg	45	Days
Foundation / Construction Activities	175	Days
Connection of Utilities	30	Days
Land Stabilization / Restoration	45	Days
Final Owner Meeting/Punch List	60	Days
Final Inspections/ CO	30	Days
Project Close-out by NCEM	180	Days
Estimated total duration of the proposed activity	865	Days

## AVAILABILITY TABLE

NAME	ROLE	AVAILABILITY
MICHAEL P. DODSON, CFM	PROJECT MANAGER	60%, OR AS NEEDED
KEVIN O'DELL, PE	CONSTRUCTION MANAGER	30%
BRANTLEY WELLS, PLS	SURVEY PROJECT MANAGER	5%
DON DEWEY, PE	VICE PRESIDENT/SOILS & MATERIALS	5%

# MISCELLANEOUS

## RATES AND EXPENSES

The cost for the successful completion of this project will be based on the per hourly rate structure included below. It is estimated, based on previous projects, that the acquisition, relocation, and demolition activities will average around 70 billable hours per home. However, the firm will diligently work to ensure that all activities are completed within the FEMA grant's assigned grant management and construction management budgets.

### RATE SCHEDULE

<u>PLANNING &amp; GRANT MANAGEMENT SERVICES</u>	UNIT RATE	
Principal Planner	\$120.00	Per Hour
Planner I	\$95.00	Per Hour
Planner II	\$75.00	Per Hour
Planner III	\$65.00	Per Hour
Graphics/GIS/Mapping	\$60.00	Per Hour
Project Manager I	\$75.00	Per Hour
Project Manager II	\$65.00	Per Hour
Relocation Specialist & Acquisition Specialist	\$75.00	Per Hour
<u>STRUCTURAL ENGINEERING SERVICES</u>	UNIT RATE	
Lead Structural Engineer	\$165.00	Per Hour
Senior Project Engineer	\$135.00	Per Hour
Project Engineer II	\$130.00	Per Hour
Project Engineer	\$120.00	Per Hour
Engineering Intern	\$85.00	Per Hour
CAD/Revit Designer	\$65.00	Per Hour
CAD/Revit Designer II	\$75.00	Per Hour
CAD/Revit Designer III	\$85.00	Per Hour
<u>SOILS &amp; MATERIALS (PROFESSIONAL, LABORATORY, DRILLING)</u>	UNIT RATE	
Geologic Staff Professional	\$75.00	Per Hour
GEOTECHNICAL ENGINEER, PE	\$120.00	Per Hour
SENIOR GEOLOGIST	\$120.00	Per Hour
SENIOR GEOTECHNICAL ENGINEER, PE	\$140.00	Per Hour
ENGINEERING CLASSIFICATION ASTM D2487 OR D2488	\$4.00	Per Test
NATURAL MOISTURE CONTENT ASTM D2216	\$8.00	Per Test
WASH #200 SIEVE ANALYSIS ASTM D1140	\$40.00	Per Test
SPECIFIC GRAVITY OF SOILS ASTM D854	\$80.00	Per Test
DAILY RATE - DRILL RIG AND CREW - 8 HOURS*	\$2,000.00	Lump Sum
MOB/DEMOB - DRILL RIG*	\$500.00	Lump Sum
DRILL/SAMPLE 0-50 FT. MUD ROTARY UP TO 3 7/8 IN.	\$13.00	Per Mile
DRILL/SAMPLE 0-50 FT. HOLLOW STEM UP TO 2 1/4 IN.	\$13.00	Per Foot
AUGER PROBES 0-50 FT.	\$9.50	Per Foot
ROCK CORING 0-50 FT. BGS (NQ2)	\$49.00	Per Foot
BULK SAMPLE	\$40.00	Each
MATERIALS (HOLE PLUG - ABANDONED HOLES)	\$8.00	Per Foot

# MISCELLANEOUS

## RATES AND EXPENSES

### RATE SCHEDULE(CONTINUED)

<u>CONSTRUCTION MATERIALS TESTING &amp; INSPECTIONS</u>	UNIT RATE	
Engineering Technician	\$48.00	Per Hour
Senior Engineering Technician	\$58.00	Per Hour
<u>MISCELLANEOUS</u>	UNIT RATE	
Direct Expenses	Cost + 15%	Per Hour
Senior Project Manager	\$165.00	Per Hour
Admin/Clerical	\$50.00	Per Hour

#### Notes

All rates are billed on a portal to portal basis

Scheduling of field services requires no less than 24 hours notice

Field services cancelled without advance notice will require a minimum 2 hour charge

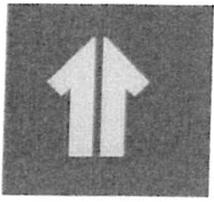
Field services cancelled without a 24 hour advance notice will be invoiced Mob/Demob fee + any direct expenses

Unit Prices are in effect for 30 days from the date of proposal.

All Rates are billed on a portal to portal basis.

\*Within 50 mile radius of Hillsborough Office

Beyond 50 mile radius quoted on case by case basis



**SUMMIT**  
DESIGN AND ENGINEERING SERVICES

Corporate Headquarters  
504 Meadowlands Drive  
Hillsborough, NC, 27278  
Phone: (919) 732-3883  
Fax: (919) 732-6676

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### Non-Discrimination Policy Statement

It is the policy of Summit Design and Engineering Services, PLLC, to comply with the regulations of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination in federally-assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR) and the Federal Highway Administrations Title 23 Code of Federal Regulations 200. Summit Design and Engineering Services, PLLC does not discriminate against any person on the basis of race, color, national origin, sex, age, disability, or low-income.

Summit Design and Engineering Services, PLLC will not discriminate on the grounds of race, religion, color, sex, national origin, age, or disability in the selection and retention of subconsultants, including procurements of materials and leases of equipment. Summit Design and Engineering Services, PLLC will not participate either directly or indirectly in the discrimination prohibited by 49 CFR, Part 21.5.

In all solicitations, either by competitive bidding or negotiation made by Summit Design and Engineering Services, PLLC for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified of the contractors obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability and low income. The Summit Design and Engineering Services, PLLC will include the necessary provisions in every subcontract; including of materials and leases of equipment, unless exempt by the regulation, or directives issued pursuant thereto.

