

Department Reports

Human Resources Dept. Report – July 2018

- Verified information for vacation/sick leave for employees
- Completed monthly payroll
- 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, retirement, deposit changes, etc.
- Enrolled one new full-time employee
- Compiled and generated the monthly Human Resources employee newsletter
- Met with employees who were not available to attend the MedCost insurance meetings on a one-on-one basis and reviewed the 2018-2019 changes to the insurance plan
- Keyed changes in Payforce for annual benefits/deductions for employees changing their medical/dental/vision/life insurance plans
- Reviewed and updated the MedCost information for participating employees
- Compiled information for the OPEB Actuarial Study
- Completed the Annual Worker's Comp Reports
- Generated and maintained three FMLA claims
- Generated reports for Auditors
- Arranged annual meetings for the Prudential representative

Respectively submitted,

Tammy Blake



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**MINUTES
Of
Hyde Soil and Water Conservation District
Held at: The Hyde Government Center in Swan Quarter, NC 27885**

Meeting Number 7

Date: June 5, 2018

Supervisors Present:

Others Present:

**J. W. Spencer
Daren Hubers
Earl O'Neal
Chad Spencer**

**Allie Mulligan
Daniel Brinn
Debbie Cahoon
Eric Pare
Randall Etheridge**

The meeting was called to order by J.W. Spencer, Chairman.

Dr. Randall Etheridge appeared before the Board to report on the research question the Board asked him to conduct on, "What effect would cleaning out the major outlet canals (Waupoppin, Lake Landing, Outfall and Rose Bay) have on water flow out of the canals?" Dr. Etheridge reported to the Board the maximum flow rates for the original canal dimensions and the current canal dimensions that maintains the water level at the tide gate below 1.5 ft. for Outfall Canal, Lake Landing Canal, Rose Bay Canal & Waupoppin Canal. All water levels are referenced to the NAVD88 elevation datum. Dr. Etheridge provided charts and graphs for Board review while he was reporting his findings. Charts and graphs are attached to these minutes as Attachment A. Dr. Etheridge reported to the Board that he would be providing this information through a publication to the Board and also would be submitting it to a Journal for publication. The Board asked if Dr. Etheridge could provide additional information in researching the effect dredging would have had on the water levels in these canals prior to a hurricane event? Dr. Etheridge was going to research and report to the Board so that it could be shared with county representatives. The Board thanked Dr. Etheridge for his time and research and found his findings to be very helpful in addressing drainage throughout the County and hoped this would be invaluable information is seeking funding for dredging in the above mentioned canals.

Minutes of meeting held February 27, 2018 were presented. A motion was made to accept minutes as presented by Chad. The motion was seconded by Daren and the motion carried.



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The meeting agenda was presented for Board approval. Daniel Brinn asked the agenda be amended to include bids from Ray Stotesberry for Board review under Stream Debris update. Chad made a motion to approve the agenda as amended the motion was seconded by Daren and the motion carried.

The first item of business was discussion of board members up for re-election and reappointment. J.W. Spencer and Daren Hubers, elected terms will expire December 3, 2018 and Chad Spencer's Commission appointment will expire December 3, 2018. A motion was made by Daren that the Board recommend to the Commission that Chad Spencer be re-appointed to the Board for another term. The motion was seconded by Earl and the motion carried. Filing information was included in the Board packets for those seeking re-election.

Next was a budget update. Debbie reported that all the budget expenditure lines were within budget limits and due to the vacant technical position, funds from the salary line had been moved to other lines to make purchases for district work in the future. Debbie also reported that the CREP/Stewardship Endowment funds were placed back in the General fund earmarked as restricted funds for CREP/Stewardship Endowment in the amount of \$29,038.87 by the Hyde County Finance Office. Debbie reported that the District is responsible for yearly monitoring of these sites as well as surveying for land smoothing and other best management practices through the yearly allocation of funding through North Carolina Agriculture Share Program. Debbie shared that a purchase of John Deere ATV would enable staff to do field work more effectively. Debbie also reported that the proposed 2018/2019 District budget had a cell phone increase of \$150.00 due to data plan changes and the Board of Commissioners included a 3% increase in employees' salaries. The Hyde County 2018/ 2019 budget was adopted on June 5, 2018.

