

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

**Meeting Date:** May 4, 2015  
**Presenter:** Bill Rich, County Manager  
**Attachment:** Yes

**ITEM TITLE:** ECBH CENTRAL REGIONAL ADVISORY BOARD

**SUMMARY:** East Carolina Behavioral Health has consolidated and is forming a Central Regional Advisory Board. Agreements with the 20 participating counties have been approved and it is now time to nominate two members to serve on the Central Regional Advisory Board. The nominees shall consist of one commissioner and a representative that has a background in the 122C 118 board structure (attached is a list of required qualifications).

October, 2013 ECBH was restructured and a Commissioner Representative would not be needed until October, 2016.

February 3, 2014 Commissioner Benjamin Simmons was appointed to serve as Commissioner Representative on the ECBH Finance Committee, to complete the term of Commissioner Anson Byrd. Commissioners serve the length of their term in office.

David Howard, Health Director has some background with four years working with the Governor's Institute on Substance Abuse (NC) where he worked closely with Mental Health during the NC MH/DD/SA system reform on co-occurring illness staff-development and research, and a year as Executive Director of a large Free Clinic in Wilmington where he ran a mental health clinic with the help of local practitioners. Mr. Howard is interested in serving on the ECBH Central Regional Advisory Board.

**RECOMMEND:** Appoint a County Commissioner and a representative to serve on the ECBH Central Advisory Board.

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Motion Made By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Motion Seconded By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Vote:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

## Lois Stotesberry

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**From:** Bill Rich <brich@hydecourtync.gov>  
**Sent:** Monday, April 27, 2015 11:47 AM  
**To:** 'Lois Stotesberry'  
**Subject:** FW: Regional Advisory Board meeting  
**Attachments:** G\_S\_ 122C-118 Board Structure.htm

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**From:** David Peterson [<mailto:dpeterson@ecbhlme.org>]  
**Sent:** Tuesday, April 21, 2015 3:37 PM  
**To:** [ken.windley@co.beaufort.nc.us](mailto:ken.windley@co.beaufort.nc.us); [jveit@cravencourtync.gov](mailto:jveit@cravencourtync.gov); Bobby Outten; [Brich@hydecourtync.gov](mailto:Brich@hydecourtync.gov); [tim.buck@pamlicocounty.org](mailto:tim.buck@pamlicocounty.org); David Clegg; [jrhodes@washconc.org](mailto:jrhodes@washconc.org); Scott Elliott  
**Cc:** Cynthia Graham  
**Subject:** FW: Regional Advisory Board meeting

County Managers; I first want to thank you for letting us meet and present to your county commissioners on our consolidation and Alternative Board structure. We have just completed 20 agreements and have a few more that are scheduled. The next step is to put together the Central Regional Advisory board which include a county commissioner from each county (8) and a representative that has a background in the 122C 118 board structure. These are individuals with the following:

1. current county commissioner
2. health care expertise
3. health care administration
4. financial expertise
5. insurance expertise
6. social services expertise
7. attorney with health care expertise
8. administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services

See attached for more details on those individuals.

We would like to have those individuals attend the first Central Regional Board meeting late in May. I am trying to get that set up in Washington (Beaufort County) which seems the most centralized to the 8 Counties. So in order to have a variety of representatives, please take a look at the attached qualifications and let's discuss who you would like to have on the regional board. We have already received Pamlico's representatives. If you can send us the names of the county commissioner and the representative that fills one the qualification in the attached document, that would be appreciated. I will then send an invitation to those individuals. Thanks again.