Summit Design and Engineering Services, PLLC ensures nondiscrimination and equal employment opportunity in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Sue Holaday at 919.732.3883, ext. 3112. Persons with hearing and speech impairments can contact the Summit Design and Engineering Services, PLLC by using the Virginia Relay Service, a toll-free telecommunication device for the deaf (TDD). Call 711 for TTY/TDD.

Jim Parker, President

Name and Title of Principal of Submitting Firm

Signature of Principal of Submitting Firm

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Yes

**ITEM TITLE:** RECOMMENDATIONS: OCRACOKE OCCUPANY TAX BOARD

**SUMMARY:** Please see attached recommendations from the Ocracoke Occupancy Tax Board, which were approved at their December meeting.

**RECOMMEND:** APPROVE RECOMMENDATIONS

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Motion Made By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Motion Seconded By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Vote:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

12/7/18

Earl Pugh, Jr, Chairman  
Tom Pahl  
Dick Tunnel  
Benjamin Simmons  
Barry Swindell

Dear Sirs,

As part of our efforts to reduce the excess balance in the Ocracoke Occupancy Tax Fund, the Ocracoke Occupancy Tax Board recommends the Hyde County Commissioners approve the following funding Recommendations.

Ocracoke Youth Center	\$188,515	To payoff existing mortgage on Ocracoke Community Park
Ocracoke Preservation Society	\$141,000	For Construction of Visitor Bathrooms on the Island Inn Property
Ocracoke Foundation	\$84,500	Revitalization of Ocracoke Community Square
Ocracoke Health Center	\$57,203	Renovations and Repairs to the Ocracoke Clinic

The total recommended appropriations are \$471,218. Approval of these recommendations will reduce the Ocracoke Occupancy Tax fund reserve balance to approximately \$300,000 at the end of this fiscal year.

Sincerely,



Bob Chestnut, Chairman  
Ocracoke Occupancy Tax Board

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Letter from NC Dept. of Commerce

**ITEM TITLE:** AWARD LETTER FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE NEIGHBORHOOD REVITALIZATION PROGRAM

**SUMMARY:** Hyde County has received notification that it has been awarded \$750,000 of Community Development Block Grant (CDBG) funds for the Neighborhood Revitalization Program. Under this funding, eligible applicants will receive housing repair and revitalization assistance. Holland Consulting Planners will administer the grant funds in conformance with CDBG compliance requirements.

**RECOMMEND:** INFORMATION ONLY

---

**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
                          \_\_\_ Tom Pahl  
                          \_\_\_ James Topping  
                          \_\_\_ Ben Simmons  
                          \_\_\_ Shannon Swindell

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
                                  \_\_\_ Tom Pahl  
                                  \_\_\_ James Topping  
                                  \_\_\_ Ben Simmons  
                                  \_\_\_ Shannon Swindell

**Vote:** \_\_\_ Earl Pugh, Jr.  
          \_\_\_ Tom Pahl  
          \_\_\_ James Topping  
          \_\_\_ Ben Simmons  
          \_\_\_ Shannon Swindell



RECEIVED  
1/2/19

ROY COOPER  
*Governor*

ANTHONY M. COPELAND  
*Secretary*

December 18, 2018

The Honorable Earl Pugh, Jr., Chairperson  
Hyde County Board of Commissioners  
P. O. Box 188  
Swan Quarter, North Carolina 27885

Dear Chairperson Pugh:

It is my pleasure to officially notify you that the Hyde County has been awarded \$750,000 of Community Development Block Grant (CDBG) funds for the Neighborhood Revitalization Program. I commend you on your efforts to provide Community Development Assistance.

Please note that under CDBG program regulations, project funds may not be obligated or spent until certain grant conditions are met. Rural Economic Development Division (REDD), which administers the CDBG Program, will contact you about these conditions and help you implement your grant.

Congratulations on this award. We look forward to working with you and other officials. Should you have any questions regarding this grant, please contact Vanessa Alexander, Rural Economic Development Division at (919) 814-4678.

Sincerely,

George Sherrill  
Chief of Staff

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Letter from the Office of the Governor dated 12/14/18

**ITEM TITLE:** LOCAL PLANNING AND MANAGEMENT GRANT AWARD

**SUMMARY:** Hyde County has applied for NC DCM funding to design and engineering of a pump for the Swan Quarter Watershed Town Ditch Project.

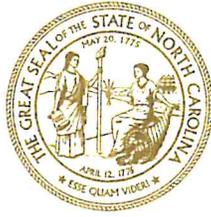
**RECOMMEND:** INFORMATION ONLY

---

Motion Made By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Motion Seconded By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Vote:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell



RECEIVED  
1/2/19

STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR

ROY COOPER  
GOVERNOR

December 14, 2018

The Honorable Earl Pugh, Jr.  
Commissioner  
Hyde County  
PO Box 264  
Swan Quarter, NC 27885

Dear Commissioner Pugh:

I am pleased to announce that Hyde County has been awarded a local planning and management grant of \$15,000 through the North Carolina Coastal Management Program.

The Division of Coastal Management in the North Carolina Department of Environmental Quality will be administering this grant. You will receive a contract and supporting documents from the Department. If you have any questions, please call Rachel Love-Adrick at the Division's Morehead City district office at (252) 808-2808.

Congratulations on being selected to receive this grant. I am encouraged by your participation in the Coastal Management Program. Partnerships between state and local governments will continue to be an important part of our Coastal Management Program's success.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper". The signature is written in a cursive style with a large initial "R" and "C".

Roy Cooper

RAC/swh

cc: Senator Bill Cook  
Representative Beverly G. Boswell  
Braxton C. Davis, Division of Coastal Management

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Resolution

**ITEM TITLE:** PRESENTATION OF SENATE RESOLUTION 815

**SUMMARY:** Attached, please see SR 815

**RECOMMEND:** INFORMATION ONLY

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**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

SENATE RESOLUTION 815

A SENATE RESOLUTION HONORING THE CITIZENS OF THE TOWN OF BATH AND THE PAMLICO SOUND REGION FOR THE CONTRIBUTIONS THEY HAVE MADE TO THE STATE.