For the next item of business, the Board took a moment to conduct their annual review of the Mutual Agreement, the Cooperative Working Agreement, and the Memorandum of Understanding. A copy of those agreements are located in the front of the supervisor meeting manuals for their convenience for review.

Next, Daniel gave a Stream Debris update. Daniel provided to the committee a map designated the sites identified in the scope of work for stream debris. Daniel reported that the Board had accepted a bid in the amount of \$1797.25 for debris removal but on the scope of work the bid reflected \$179.25 which reflects \$1618.00 difference to the scope of work total dollars. Daniel shared with the board the bids he had received from Ray Stotesberry for the work on the Main Street Canal and his bids were lower than the scope of work bid so therefore, Daniel proposed



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reducing the Swan Quarter Main Street Canal bid from \$29,500.00 to \$27,000.00 to handle the deficit on the Slocum Feeder Canal bid reflected on the scope of work. Daniel shared that the work on the Main Street Canal project would not encumber all of the funds allocated for the project. Daren made a motion to accept the bids from Ray Stotesberry for the work and to use the remaining funds from Main Street Canal project to make up the difference of \$1618.00 for the Slocum Feeder Canal. Chad seconded the motion and the motion carried. The Slocum Feeder Canal work is complete. Daniel also shared with the Board that Mattamuskeet Association can include in their scope of work taking bids for administration of the scope of work up to but not to exceed 12% invoiced work on this project which would be \$61,042.59. Daniel shared with the Board that the North Carolina Division of Soil & Water Conservation Districts was requiring District Board approval for this change to the scope of work. Chad made a motion to accept the request from Mattamuskeet Association to use up to 12% of the invoiced work but not to exceed that amount for administration of their project. The motion was seconded by Daren and the motion carried.

Next, Debbie shared with the Board that she had two students who had submitted applications to attend the Resource Conservation Workshop at North Carolina State University during the week of June 24th - June 29th, 2018. Debbie had provided applications for board review for Ashley Spencer and Rylee Midyette both high school students attending Pungo Christian Academy and living in Hyde County. Daren made a motion for the Board to sponsor both students to attend the Resource Conservation Workshop @ NCSU later this month. The motion was seconded by Earl and the motion carried.

The next item of business was a North Carolina Agriculture Cost Share update. Allie presented the proposed North Carolina Agriculture Cost Program (NCACSP) Annual Strategy Plan for Program Year 2019 with Priority Ranking sheets for the Agriculture Cost Share Program, the Community Conservation Assistance Program and the Agricultural Water Resources Assistance Program. Allie also provided for the Board's review the Best Management Practice Certification Form of funds and the 2018/2019 Technical Assistance Request Form. A motion was made by Chad to approve the Annual Strategy Plan as presented. The motion was seconded by Daren and the motion was approved. Allie then presented the following request for payments for Board approval:

- Teddy Gibbs AGWRAP - Well #48-2017-801 for \$7,497.00
- Boerema Dairy, Inc. – Land Smoothing #48-2016-005 for \$4,500.00



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A motion was made by Daren to approve the request for payments as presented. The motion was seconded by Earl and the motion carried.