Dave Peterson, MA  
Central Regional Director  
East Carolina Behavioral Health  
Phone numbers: 1-866-998-2597  
Fax number: (252)752-0331  
**Visit our website:** [www.ecbhlme.org](http://www.ecbhlme.org)

**Like Us on Facebook!**

[ECBH Direct Connect for Recovery](#)

[ECBH Direct Connect for Enrichment](#)

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**§ 122C-118.1. Structure of area board.**

(a) An area board shall have no fewer than 11 and no more than 21 voting members. The board of county commissioners, or the boards of county commissioners within the area, shall appoint members consistent with the requirements provided in subsection (b) of this section. The process for appointing members shall ensure participation from each of the constituent counties of a multicounty area authority. If the board or boards fail to comply with the requirements of subsection (b) of this section, the Secretary shall appoint the unrepresented category. The boards of county commissioners within a multicounty area with a catchment population of at least 1,250,000 shall have the option to appoint members of the area board in a manner or with a composition other than as required by this section by each county adopting a resolution to that effect and receiving written approval from the Secretary. A member of the board may be removed with or without cause by the initial appointing authority. The area board may declare vacant the office of an appointed member who does not attend three consecutive scheduled meetings without justifiable excuse. The chair of the area board shall notify the appropriate appointing authority of any vacancy. Vacancies on the board shall be filled by the initial appointing authority before the end of the term of the vacated seat or within 90 days of the vacancy, whichever occurs first, and the appointments shall be for the remainder of the unexpired term.

(b) Within the maximum membership provided in subsection (a) of this section, the membership of the area board shall reside within the catchment area and be composed as follows:

- (1) At least one member who is a current county commissioner.
- (2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.
- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
  - a. Individuals with mental illness.
  - b. Individuals in recovery from addiction.
  - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
  - a. Individuals with mental illness.
  - b. Individuals with intellectual or other developmental disabilities.
  - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.
- (12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to

the public.

- (13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

Except as provided in subdivisions (12) and (13) of this subsection, an individual that contracts with a local management entity (LME) for the delivery of mental health, developmental disabilities, and substance abuse services may not serve on the board of the LME for the period during which the contract for services is in effect. No person registered as a lobbyist under Chapter 120C of the General Statutes shall be appointed to or serve on an area authority board. Of the members described in subdivisions (2) through (4) of this subsection, the boards of county commissioners shall ensure there is at least one member representing the interest of each of the following: (i) individuals with mental illness, (ii) individuals with intellectual or other developmental disabilities, and (iii) individuals in recovery from addiction.

(c) The board of county commissioners may elect to appoint a member of the area authority board to fill concurrently no more than two categories of membership if the member has the qualifications or attributes of the two categories of membership.

(d) Any member of an area board who is a county commissioner serves on the board in an ex officio capacity at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the member's service as a county commissioner. Any member of an area board who is a county manager serves on the board at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the duration of the member's employment as a county manager. The terms of members on the area board shall be for three years, except that upon the initial formation of an area board in compliance with subsection (a) of this section, one-third shall be appointed for one year, one-third for two years, and all remaining members for three years. Members shall not be appointed for more than three consecutive terms.

(e) Upon request, the board shall provide information pertaining to the membership of the board that is a public record under Chapter 132 of the General Statutes.

(f) An area authority that adds one or more counties to its existing catchment area under G.S. 122C-115(c1) shall ensure that the expanded catchment area is represented through membership on the area board, with or without adding area board members under this section, as provided in G.S. 122C-118.1(a). (2001-437, s. 1.11(b); 2002-159, s. 40(a); 2006-142, s. 4(e); 2007-504, s. 1.4; 2010-31, s. 10.7; 2012-151, s. 3(a); 2013-85, ss. 6, 7.)

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

**Meeting Date:** May 4, 2015  
**Presenter:** Bill Rich, County Manager  
**Attachment:** No

**ITEM TITLE:** HYDE COUNTY FY2015-2016

**SUMMARY:** County Manager Bill Rich will present the current “**State of the County**” and manager’s “**FY2015-2016 Budget Message**”.

In order to complete the FY2015-2016 Hyde County Budget, a “**Spending Freeze**” needs to be set. Finance Officer Corrinne Gibbs recommends \$100 for all county departments through the end of FY2014-2015, effective May 15, 2015. Request exceeding \$100 will be reviewed by the County Manager and approved as he deems necessary.