Whereas, Bath was incorporated by the General Assembly on March 8, 1705, becoming the State's first town; and

Whereas, Bath served as the county seat from 1696 to 1785 and the site of Beaufort County's first courthouse, which was built in 1723; and

Whereas, in 1715, North Carolina Governor Charles Eden petitioned the Lords Proprietors to establish Port Bath and, after receiving approval, proclaimed Port Bath the first official port of entry on August 1, 1716, making it possible for ships and vessels to import and export goods to and from the colony. Port Bath was operational between 1716 and the 1790s; and

Whereas, Bath is the site of the State's oldest existing church, St. Thomas Church, which was established in Bath in 1734, and is the location of the State's first public library, which was established in 1701 with 1,000 books sent from England to St. Thomas Parrish; and

Whereas, Bath hosted the General Assembly in 1744 and 1752 and was once considered a location for the capital of the colony; and

Whereas, 300 years ago, Edward Teach, the infamous pirate known as Blackbeard, along with his crew, spent several months in Bath. In 1996, the wreckage of Blackbeard's flagship the "Queen Anne's Revenge" was discovered near the Beaufort Inlet; and

Whereas, Bath's lasting legacy provides visitors with vast opportunities to learn about the State's cultural, religious, historical, and maritime heritage of the Pamlico Sound region; Now, therefore, Be it resolved by the Senate:

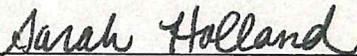
**SECTION 1.** The Senate honors the citizens of the Town of Bath and the Pamlico Sound region for the significant contributions they have made to the State of North Carolina.

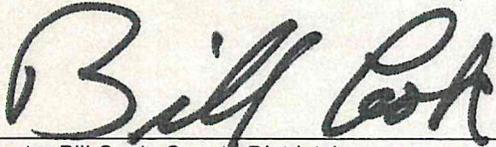
**SECTION 2.** The Principal Clerk shall transmit a copy of this resolution to the Mayor of the Town of Bath and the Manager of Hyde County on behalf of the Village of Ocracoke.

**SECTION 3.** This resolution is effective upon adoption.

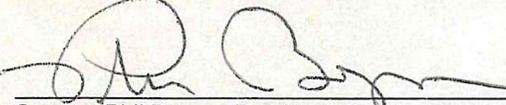
This resolution was adopted by the North Carolina Senate on June 26, 2018.

In witness whereof,  
I have hereunto affixed my hand.

  
\_\_\_\_\_  
Sarah Holland, Principal Clerk of the Senate

  
\_\_\_\_\_  
Senator Bill Cook, Senate District 1  
Primary Sponsor

  
\_\_\_\_\_  
Lieutenant Governor Dan Forest, President of the Senate

  
\_\_\_\_\_  
Senator Phil Berger, President Pro Tempore



**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Yes – IRS Press Release

**ITEM TITLE:** 2019 IRS STANDARD MILEAGE RATE

**SUMMARY:** Please review the attached press release from the Internal Revenue Service announcing the 2019 optional standard mileage rates reimbursable for the use of a personal automobile for business travel. The reimbursable rate for 2019 is \$0.58/per mile.

**RECOMMEND:** APPROVE NEW REIMBURSEMENT RATE OF \$0.58

---

**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Tom Pahl  
\_\_\_ James Topping  
\_\_\_ Ben Simmons  
\_\_\_ Shannon Swindell



## IRS issues standard mileage rates for 2019

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IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

Notice 2019-02, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

*Page Last Reviewed or Updated: 14-Dec-2018*

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Yes – FY 2018-19 Budget Calendar

**ITEM TITLE:** FY 2018-2019 BUDGET CALENDAR

**SUMMARY:** Please review and approve the attached proposed budget calendar for Fiscal Year 2018-2019.

**RECOMMEND:** APPROVE BUDGET CALENDAR FOR FY 2018-2019

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**Motion Made By:**  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

**Motion Seconded By:**  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

**Vote:**  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

# COUNTY OF HYDE

SWAN QUARTER, NORTH CAROLINA 27885



## *FY 2018-19* Budget Calendar

<b>Date</b>	<b>Activity</b>	<b>Participants</b>
January 7, 2019	Calendar adopted	Board of Commissioners
February 4, 2019	Preliminary Department Assessment <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Equipment purchases/leases</li> <li>• Needs Assessments</li> <li>• Continuing Obligations</li> <li>• Optional Services/Programs</li> </ul>	Department Heads
February 18, 2019	Dept. Assessment Due Budget Worksheets Distributed	Department Heads
February 25, 2019	External Agency Letters Mailed	Finance Officer
March 4, 2019	Completed worksheets returned Preliminary revenue estimates presented to Budget Officer	Department Heads Finance Officer
March 18-22, 2019	Budget Officer meets with each D.H. to review requested budget	Budget Officer Department Heads
April 1, 2019	Joint meeting to review Board of Education priorities	Board of Commissioners Board of Education
April 22, 2019	External agency budget requests due	Finance Officer
May 6, 2019	Board of Education submits budget request	Board of Education
May 6, 2019	Proposed budget distributed to BOC	Budget Officer
May 6, 2019	Proposed Budget presented to the Board of Commissioners Public Hearing date set	Budget Officer Board of Commissioners
May 13-17, 2019	Budget work sessions as needed	Board of Commissioners
June 3, 2019	Public Hearing	Board of Commissioners
June 3, 2019	Board of Commissioners adopts FY 2018-19 budget and sets tax rate	Board of Commissioners

**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 1/7/2019					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
6-19	PHPR	10-6200.7400	Equipment	\$ 5,096.00	
		10-3480.0039	Bioterrorism Response and Prep		\$ 5,096.00
				\$ 5,096.00	\$ 5,096.00
			Grant funding received from DPH for the "Bright Ideas" project, which will be used to purchase electronic communication equipment and videoconferenced services to enhance Public Information for Hyde County. <i>This increases the budget but no local appropriations needed.</i>		

REQUESTED *Guana Gibson* DATE *1/9/19*

APPROVED... CO MANAGER      CO COMMISSIONER-CHAIR      CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS

MEETING DATE 1/7/2019					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"- EXP BUDGET "+ REV BUDGET
				DEBIT	CREDIT
7-19	Maternal Health	10-5820.4600	Medical Supplies	\$ 10,000.00	
		10-5820.7400	Equipment	\$ 10,757.00	
		10-3480.0012	Maternal Health State - Revenue		\$ 20,757.00
				\$ 20,757.00	\$ 20,757.00
			One time funding from DPH to strengthen existing efforts and program activities supporting men and women in reproductive life planning. <i>This increases the budget but no local appropriations are required.</i>		