Next, Allie gave an update on the North Carolina Agriculture Cost Share Program 2017 contracts 1/3 work completed. Allie reported on the following contracts with 1/3 work completed to date:

- Manning Brothers, Land Smoothing #48-2017-006
- Waylon Clarke, Land Smoothing #48-2017-004
- Olian Williams, Water Control Structure #48-2017-008
- Brian Williams, Land Smoothing #48-2017-005
- Unit 1 Farms, Water Control Structure/Land Smoothing #48-2017-002

In the next item of business, Allie presented a North Carolina Agriculture Cost Program 2015/2016 contract request for one year extension on Dawson Pugh for a Water Control Structure #48-2016-009 awaiting a NCDOT encroachment agreement and CAMA permit issuance for Board approval. Chad made a motion to request a one year extension from the NC Soil & Water Commission for this contract due to awaiting CAMA permit issuance and NCDOT encroachment. The motion was seconded by Daren and the motion carried. Chad will travel with Allie to present this request with Allie at the July meeting of the Commission.

Next, Allie reported on the following 2016 and 2017 North Carolina Agriculture Cost Share Program contracts to be cancelled following Board approval:

- Clay Hill Wings, Land Smoothing #48-2017-007
- NC Coastal Land Trust, Marsh Sill #48-2016-301
- Reid Sadler, Water Control Structure & Nutrient Management #48-2016-002
- North Lake Farms, (1 Water Control Structure Cancelled) Installing 2nd structure #48-2016-006

Chad made a motion to accept contracts for cancellation as presented, the motion was seconded by Daren and the motion carried.

Next, Debbie guided the Board through the Fiscal Year 2017/2018 Hyde Soil & Water Conservation District Business Plan Accomplishments. She reported that a copy of the document had been placed in the Board of Commissioners packets for their review.



Next, Daniel gave an update on the Swan Quarter Watershed. Daniel reported that the replacement gate for West Quarter would be installed soon. He reported that the annual mowing has been delayed due to wet weather. He reported that the Swan Quarter Watershed Steering Committee would be meeting later this month to review quotes on trash grates and tidegates.

Next, Debbie provided an email from Anthony Hester, NRCS Soil Technician giving an NRCS update. A copy of that email is attached to the minutes as a matter of record.

In the next item of business, Eric Pare, Area Coordinator gave a Division update. A hard copy of Division updates were included in the Board packets for their review. Eric highlighted the updates and complimented the Board and Staff on the work that they were doing.

The last item of business concerned Staff Activity Reports. Debbie reported that she and had met with the County Manager to review the proposed District budget for Fiscal Year 2018-2019 and had attended the Commissioners budget workshop. Debbie reported that she had been working on the business plan accomplishments. Debbie also reported that she and Allie had attended the Coastal Envirothon Competition and that Allie served as an oral presentation judge for the State Envirothon. Debbie also reported that she had been to Raleigh and had assisted with assembling middle and high school registration packets for the State competition. Allie reported that she had attended the new employee training in Raleigh and had been working on entering contracts into CS2 and field work to get contracts complete for board approval. Allie reported that she had been developing the 2019 Annual Strategy Plan and priority ranking forms.

Chad made a motion to adjourn the meeting. The motion was seconded by Earl and the motion carried.

The next meeting will be scheduled at a later date.

Signed: _____
State Soil & Water Conservation Commission, DENR
1614 Mail Service Center, Raleigh, NC 27699-1614

Attachment A

Table 1: Maximum flow rate for the original canal dimensions and the current canal dimensions that maintains the water level at the tide gate below 1.5 ft for Outfall Canal.

Downstream Water Level (ft)	Original Canal Dimensions Flow (cfs)	Current Canal Dimensions Flow (cfs)	Reduction
-1	2230	332	85%
-0.5	2050	325	84%
0	1830	309	83%
0.5	1540	279	82%
1	1120	217	81%

Table 2: Maximum flow rate for the original canal dimensions and the current canal dimensions that maintains the water level at the tide gate below 1.5 ft for Lake Landing Canal.

Downstream Water Level (ft)	Original Canal Dimensions Flow (cfs)	Current Canal Dimensions Flow (cfs)	Reduction
-1	1260	254	80%
-0.5	1180	250	79%
0	1080	235	78%
0.5	935	217	77%
1	688	168	76%

Table 3: Maximum flow rate for the original canal dimensions and the current canal dimensions that maintains the water level at the tide gate below 1.5 ft for Rose Bay Canal.