The Health Department and the Department of Social Services will not be affected by the freeze.

**RECOMMEND:** Receive report.

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**Motion Made By:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

**Motion Seconded By:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

**Vote:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

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

**Meeting Date:** May 4, 2015  
**Presenter:** Justin Gibbs, Director, Emergency Management  
**Attachment:** Yes

**ITEM TITLE:** OCRACOKE DEPUTY CONTROL GROUP

**SUMMARY:** At the April 6 Board of County Commissioners meeting Justin Gibbs, Emergency Management Director, explained the purpose of the Control Group is to assist (on Ocracoke Island) in the development and implementation of Emergency Management functions and to staff the Emergency Operations Center (EOC) during incidents. The Control Group recommends evacuation to the Board of Commissioners if necessary.

County Manager Bill Rich was appointed Ocracoke Deputy Control Group 2<sup>nd</sup> Vice Chair – Ocracoke Emergency Management Coordinator. Mr. Rich was asked to reduce the size of the Control Group to 15 members and to present the revised list of members at the next regularly scheduled Board of Commissioners meeting on May 4.

**RECOMMEND:** Approve.

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Motion Made By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Motion Seconded By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Vote:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

## Hyde County

### Emergency Operations Plan

The following groups are defined to assist (on Ocracoke Island) in the development and implementation of Emergency Management functions. This list is intended to include all scenarios. It is recognized that multiple functions may be occasionally assigned to the same individual.

#### **Ocracoke Deputy Control Group**

**Control Group Chair** – Hyde County Board of Commissioners, Ocracoke Commissioner – John Fletcher

**Control Group 1<sup>st</sup> Vice Chair** – Hyde County Emergency Services Director – Justin Gibbs

**Control Group 2<sup>nd</sup> Vice Chair** – Ocracoke Emergency Management Coordinator – Bill Rich

**Control Group 3<sup>rd</sup> Vice Chair** – Hyde County Sheriff's Department, Senior Ocracoke Deputy – Jason Daniels

Ocracoke EMS Staff Paramedics (on shift)

Albert O'Neal – N.C. Ferry Division, Ocracoke Office Duty Supervisors and Ocracoke Fire Chief

Ed Fuller – National Park Service, Ocracoke Senior Park Ranger

Paul Spruill – Tideland EMC Supervisor – Advisor

David Scott, Martha Garrish, Tommy Hutchinson – Ocracoke Civic & Business Association – Advisor – Representative from Lodging, Retail and Services

David Tolson – Advisor – Ocracoke Sanitary District Supervisor, Ocracoke School Principal and Ocracoke Water

Nathan Spencer – Propane Gas

Sarah Johnson – Hyde County Public Information Officer

Cheryl Ballance, Director – Ocracoke Health Center

#### **Outside Consultants (as needed)**

Incident Overhead Team (Western Branch Incident Management Team)

Roland Hamrick – Operations

Wyke Graham – Deputy Operations

Joe Lord – Planning

Charles Tripp – NCEM Area Coordinator, State Liaison

Sterling Baker, PE, Division Maintenance Engineer – N.C. DOT Highways Division (via phone)

Jed Dixon, Deputy Director – N. C. DOT Ferry Division (via phone)

#### **Outside Communications (as needed)**

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

**Meeting Date:** May 4, 2015  
**Presenter:** Bill Rich, County Manager  
**Attachment:** Yes

**ITEM TITLE:** OCRACOKE OCCUPANCY TAX BOARD MEETING  
MINUTES/RECOMMENDATIONS

**SUMMARY:** Manager Rich will present the Ocracoke Occupancy Tax Board recommended appropriations for FY2015-2016.

Occupancy Tax Appropriation Requests Overview

- 14 requests totaling \$456,353.56
- The Board recommends appropriating a total of \$356,870.56