REQUESTED: *Quana Gibbs* DATE *1/7/19*

APPROVED... CO MANAGER      CO COMMISSIONER-CHAIR      CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 1/7/2019					"+" EXP BUDGET "-." REV BUDGET	"-." EXP BUDGET "+" REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT	
8-19	Family Planning	10-3480.0003	Family Planning State - Revenue	\$ 261.00		
		10-5950.4506	Contract Lab Testing		\$ 261.00	
				\$ 261.00	\$ 261.00	
			US DHHS reduced the Title X funding award from twelve months to nine months for Family Planning Prgoram FY 18-19 by less than 1%. Contract Lab Testing will absorb the loss. <b>Budget reduced, no local appropriations are anticipated at this time .</b>			

REQUESTED *Kulana Gibbs* DATE 1-7-19

APPROVED... CO MANAGER \_\_\_\_\_ CO COMMISSIONER-CHAIR \_\_\_\_\_ CLERK TO THE BOARD \_\_\_\_\_

ENTERED LEDGER/DATE \_\_\_\_\_

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** Chair, Vice-Chair, Commissioners, Manager  
**Attachment:** Yes

**ITEM TITLE:** MANAGEMENT REPORTS

**SUMMARY:** This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager will give an oral update on various projects and other administrative matters.

**RECOMMEND:** Receive reports. Discussion and possible action as necessary.

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**MOTION MADE BY:** \_\_\_ PUGH  
\_\_\_ SIMMONS  
\_\_\_ PAHL  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

**MOTION SECONDED BY:** \_\_\_ PUGH  
\_\_\_ SIMMONS  
\_\_\_ PAHL  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

**VOTE:** \_\_\_ PUGH  
\_\_\_ SIMMONS  
\_\_\_ PAHL  
\_\_\_ SWINDELL  
\_\_\_ TOPPING

## **Davis Ventures Roof Project Update:**

The Davis Building in Engelhard is owned by Hyde County and leased to Davis Ventures Corp, a non-profit focused on community activities and youth recreation and education. The center includes a gym and community kitchen.

The community kitchen was closed after Hurricane Matthew in 2016 damaged the roof. Hyde County was awarded a CDBG - Disaster Recovery Grant in the amount of \$500,000 in November of 2017 and all administrative policies, plans and the budget were adopted in May 2018. Hyde County was the only entity in the state to receive Disaster Recovery funding for a community facility. All other grant awards were for housing. Holland Consulting Planners (HCP) has been procured to administer the grant and has assisted the county since grant award.

In June 2018, Hyde County was notified by the NC Division of Emergency (NC DEM) Management, that the project would be subject to two panel reviews before moving forward to construction. The first panel review was held on October 16, 2018 and resulted in NC DEM requesting additional information on the project. Hyde County, assisted by HCP, submitted all additional requested information by the November 2, 2018 deadline.

In December 2018, the Hyde County Manager's Office was notified by telephone that the Davis Roof project had passed its second panel review and would move into the Environmental Review process. Hyde County has requested, but not yet received that information in writing.

The ER process will be conducted by a consultant under contract with NC DEM and is expected to occur between January and March 2019. After a successful ER is completed, the project will move towards procurement of a contractor, approximately a two month process and construction. The original construction timeline is 6 months. With no further setbacks the roof project should be completed by November 2019.

As a part of the original grant application, the attached, "Davis School/ History of Davis School" was prepared by the Office of Economic Development and Planning.

## Davis School

### History of Davis School

Ten years after the Supreme Court ruled that segregated schools were unconstitutional, schools in Hyde County, North Carolina, remained segregated. When the county was forced to desegregate the schools in 1968, the all-white school board decided to close the historically black schools. A yearlong protest revolutionized race relations in the small, rural town, and changed the face of education for its students.

Across the South, school districts were responding to desegregation mandates by closing black schools and firing black educators. A five-state survey conducted by HEW found that between 1968 and 1971, at least 1,000 black educators lost their jobs, while 5,000 white educators were hired. When black schools closed, their names, mascots, mottos, and traditions were lost. And when black schools were converted into integrated schools, white officials frequently stripped the schools of their black heritage by changing the names of the schools and removing plaques or monuments that honored black cultural, political, or educational leaders, as well as academic and athletic trophies. White resistance to sending children to black schools was also reflected in the dozens of schools that were burned as desegregation approached.

When African Americans in Hyde County learned about the desegregation plan and the impending closure of Peay and Davis schools, they brought their concerns to the school board, but the decision had been made and the plan approved. A petition to HEW followed, but the law didn't require that black schools stay open, just that integration happen. Although African Americans supported integration, they opposed the one-way transfer of students, what they considered to be racist terms of the desegregation plan, and the fact that they had no representation on the school board.

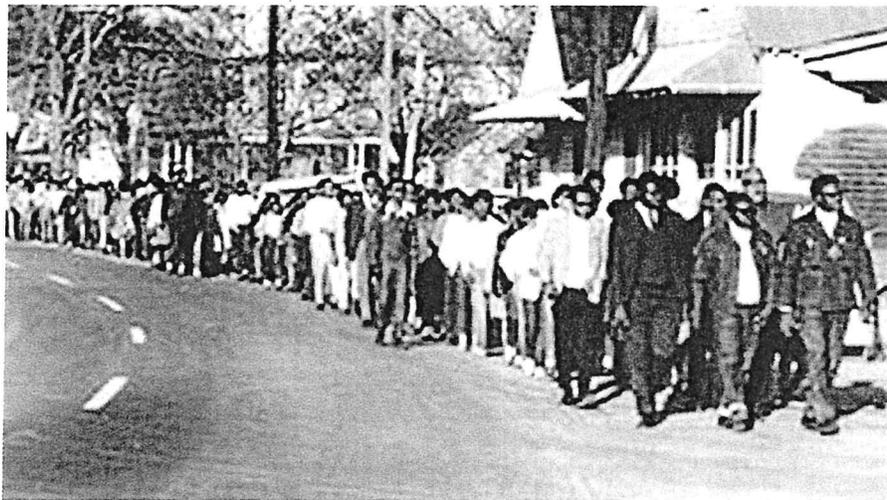
Knowing that the plan could not be implemented without students, black parents and their children decided to protest by boycotting the schools, beginning on the first day of classes in 1968, and formed the Committee of 14 to lead negotiations. The school board refused to negotiate. The boycott lasted for the entire 1968-69 school year, and was defined by sit-ins at the superintendent's office and local courthouse, organized marches, the arrest of numerous protesters, and massive white resistance.