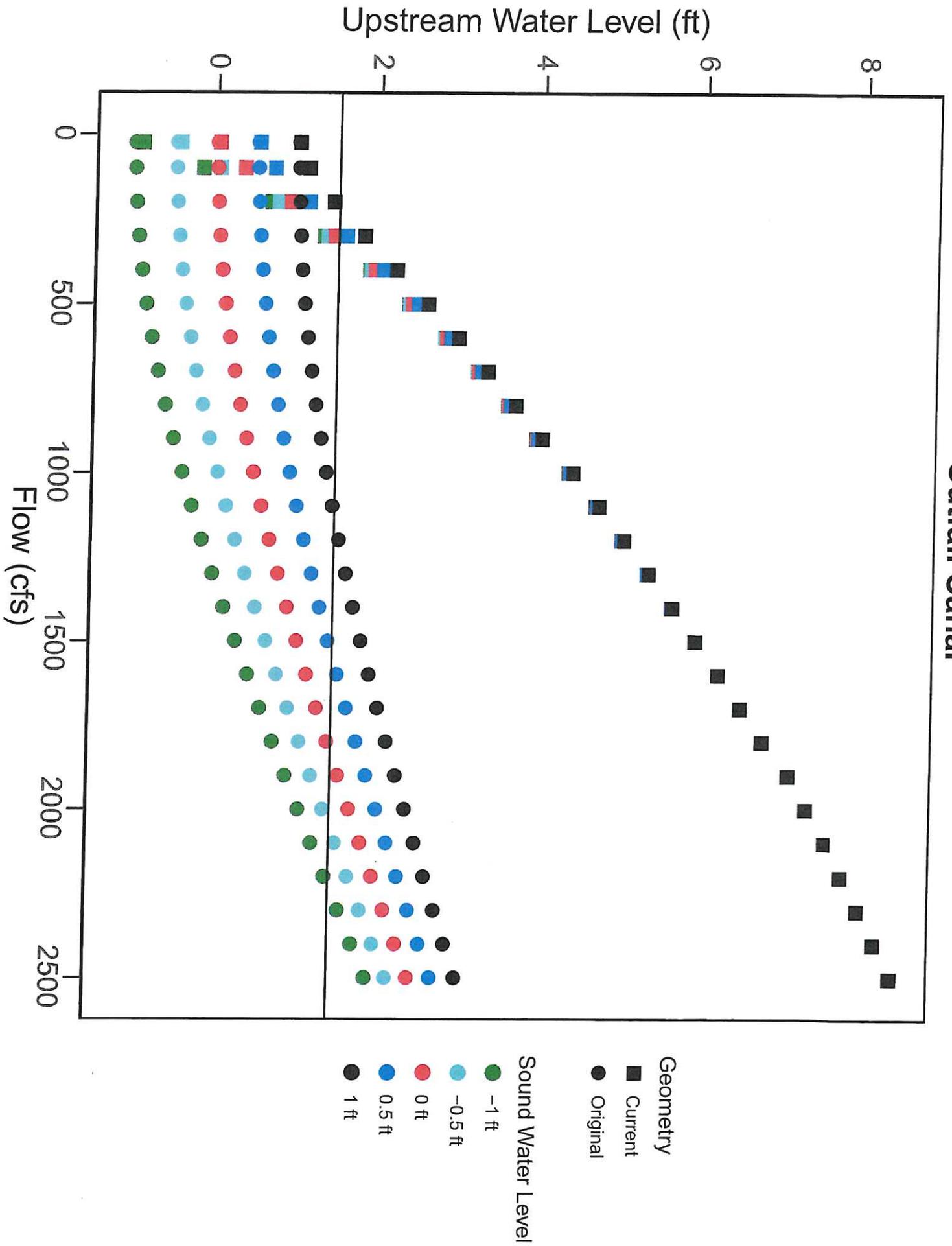
Downstream Water Level (ft)	Original Canal Dimensions Flow (cfs)	Current Canal Dimensions Flow (cfs)	Reduction
-1	864	292	66%
-0.5	804	279	65%
0	724	258	64%
0.5	616	226	63%
1	453	169	63%

Table 4: Maximum flow rate for the original canal dimensions and the current canal dimensions that maintains the water level at the tide gate below 1.5 ft for Waupoppin Canal.