Recommendations by Group

Ocracoke Brownie Girl Scout Troop

- Requested \$650
- The Board recommends appropriating \$650

Ocracoke Friends of the Library

- Requested \$2,165
- The Board recommends appropriating \$2,165

Greater Hyde County Chamber of Commerce

- Requested \$2,500
- The Board recommends appropriating \$2,500

Ocracoke Alive

- Requested \$6,000
- The Board recommends appropriating \$6,000

Hyde County for McClees Consulting Services

- Requested \$10,000
- The Board recommends appropriating \$10,000

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Motion Made By: \_\_\_ Barry Swindell  
\_\_\_ Earl Pugh, Jr.  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher

Motion Seconded By: \_\_\_ Barry Swindell  
\_\_\_ Earl Pugh, Jr.  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher

Vote: \_\_\_ Barry Swindell  
\_\_\_ Earl Pugh, Jr.  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher

Ocracoke Preservation Society

- Requested \$10,500
- The Board recommends appropriating \$10,500

Ocracoke Health Center

- Requested \$22,000
- The Board recommends appropriating \$11,000

Ocracoke School

- Requested \$23,381.56
- The Board recommends appropriating \$23,381.56

Ocracoke Youth Center (Ocracoke Community Park)

- Requested \$48,000
- The Board recommends appropriating \$48,000

Ocracoke Community Center

- Requested \$60,983
- The Board recommends appropriating \$32,500

Ocracoke Child Care

- Requested \$43,000
- The Board recommends appropriating \$43,000

Ocracoke Fire Protection Association

- Requested \$85,000
- The Board recommends appropriating \$85,000

Ocracoke Civic and Business Association

- Requested \$82,174
- The Board recommends appropriating \$82,174

Hyde County for marketing and tourism plan

- Requested \$60,000
- No vote made

**Total recommended appropriations for FY 2015/2016 = \$356,870.56**

**RECOMMEND:** Receive report. Consider recommendations.

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Motion Made By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Motion Seconded By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Vote:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

April 21, 2015

From: Ocracoke Occupancy Tax Advisory Board

To: Hyde County Board of Commissioners

Subject: Hyde County's proposed project for marketing Ocracoke

Gentlemen:

The Ocracoke Occupancy Tax Board, after much input and consideration, decided to not act on the Office of Planning and Economic Development's (OPED) revised request for funding for the proposed project to develop a comprehensive marketing plan, including establishing a visitors bureau and hiring a staff person.

Rather than endorse the OPED project, we voted to provide funds to the Ocracoke Civic and Business Association (OCBA) to promote shoulder season and other events, develop an improved website, and establish a visitor's center. OCBA and OPED expressed their commitment to work in coordination to promote Ocracoke. At this point in time, we consider this is the best approach.

Our overriding concern is spending occupancy tax monies to market Ocracoke in the effort to attract more tourists to the island when the biggest issue we have is transportation, the difficulty for people in getting here. Traffic on the Hatteras ferries has declined over the last several years. Ferry system records show from 2007, we are down about 90,000 visitors per year. Yesterday we learned from an Ohio couple coming to deliver to a local shop that they sat in line at Hatteras for over two hours before boarding. They watched as car after car pulled out of line and drove off. This was in the middle of the day in the third week of April. There are many reports of similar experiences.

Hyde County must use every means available, working to restore the Hatteras-Ocracoke ferry route, so that traffic is accommodated. This will not happen while the trip is an hour long. We need the shorter route. The life blood of Ocracoke tourism are the day trippers who now must navigate the Route 12 bottlenecks only to sit for hours waiting to board the boat to Ocracoke. How many of those disappointed potential visitors who pull out of line, will ever come back? How many other people are they telling about their bad experience trying to get here?

If efforts to fix the transportation issues fail and the trend in day tripper traffic from Dare County continues its decline, then the economy of this island could well follow.