The turning point in the boycott occurred late in the year when a new North Carolina governor, Robert Scott, was elected. Scott formed a Division of Desegregation Assistance, and appointed sympathetic whites to mediate between the school board and the Committee of 14. In addition, a new superintendent of schools in Hyde County was hired.

During the summer of 1969, two desegregation plans were developed. The first plan would put every student at Mattamuskeet, requiring a vote on an expensive bond for the necessary construction and additional buses. The second plan assumed the bond would be defeated, and instead utilized all three schools and their educators, with a commitment to hire a black principal at Mattamuskeet. On November 5, the bond issue was defeated and the decision was made to keep the Peay and Davis schools open as elementary schools.

Biracial student and faculty committees helped shape desegregation policies at all three schools, ensuring integration in everything from the faculty to student government. For example, if a white student ran for student government president, he or she had to have a black vice-presidential candidate, and vice-versa.

While it did not eliminate all racial discrimination in Hyde County, the boycott and the ensuing negotiations succeeded in desegregating schools on an equal basis and laid the foundation for unprecedented race relations. Black students and white students attended school together, black teachers and white teachers taught together, and the black community had a voice on the previously all-white school board. Years later, black alumni and white alumni reported that going to school together gave them valuable exposure to and an understanding of other races that they wouldn't have had otherwise.



From 1969 until 1998, Peay and Davis served the Hyde County School District as elementary schools. In 1998, Hyde County Schools announced that the elementary schools would be closed and new facilities built on the Mattamuskeet campus to educate all Hyde County mainland youth grades K-12. During that year, the Hyde County Government conducted a public input effort and published a white paper, "Public Input on Future Use of O.A. Peay and Davis Schools."

Local officials and community members were aware of the role Davis School played in our communities as a beacon of "Light, Hope and Inspiration." As a black school, Davis had served as the foundation of education for students who went on to great careers in medicine, law, education, community activism and other honorable professions. The school gave students and community members great pride and the reinvention of Davis School had to continue the tradition of providing the beacon and maintaining the fabric of the Engelhard community, while focusing on a new mission of offering a hub for community activities and youth engagement.

#### A New Future for Davis School

The Davis School complex consists of two buildings and grounds that include a community park and playground.

In 1999, Hyde County applied for and received a RBEG grant to renovate one of the buildings of the Davis School and turn it into a business incubator. That business incubator is now thriving and houses a community health care organization, a Beaufort/Martin/Hyde Library branch and a satellite campus for Beaufort County Community College. The building has been renovated several times over the years and is in good repair.

The park and the playground are under long term lease, operation and management of the Engelhard Development Corporation, a 501-C3 that promotes the village and serves the citizens of Engelhard. The park is in good condition and the EDC holds fundraisers to maintain the grounds and equipment.

The third building, which includes a gymnasium is under long term lease with Davis Ventures. Davis Ventures is a 501-C3 that was formed by a group of former alumni of Davis School who were interested in providing organized, supervised, youth recreational activities for the the community. In addition, Davis Ventures wished to preserve the Davis School because of its one time history as a black school. Davis Ventures has no paid employees and operates on fundraisers, income from short-term rental of the building as an event center and donations. Davis Ventures has leased the building from Hyde County continuously since 2001.

As a part of a CDBG Revitalization Strategies project operated from 2002-2006, Hyde County worked to complete housing rehabilitation in the area around Davis School, continued to improve the business incubator site and upgraded the building leased by Davis Ventures to accommodate the Davis Ventures Youth Recreation & Community Center which included a kitchen. The other upgrades gave Davis Ventures the space they needed to offer quality youth engagement and recreation to the village of Engelhard. Classroom space was upfitted, a fitness center installed and the gymnasium was kept in good repair for use by the community.

In 2007, with the help of Golden Leaf, Davis Ventures completed a grant project to convert the kitchen into a community-use kitchen where local groups would lease to prepare food for receptions, weddings, reunions, community events and an onsite dining room that could be leased for those functions. Additionally, the kitchen would enable entrepreneurs who would be interested in producing value-added products using local produce and/or seafood for off premises resale.

During its lease at the Davis Center, Davis Ventures has made great accomplishments for the community. Davis Ventures has kept the building as a viable part of the community and maintained the facility, developed supervised youth activities including basketball, game room and youth CHAT, provided programs in cooperation with the Bouncing Bulldogs and Harlem Ambassadors and held youth awareness programs for drug and alcohol use. Davis Ventures has offered GED classes through the community college, partnered with Hyde County Schools on after school programming, and partnered with Comprehensive Interventions to provide human services to families in Hyde County that are dealing with behavioral, emotional and mental challenges. The Davis facility has been used to house United Methodist Disaster work teams on several different occasions to respond to community needs after disasters. Davis Ventures has partnered with the Youthworks Foundation to offer a summer kids club and established a Cultural Room in honor of civil rights activist, Golden E. Frinks. The building has served as a meeting place for Weight Watchers International and provided space for the Relay for Life for the community. Davis Ventures offers 3 nights per week of open gym for kids that have no other place to recreate and also provides a game room, fitness center, basketball tournaments, Family Fund Nights, Gospel Explosions, Brunch with Books, and other valuable programming. The building is used to host various festivals, events and fundraisers for non profit agencies and is one of the only event spaces in the county. Davis Ventures estimates 3,580 plus visitors in 2016 to the facility. These visits were facilitated by 3,444 volunteer hours committed by Davis Ventures volunteers.

There are no paid staff at Davis Ventures. Revenues for the organization are gleaned through fundraisers and donations. Davis leases the building from the County of Hyde through a no cost, long term lease. It is truly amazing that Davis Ventures is able to offer the comprehensive programming on a shoe string budget. Hyde County and the citizens within are no strangers to making great things happen on limited budgets. Hyde County is a Tier One, Economically Distressed county that is ranked second poorest county in NC. Engelhard is one of the most impoverished villages in the county. The Davis Center offers those living in the area hope and inspiration in regard to the future.