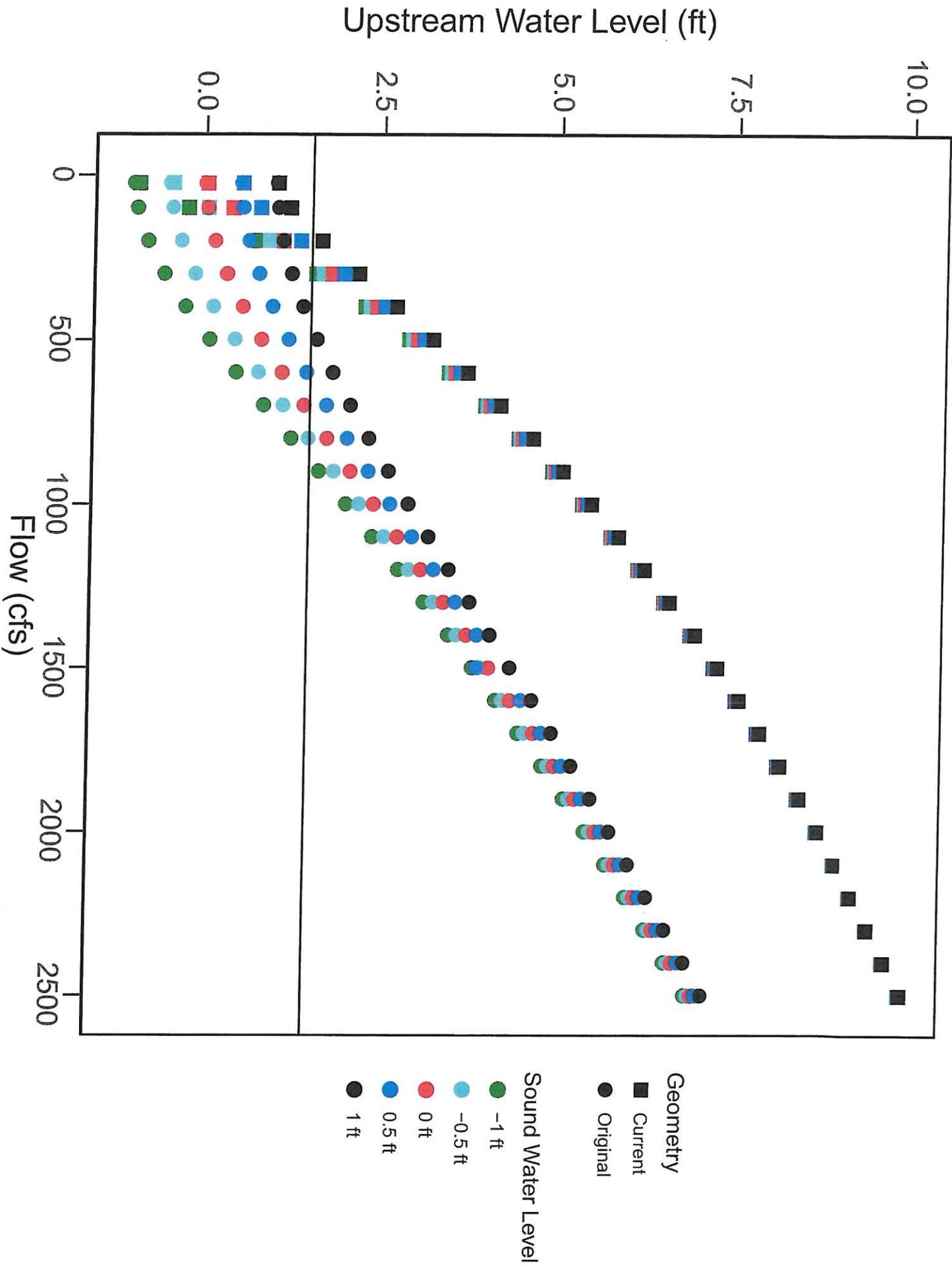
Downstream Water Level (ft)	Original Canal Dimensions Flow (cfs)	Current Canal Dimensions Flow (cfs)	Reduction
-1	631	150	76%
-0.5	600	147	76%
0	552	141	74%
0.5	478	128	73%
1	356	100	72%