**Ocracoke Occupancy Tax Board**  
**Recommended Appropriations for FY 2015-2016**

Board members: Chairman Frank Brown, Trudy Austin, Marlene Matthews, Clayton Gaskill, and David Styron

Occupancy Tax Appropriation Requests Overview

- 14 requests totaling \$456,353.56
- The Board recommends appropriating a total of \$356,870.56

Recommendations by Group

Ocracoke Brownie Girl Scout Troop

- Requested \$650
- The Board recommends appropriating \$650

Ocracoke Friends of the Library

- Requested \$2,165
- The Board recommends appropriating \$2,165

Greater Hyde County Chamber of Commerce

- Requested \$2,500
- The Board recommends appropriating \$2,500

Ocracoke Alive

- Requested \$6,000
- The Board recommends appropriating \$6,000

Hyde County for McClees Consulting Services

- Requested \$10,000
- The Board recommends appropriating \$10,000

Ocracoke Preservation Society

- Requested \$10,500
- The Board recommends appropriating \$10,500

Ocracoke Health Center

- Requested \$22,000
- The Board recommends appropriating \$11,000

Ocracoke School

- Requested \$23,381.56
- The Board recommends appropriating \$23,381.56

Ocracoke Youth Center (Ocracoke Community Park)

- Requested \$48,000
- The Board recommends appropriating \$48,000

Ocracoke Community Center

- Requested \$60,983
- The Board recommends appropriating \$32,500

Ocracoke Child Care

- Requested \$43,000
- The Board recommends appropriating \$43,000

Ocracoke Fire Protection Association

- Requested \$85,000
- The Board recommends appropriating \$85,000

Ocracoke Civic and Business Association

- Requested \$82,174
- The Board recommends appropriating \$82,174

Hyde County for marketing and tourism plan

- Requested \$60,000
- No vote made

**Total recommended appropriations for FY 2015/2016 = \$356,870.56**

Ocracoke Occupancy Tax Board

April 15, 2015 7:00PM

Ocracoke Community Center

Board members present: Clayton Gaskill, Frank Brown, Trudy Austin, David Styron, Marlene Matthews

Members absent: None

Call to order by Chairman Frank Brown at 7:00 p.m.

Consideration of April 7, 2015 meeting minutes

- Correction made to meeting date and to second for Community Center vote.
- Motion to approve the April 7, 2015 meeting minutes by Trudy. Second by David. All in favor, none opposed.

Continued review of appropriations requests

- Ocracoke Child Care (requested \$43,000)
  - Motion by Marlene to fund the Ocracoke Child Care \$43,000. Second by Clayton. Discussion:
    - Frank if says the Child Care has worked hard to make financial improvements and if they closed, ~40 families would be affected.
    - Marlene says the Board needs to provide support until OCC is on their feet.
  - Vote: all in favor, none opposed.
- Ocracoke Fire Protection Association (requested \$85,000)
  - Motion by Clayton to fund the Ocracoke Fire Protection Association \$85,000. Second by Trudy. All in favor, none opposed.
- Ocracoke Civic and Business Association (requested \$82,174)
  - Frank thinks the focus this year needs to be attracting people in the shoulder season with events.
  - Motion by Marlene to fund the Ocracoke Civic and Business Association \$82,174. Second by David. Discussion:
    - Trudy confirms with OCBA that the request includes funding to revise the website. Frank thinks the county needs to focus on the transportation issue.
  - Vote: all in favor, none opposed.
- Hyde County Tourism and Marketing Plan (requested revised to \$60,000 from \$100,000)
  - Frank says the proposal isn't going to pass. Frank wants Kris to work with OCBA.
  - Kris asks if the Board would consider funding the marketing study to inform the website redesign. Connie thinks there are enough studies to draw from without conducting a marketing survey.
  - Frank suggests the County let the idea rest for a bit.
  - When asked, Kris agrees to help Sundae and OCBA put out an RFP for marketing services and then ask the board to provide money based on bids received.