### An Overwhelming Obstacle

In the summer of 2016, the volunteer and long-time director of Davis Ventures alerted the county that there was rain water leaking into the dining hall. County maintenance staff visited Davis and were able to conclude that the roof was in fact leaking above the dining hall and incubator kitchen area. The area was tarped at that time and Hyde County started working with existing resources to determine a fix. Hyde County did secure the opinion of two engineering firms that both concluded the roof system was beyond a patch and that a new roofing system would be required. The opinion of probable construction cost including engineering fees was well above \$300,000. This seemed like an insurmountable price tag

for the impoverished county and limited non-profit organization. County staff began searching for funding solutions.

In October of that year, like many eastern North Carolina communities, Hyde County weathered the storm of Hurricane Matthew and the already fragile roof of the Davis Ventures building was inundated with heavy rains and extreme winds that proved to be more than the structure could weather. Davis Ventures volunteers were able to secure a portable water tank from the local volunteer fire department to serve as a catch basin for the rain water that was pouring into the center. County maintenance staff worked with Davis volunteers to set a pump into the catch basin to take the rain water out of the building. The County Building Inspector visited the site and issued a letter stating that the roof was damaged beyond repair. He also noted that water was leaking onto the electrical boxes and that posed a serious fire hazard and life safety hazard. Per the Building Inspectors advice, the area of the building housing the kitchen and dining room were closed and locked with the electricity being disconnected. Without the kitchen and dining room, the center is for all intensive purposes out of business. Youth activities can still be held in the gym and fitness room, but without the kitchen, community and special events have been canceled and with those cancellations Davis' source of revenue has been canceled as well.

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** Citizens  
**Attachment:** No

**ITEM TITLE:** PUBLIC COMMENTS

**SUMMARY:** The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

**RECOMMEND:** Receive comments.

**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** Board of Commissioners

**ITEM TITLE:** CLOSED SESSION

**SUMMARY:** The County Manager may request entering Closed Session in accordance with NCGS143A-318.11 (a)

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

**RECOMMEND:** Enter into Closed Session if required.

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MOTION MADE BY: <input type="checkbox"/> PUGH (ENTER) <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	MOTION SECONDED BY: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	VOTE: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING
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MOTION MADE BY: <input type="checkbox"/> PUGH (EXIT) <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	MOTION SECONDED BY: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	VOTE: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING
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**ACTION TAKEN IN OPEN SESSION:**

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MOTION MADE BY: <input type="checkbox"/> PUGH (ACTION) <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	MOTION SECONDED BY: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING	VOTE: <input type="checkbox"/> PUGH <input type="checkbox"/> SIMMONS <input type="checkbox"/> PAHL <input type="checkbox"/> SWINDELL <input type="checkbox"/> TOPPING
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# **Department Reports**

## Human Resources Department Report – January 2019:

- Verified information for vacation/sick leave for employees
- Completed longevity payroll
- Completed monthly payroll
- Compiled and generated the Human Resources employee newsletter
- Completed and processed monthly vouchers to pay employees' insurances, tax garnishments, child support payments, retirement, etc.
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, deposit changes, etc.
- Assisted employees with retirement and personnel questions
- Enrolled three new employees
- Attended monthly County Commissioner's Meeting
- Started Year-End balancing for Payroll related items
- Reviewed and updated one Family Medical Leave Act case
- Attended "What Employers Need to Know About IRS Reporting in 2019" webinar

Respectively submitted,

*Tammy Blake*

## Health Department Monthly Summary Report – November 2018

<b>CLINICAL SERVICES</b>	<b>Current Month</b>	<b>Year To Date</b>
Family Planning	16	82
Maternal Health	12	47
Adult Health: Wellness/Primary Care/Chronic Disease/Telemedicine	49	296
BCCCP	2	24
Immunizations	3	28
Seasonal Flu Shots/Flu Mists		
Adults	67	74
Children	11	163
STD Treatments	2	16
Communicable Disease Cases/Investigations	1	8
TB Treatments (Latent) & Skin Tests	8	21
Child Health (Wellness)	36	117
Child Health (Sick Care)	23	74
Rabies Treatments/Investigations**	2	6
Dental Varnishing	0	11
Lab Services	40	193
<b>WIC (Women, Infant &amp; Child Nutrition Assistance)</b>		
WIC – Mainland		
Certifications	15	56
Mid-Certification Assessments	1	26
Pick-ups	8	52
Vendor Trainings		1
WIC – Ocracoke (Quarterly)		
Certifications		0
Mid-Certification Assessments		6
Pick-ups		2
Vendor Trainings		0
<b>PREGNANCY/EARLY CHILDHOOD SERVICES</b>		
<b>Pregnancy Care Management (for healthy pregnancies and births)</b>		
Current Case Load	8	////////////////////
Contacts this Month		////////////////////
Attempts (No Contact)		////////////////////
<b>Care Coordination for Children (for healthy children 0-5 years)</b>		
Current Case Load	6	////////////////////
Contacts this Month		////////////////////
Attempts (No Contact)		////////////////////
<b>BEHAVIOR HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Behavior Health Services</b>		
Licensed Clinical Counselor visits	0	0
Psychiatrist Visits	3	4
<b>Substance Abuse Services</b>		
Educational Programs in the Community	1	////////////////////
Navigated Services	2	////////////////////
Media Events	1	////////////////////
Needle Exchange Pick Ups	0	////////////////////
Narcan dispensed	6	////////////////////

<b>FOREIGN INTERPRETER/OUTREACH WORKER</b>		
Outreach programs	1	
Home visits:	0	////////////////////
Phone calls:	20	////////////////////
Letters sent:	0	////////////////////
Patients served in clinic:	49	////////////////////
Community work:	1	////////////////////
Request for transportation:	1	////////////////////
Other: Ocracoke E.H.; NNO; Focus Groups; Matt Seafood		////////////////////
<b>ENVIRONMENTAL HEALTH</b>		
<b>Food and Lodging</b>		
F&L Inspections	15	57
F&L Visits	3	18
F&L Pre-Opening Visits		1
F&L Permits Issued	1	3
F&L Permits Suspended		1
F&L Suspensions Lifted		0
F&L Complaint Investigations		1
F&L Consults	20	83
General Sanitation		0
Vector Control	6	12
Animal Control		2
Health Education		1
<b>On-Site Wastewater</b>		0
Sites Visited/Evaluated	10	47
Improvement Permits Issued	4	17
Construction Authorizations	4	18
Other Authorizations	2	13
Consultative Contacts	36	163
Operation Permits Issued		5
Migrant Housing Inspections		0
<b>On-Site Wells</b>		0
Well Site Evaluated	1	2
Grouting Inspections		0
Well Site Construction Visits		0
Well Construction Permits Issued		0
Well Certificate of Completion		0
Bacteriological Samples Collected	2	4
Other Sample Collected		0
Well Consultative Contacts	9	22