*All water levels are referenced to the NAVD88 elevation datum.

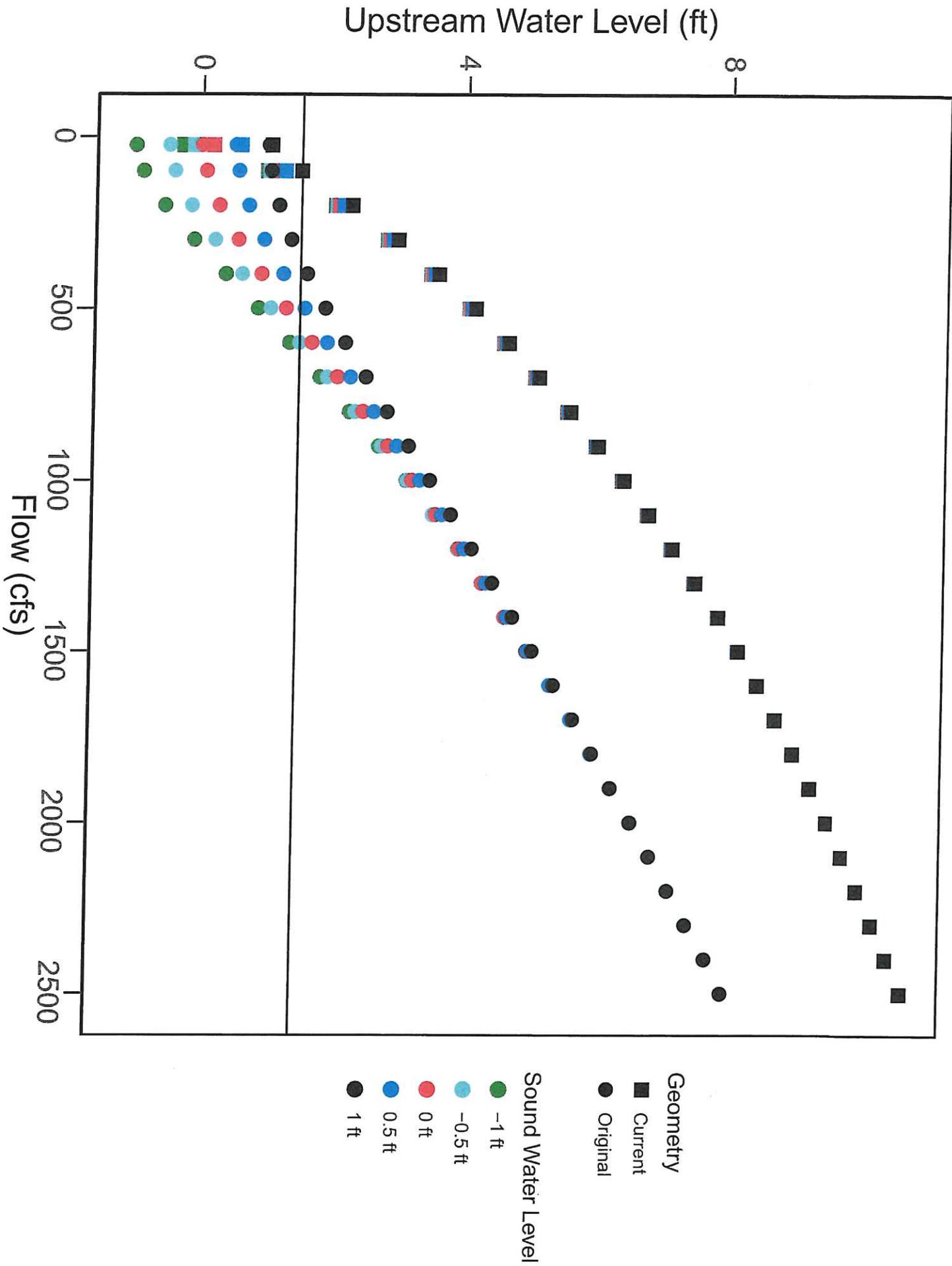
Outfall Canal



Rose Bay Canal



Wauppoppin Canal



NRCS Report

Debbie Cahoon

From: Hester, Anthony - NRCS, Washington, NC <Anthony.Hester@nc.usda.gov>
Sent: Tuesday, June 05, 2018 3:49 PM
To: Debbie Cahoon (dcahoon@hydecourtync.gov)
Cc: Halker, Amy - NRCS, Roper, NC
Subject: Hyde NRCS - NRCS

Hello Mrs. Debbie,

Amy want me to send you a brief NRCS update. Listed below are a few things I know of:

Current:

- Currently working on modifications and payments for active contracts.
- Completed contract reviews on all active EQIP contracts, due June 1st.
- EQIP 2018 funds have been obligated for Team 14, due May 18th.
- NC NRCS has contracted with Nutter & Associates Inc. for wetland determinations.
- FSA Compliance Reviews will happen within the next month (Packets and letters have been completed).
- Received Conservation Stewardship Program training on May 24th.
- CTA progress reporting in Hyde: 872 acres have been applied to improve soil quality, 1,229 acres have been applied to improve water quality, 81 acres have been applied to improve forest land.
- Rodney's former position, Supervisory Soil Conservation has now been posted.

Upcoming :

- Visioning the Future of Conservation Delivery: June 5th 2018