Conclusion

- Total amount currently un-appropriated is \$484K
- 14 requests totaling \$456,353.56
- Total amount of appropriations recommended by the Board is \$356,870.56

Motion to adjourn by Clayton. Second by David. All in favor, none opposed.

DRAFT

Ocracoke Occupancy Tax Board

April 7, 2015 7:00PM

Ocracoke Community Center

Board members present: Clayton Gaskill, Frank Brown, Trudy Austin, David Styron, Marlene Matthews

Members absent: None

Call to order by Chairman Frank Brown at 7:00 p.m. Frank recognizes to the Ocracoke Library for collecting all requests on behalf of the Board.

Consideration of previous meeting minutes

- Motion to approve the December 11, 2014 meeting minutes by Marlene.
  - Second by Clayton with amendment that the minutes reflect that he abstained from the vote to approve funding to WOVV. All in favor, none opposed.
- Motion by Trudy to approve the March 11, 2014 meeting minutes. Second by David. All in favor, none opposed.

Fourth of July fireworks

- Motion by Frank to fund fireworks on July 1<sup>st</sup> for \$31K. Second by David.
- Discussion:
  - Sundae Horn explains that if funded, the 4<sup>th</sup> of July celebration would have all the normal activities that people have come to expect for that day. The cost of fireworks will remain the same no matter what day of the week they take place.
  - Comments from Teresa O'Neal and Amy Johnson that sales during the holiday are down since fireworks have stopped.
- Vote: David votes in favor. Trudy, Clayton, Marlene and Frank vote in opposition.
- The Board would like to see the fireworks on the 4<sup>th</sup> next year.

Annual appropriations requests

- Ocracoke Brownie Girl Scout Troop...\$650
  - Presented by Sundae Horn
  - The group has never asked for money before. Are planning to paint a few murals to benefit organizations on the island (Ocracoke Child Care and the Ocracoke Community Park). An artist will help design and paint the murals.
  - Majority of revenue from cookie sales is going to field trip.
- Ocracoke Friends of the Library...\$2,165
  - Represented by Carol Pahl
  - Requested to fund the summer reading program, for 12 weeks of summer janitorial services, and to fund an outdoor sign for hours and upcoming events.
- Greater Hyde County Chamber of Commerce...\$2,500

- Represented by Jessica Gibbs
  - Requesting \$2,500 to implement for tourism programs for Ocracoke including the Love Hyde initiative program, an event sheet to distribute to surrounding Chambers, and the Buy Local program.
- Ocracoke Alive...\$6,000
  - Represented by David Tweedy
  - Requesting funds for the 2016 Ocracoke Festival. The \$6,000 request is roughly 10% of estimated expenses for the festival.
- Hyde County (McClees Consulting)...\$10,000
  - Represented by Corrinne Gibbs
  - Requesting to fund the McClees Consulting to cover all state and federal issues.
- Ocracoke Preservation Society...\$10,500
  - Represented by Philip Howard
  - Requested to convert digitized images into virtual museum tours that will be accessible on the OPS website.
  - Much of OPS's financial resources are in restricted funds.
- Ocracoke Health Center...\$22,000
  - Represented by Cheryl Ballance
  - Requesting funds for two projects: rehab the old EMS building to accommodate offices, and for a startup funding for developing a website.
  - Question from Frank about what the website will be able to do:
    - Cheryl says it will include hours of operation, providers, patient education, patient portal for patients to go in and access medical records, share/receive info with other providers if approved, booking appointments. Could be set up to accept payments.
    - Cheryl notes it will reduce other costs spent on mailing, faxing, and calls.
  - Question from David Styron if the website would tie into the telemedicine network.
    - Cheryl says yes.
  - Cheryl says this would be startup funding for the website, but the website will cost more to be fully implemented.
- Ocracoke School...\$23,381.56
  - Request sent by Principal Walt Padgett
  - Requesting funds for swing set, playground equipment, sod for the Back Rd. field.
  - Walt makes a point that the school needs safe playground equipment for both school kids tourists.
- Ocracoke Child Care...\$43,000
  - Represented by Chaeli Moyer
  - Requesting funds to create a summer excursion business to be operated through a non-profit LLC with all proceeds donated to the OCC. This would provide a

second revenue stream to OCC, which was able to break even last year. This would be a 9-3 daytime program, housed outside the current facility.