# **Supplemental Information**



(LONG-TERM ECONOMIC ADVANCEMENT FOUNDATION)

RECEIVED  
11-16-18

RANDY ISENHOWER  
CHAIRMAN OF THE BOARD

November 12, 2018

DAN GERLACH  
PRESIDENT

Kris Cahoon Noble  
County Manager  
County of Hyde  
PO Box 188  
Swan Quarter, North Carolina 27885

Dear Ms. Noble: *YAS*

Thank you for your letter in support of the grant request by Mid-East Commission for the "RAMP East (Regional Advanced Manufacturing Pipeline)" proposal. We appreciate your taking the time to make the endorsement so that we might better appreciate the value of this initiative.

I can assure you that we will give this proposal every consideration. Your endorsement of this project will help in our review of the request.

Please continue to apprise us of projects that are worthy of Golden LEAF Foundation support.

Sincerely,

A handwritten signature in dark ink, appearing to be "DA", written in a cursive style.

Dan Gerlach  
President

DG:dp

RECEIVED  
12/10/18



North Carolina Floodplain Mapping Program  
Cooperating Technical State



November 30, 2018

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:  
REVISED PRELIMINARY/EAP

The Honorable Earl Pugh  
Chairman of the Board of  
Commissioners, Hyde County  
1223 Main Street  
Swan Quarter, NC 27885

Dear Chairman Pugh:

On November 30, 2016, your community was notified of the preliminary issuance of the Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) report for Hyde County. Since that time, it was determined that an update was needed. This letter is to notify your community of the revised preliminary issuance that incorporates the necessary update, which is outlined below. In addition, we have enclosed an attachment listing the FIRM panels updated for this revised preliminary issuance and the impacted communities.

- The Special Flood Hazard Area (SFHA) has been revised to include an effective Zone A area that was inadvertently removed from panel (7780) during the preliminary mapping.

The NCFMP has created a website to disseminate the revised preliminary and resolution flood hazard data for your community. The website, Flood Risk Information System (FRIS), can be found at <http://fris.nc.gov/fris/>. The NCFMP has also provided an FTP site to download the Preliminary Issuance products. The products can be found at [ftp://ftp1.ncem.org/Preliminary\\_Information](ftp://ftp1.ncem.org/Preliminary_Information). The username for the NCFMP FTP site is fmpftp, and the password is rbznt\*. These products are also available outside of an FTP site at <http://fris.nc.gov/fris/Download.aspx?ST=NC>.

To assist us in processing the revised FIRMs in a timely manner, we request that your community review the revised preliminary changes discussed in this letter and outlined in the attachment and submit any changes or comments within 30 days of the date of this letter. Any comments received during this 30-day period will be reviewed and incorporated as appropriate before final publication of the FIRM and FIS report. Following the release of these revised preliminary panels and FIS report, we will initiate a statutory 90-day appeal period for certain communities within Hyde County. A statutory 90-day appeal period is required when FEMA adds or modifies BFEs, base flood depths, SFHAs, flood zone designations, or regulatory floodways within a community, as shown on the preliminary and

revised preliminary FIRM. If your community is identified as requiring an appeal period, we will send you a letter approximately two weeks before the start of the 90-day appeal period to detail the appeal process. The letter will forward information regarding notifications to be published in the Federal Register and local newspaper(s) and will provide the first and second publication dates. The appeal period will start on the second publication date.

Your community's comments on these findings are an important part of our review process and are carefully considered before the FIRM and FIS report are published in their final form. If you are interested in discussing the revised preliminary FIRM panels and FIS report for the community, please contact Randy Mundt, NCFMP Outreach and Planning Manager, either by telephone at (919) 825-2339 or by email at [Randy.Mundt@ncdps.gov](mailto:Randy.Mundt@ncdps.gov).

Sincerely,



Luis Rodriguez, P.E., Chief Engineering  
Management Branch  
Federal Insurance and Mitigation  
Administration



John K. Dorman Program Director  
North Carolina Floodplain Mapping  
Program

cc: Mrs. Kris Noble, County Manager, Hyde County  
Mr. Randy Mundt, AICP, CFM, NCFMP Outreach and Planning Manager  
Ms. Tonda Shelton, CFM, NCFMP Program Manager  
Mr. John D. Brubaker, P.E., CFM, State NFIP Coordinator  
Mr. Tom Langan, P.E., CFM, NCFMP Engineer  
Mr. Scott Gentry, P.E., CFMP, NCFMP Engineer