- Conservation Stewardship Program work beginning for new and renewing applications
- FSA is currently taking applications for certain CRP practices until August 14th

Thanks,

Anthony

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	2017		2018	
	<u>Mainland</u>	<u>Ocracoke</u>	<u>Mainland</u>	<u>Ocracoke</u>
No. Permits Issued				
Residential:	0	0	0	0
Commercial:	0	0	0	0
Other:	19	10	14	14

	2017		2018		
	<u>Mainland</u>	<u>Ocracoke</u>	<u>Mainland</u>	<u>Ocracoke</u>	
<u>Inspections</u>					
Site Visits	7	6	5		5 Site Visits
Investigations	0	1	1		2 Investigations
Inspections	38	17	16		19 Inspections
Conferences	11	5	0		5 Conferences
ODO/Plan Reviews	4	1	1		ODO/Plan Reviews
School			1		School
ODO Meeting					ODO Meeting

Fees Collected from 01/2013 to 12/2013	\$ 32,158.57	01/2014 to 12/2014	\$ 38,400.03	01/2015 to 12/2015	\$ 26,013.15	01/2016 to 12/2016	\$ 43,665.30
Fees Collected from 01/01/17 to 12/31/17	\$ 32,776.62	01/01/2018 to 06/30/2018	\$ 22,406.85				
Fees Collected this Month	\$ 3,401.80	County Projection for 2017/2018					

				Over/Under
Building Permit Fees Collected	New Residential/Commercial Construction			
	Renovations, Docks, Bulkhead, etc	\$ 12,000.00	\$ 35,184.05	\$ (23,184.05)
Inspection Fees Collected	Electrical, HVAC, Plumbing, insulation	\$ 20,000.00	\$ 29,471.65	\$ (9,471.65)
Penalties Collected		\$ 1,000.00	\$ 685.00	\$ 315.00