**Impacted FIRM Panels in Hyde County for the  
November 30, 2018 Revised Preliminary Issuance**

3720778000

## REVISED PRELIMINARY SUMMARY OF MAP ACTIONS

Community: Hyde County,  
Unincorporated Areas,  
North Carolina

Community No.: 370133

Revised Map Panels: 3720752800, 3720754800, 3720756800, 3720758800, 3720760200,  
3720760400, 3720760800, 3720762000, 3720762200, 3720762400,  
3720762600, 3720762800, 3720764000, 3720764200, 3720764400,  
3720764600, 3720764800, 3720766000, 3720766200, 3720766400,  
3720766600, 3720766800, 3720768000, 3720768200, 3720768400,  
3720768600, 3720768800, 3720770000, 3720770200, 3720772000,  
3720778000, 3720848900, 3720849900, 3720850600, 3720850800,  
3720852900, 3720853800, 3720853900, 3720854800, 3720854900,  
3720855800, 3720855900, 3720856900, 3720858000, 3720858200,  
3720859000, 3720859100, 3720860000, 3720860200, 3720860400,  
3720860600, 3720860800, 3720862000, 3720862100, 3720862200,  
3720862400, 3720862600, 3720862800, 3720863000, 3720863100,  
3720864000, 3720864200, 3720864400, 3720864600, 3720864800,  
3720866000, 3720866100, 3720866200, 3720866300, 3720866400,  
3720866600, 3720866800, 3720867000, 3720867100, 3720867200,  
3720867300, 3720868100, 3720868200, 3720868300, 3720868400,  
3720868600, 3720868800, 3720869300, 3720870000, 3720872000,  
3720872200, 3720874000, 3720874200, 3720876000, 3720878000,  
3720940900, 3720950000, 3720950100, 3720950200, 3720951000,  
3720951100, 3720952100, 3720952200, 3720953100, 3720953200,  
3720954200, 3720954300, 3720955300, 3720956300, 3720956400,  
3720957300, 3720957400, 3720960400, 3720960500, 3720960600,  
3720960800, 3720962700, 3720962800, 3720970000, and 3720972000

Date Issued: November 30, 2018

Page: 1 of 2

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs) that will be affected by the preparation of the enclosed revised FIRM panels.

1. LOMRs and LOMAs Incorporated

The LOMRs and LOMAs listed below have been incorporated into and are reflected on the final FIRM. However, until the revised FIRM becomes effective, the LOMRs and LOMAs will remain in effect.

<u>LOMC</u>	<u>Case No.</u>	<u>Effective Date</u>	<u>Project Identifier</u>	<u>New Panel</u>	<u>New Zone</u>
None					

2. LOMRs and LOMAs Not Incorporated

The LOMRs and LOMAs listed below have not been reflected on the final FIRM. This is either due to scale limitations of the FIRM, or because the LOMR or LOMA issued determined that the lots or structures involved are out of the Special Flood Hazard Area, as shown on the FIRM. These LOMRs and LOMAs will be revalidated free of charge the day after the revised map panels become effective.

<u>LOMC</u>	<u>Case No.</u>	<u>Effective Date</u>	<u>Project Identifier</u>	<u>New Panel</u>	<u>New Zone</u>
LOMR-F	18-04-3836A	April 27, 2018	191 Russell Road	3720764600	X
LOMA	15-04-8556A	September 11, 2015	22176 US Highway 264	3720862200	X
LOMA	08-04-1875A	February 26, 2008	(PN: 7710.00 B2 9) -- 1075 NC Highway 45 North	3720770000	X

3. LOMRs and LOMAs Superseded

The LOMRs and LOMAs listed below have not been reflected on the final FIRM because they have been superseded by new detailed flooding data or sufficient information could not be located on which to make a determination. The reason each has been superseded is noted below. When the revised FIRM becomes effective, these LOMRs and LOMAs will no longer be in force.

<u>LOMC</u>	<u>Case No.</u>	<u>Effective Date</u>	<u>Project Identifier</u>	<u>Reason Superseded</u>
None				

4. LOMRs and LOMAs to be Re-determined

The LOMCs in Category 2 of this form are revalidated through a single letter that reaffirms the validity of a previously issued LOMC. Therefore, LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures have changed cannot be revalidated through this administrative process. However, we will review the data which were previously submitted as part of the original LOMR or LOMA request listed below and issue a new determination for the subject properties after the FIRM effective date.

<u>LOMC</u>	<u>Case No.</u>	<u>Effective Date</u>	<u>Project Identifier</u>	<u>New Panel</u>	<u>New Zone</u>
None					



Rosemary Johnson &lt;rjohnson@hydecourtync.gov&gt;

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**NCHHMP**

1 message

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**Margie Brooks** <brooksmargie13@gmail.com>

Thu, Dec 20, 2018 at 11:34 AM

To: Kris Noble &lt;knoble@hydecourtync.gov&gt;

Kris,

I have just been advised by the NCHHMP administrator that our application for a sign to commemorate the Hyde County School Boycott has been approved! After much discussion in their approving committee, below is the inscription that has been approved for the sign.

The marker will be ordered in late February and we can plan on a dedication in June. Our Hyde County committee will get together after the holidays to pick a date and work on the program.

Please share with the Commissioners, as you see fit. Happy holidays!

Margie

HYDE COUNTY

SCHOOL BOYCOTT

African Americans boycotted public schools for the 1968-1969 year, challenging desegregation plans to close black schools. In Nov. 1968 protests were held at courthouse here. Committee of 14 helped devise plan to reopen schools, with the formerly African American schools housing lower grades.



**North Carolina Department of Natural and Cultural Resources  
Office of Archives and History  
Division of Historical Resources/Research Branch**

Roy Cooper, Governor  
Susi H. Hamilton, Secretary

Kevin Cherry, Deputy Secretary

2 January 2019

Earl Pugh Jr.  
Chair, Hyde County Board of Commissioners  
P.O. Box 188  
Swan Quarter NC 27885

Dear Chairman Pugh,

In an effort to keep you informed of the actions of the Office of Archives and History, Department of Natural and Cultural Resources, as they relate to your county, I am pleased to announce that, at their meeting on Dec. 18, 2018, the members of the North Carolina Highway Historical Marker Advisory Committee approved a marker bearing the following inscription:

HYDE COUNTY  
SCHOOL BOYCOTT  
African Americans boycotted  
public schools for the 1968-  
1969 year, challenging deseg-  
regation plan to close black  
schools. In fall 1968 protests  
were held at courthouse here.  
Committee of 14 helped devise  
plan to reopen schools, with  
the formerly African American  
schools housing lower grades.

Plans call for erecting the marker on NC 45 by the old Hyde County Courthouse in Swan Quarter. The location is subject to review by the county and the Department of Transportation. **Local governments have the option to appeal the decisions of the committee within thirty (30) days from the date of notification.**

A webpage about the marker will be mounted soon at our website, [www.ncmarkers.com](http://www.ncmarkers.com). A May 25, 2019 dedication is being planned by Margie Brooks and others. If you have any questions or comments, please let us know.

Sincerely yours,

Ansley Herring Wegner  
Administrator, North Carolina Highway Historical Marker Program

MAILING ADDRESS:  
4610 Mail Service Center  
Raleigh, NC 27699-4610

Telephone: (919) 807-7290

LOCATION:  
109 East Jones Street  
Raleigh, NC 27601