**NORTH CAROLINA
HYDE COUNTY
HYDE COUNTY BOARD OF COMMISSIONERS**

From: Linda M. Basnight Tax Administrator

This is to report all tax collections by the Hyde County Tax Office Employees during the month of June 2018

CURRENT TAX

DEPOSITS \$25,806.26	COUNTY WIDE \$23,848.67	MOSQUITO TAX \$238.25	SOLID WASTE \$0.00 Res \$0.00 Comm	WEST QUARTER INTEREST \$0.00	\$1,577.06
2017 SQWS					
\$ 142.28					

CURRENT DMV

DEPOSITS \$0.00	COUNTY WIDE \$0.00	MOSQUITO TAX \$0.00	INTEREST \$0.00
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DELINQUENT DMV

2016	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2015	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2014	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2013	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2012	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2011	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2010	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2009	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2008	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2007	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2006	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2005	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00

DELINQUENT TAX

2016	\$6,335.59
2015	\$2,182.01
2014	\$2,457.79
2013	\$1,419.26
2012	\$895.46
2011	\$837.47
2010	\$629.37
2009	\$499.61
2008	\$0.00
2007	\$0.00
2006	\$0.00
2005	\$146.25
2004	\$0.00
SQWS	\$10.24
MOSQUITO TAX	\$46.90
SOLID WASTE RES	\$2.75
SOLID WASTE COMM	
INTEREST	\$4,346.80
WEST/QUARTER	\$0.00
LEGAL FEES	
	\$19,809.50

2018 PREPAYMENTS

6/1/2018	\$125.00
7-Jun	\$307.35
7-Jun	\$46.61
12-Jun	\$150.00
19-Jun	\$200.00
21-Jun	\$171.84
27-Jun	\$1,816.75
29-Jun	\$250.00
	\$3,067.55
Transferred from 2017	
Prepayments to 2018	\$1,186.97
	\$4,254.52

INTEREST

\$0.00
\$0.00
\$0.00

Overpayments/refunds

Respectfully Submitted

July 2, 2018
Linda M. Basnight
Tax Administrator

Chairman of Commissioners

Supplemental Information

Community Advisory Committee Quarterly/Annual Visitation Report

County <i>Hyde</i>	Facility Type - <input type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input checked="" type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Crossbrook Health Care Center</i>
Visit Date <i>2/13/18</i>	Time Spent in Facility <i>1 hr 10 min</i>	Arrival Time <i>11:00</i> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm <i>1:20</i>
Name of Person Exit Interview was held with <i>Karen McCall</i>		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone
<input checked="" type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		(Name & Title)
Committee Members Present: <i>Linda Flavin, Karen McCall, Jess Moore, Ben Craddock, Frances Hanson</i>		Report Completed by: <i>Frances Hanson</i>
Number of Residents who received personal visits from committee members: <i>15</i>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required for Nursing Homes Only)</i>		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
<ol style="list-style-type: none"> 1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Resident Living Accommodations		Comments & Other Observations
<ol style="list-style-type: none"> 8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Resident Services		Comments & Other Observations
<ol style="list-style-type: none"> 15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	<i>activities on hold due to flu season.</i>	
Areas of Concern		Exit Summary
<p>Are there resident issues or topics that need follow-up or review at a later time or during the next visit?</p> <p style="text-align: center; margin-top: 20px;"><i>no</i></p>	<p>Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.</p> <p style="margin-top: 20px;"><i>Hot water out in 2 halls, due to faulty water heater. Water heater being replaced during our visit.</i></p>	

This Document is a **PUBLIC RECORD**. Do not identify any Resident(s) by name or inference on this form.
Top Copy is for the Regional Ombudsman's Record. **Bottom Copy** is for the CAC's Records.