- Ocracoke Youth Center/Ocracoke Community Park...\$48,000
  - Represented by Bob Chestnut
  - Requesting \$4K/month payments to help pay for principal and interest for the next fiscal year.
  - OYC has collected \$800K in goods, services, and donations. The Village Thrift has contributed ~\$60K to the project. In-kind labor has contributed ~ \$100K. OYC has raised/contributed \$2.5 for every \$1 the OT Board has contributed.
  
- Ocracoke Community Center...\$60,983
  - Represented by Doreen Robinson
  - Requesting \$18,250 for operating budget. Requesting \$30,500 for sound absorption panels, etc. Requesting \$12,233 for grounds and cabinetry.
  - Requesting reimbursement for the sound absorption panels that are installed (the previous sound absorption panels were damaged in Hurricane Arthur).
  
- Ocracoke Civic and Business Association...\$82,174
  - Represented by Connie Leinbach
  - Requesting \$10,210 for 4<sup>th</sup> of July Celebration, \$2,500 for the Fig Festival on August 14, and \$20,000 for the Pirate Jamboree.
    - The 2014 Pirate Jamboree generated \$10K. The 2015 event will cost \$30K. The plan is to turn the Jamboree into a destination Halloween event between Oct. 30-Nov. 1.
  - \$49,464 for Travel and Tourism Promotion because they are expanding events including the Pirate Festival. Continuous slide show at the visitor's center.
  - Question about monthly rental for visitors center.
    - Connie says its \$300/month.
  - Connie notes all advertising money spent by OCBA comes from member dues.
  - Question by Frank about attendance at the 2014 Pirate Jamboree.
    - Connie says that there were less people than in 2013 due to a nor'easter, but they generated more revenue.
  
- Ocracoke Fire Protection Association...\$85,000
  - Represented by Teresa O'Neal
  - Requesting for \$35 for equipment and vehicle maintenance. Requesting \$50K to assist in paying off the building.
  - OFPA raised \$163K last year.
  - Question by Frank about sales tax refund \$30K.
    - Teresa says that was from materials for building construction.
  - Question by Frank as to when OFPA anticipates paying off the building.
    - Teresa says 2-3 years if the Firemen's Ball continues to generate good funding.
  
- Hyde County (Tourism and Marketing Plan)...\$100,000
  - Represented by Kris Noble

- Requesting funding for shoulder season tourism development, hiring a full time staff member, analytical services, and professional marketing consulting services.
- Points out strengths of her office with experience procuring construction, engineering, consulting contracts, facilitating public meeting process, and having been with NC Catch during their branding process
- Comment by Marlene that \$100K is a lot of money and it might be best to study the topic more before moving forward.
  - Kris thinks the money will come back in OT revenue. She cannot be here, which is why a full time person is needed.
- Marlene says that this request is a significant portion of the OT budget, that it has come on all a sudden, and it will take away from a lot of other programs.
- Bill Rich notes the proposal is very measurable, so if it has not increased revenue then it can be dropped.
- Discussion:
  - Bill Rich clarifies that the County is open to hearing what the OT Board is interested in and is flexible in working with OCBA.
  - Frank notes that numbers <sup>are</sup> ~~our~~ down in the 3 peak months due to transportation issues.
  - Connie Leinbach says that OCBA's tourism director, Sundae, has done a great job with advertising and serves on the Hyde County Chamber Board.
  - Carol Pahl points out that OCBA is doing a great job with the small amount of money and think of what they could do with more money.
  - Gary Davis thinks it is counter-productive to advertise if people can't get here.
  - Sundae Horn says she feels like much of the work presented by the County's proposal has already been done.
  - George Chamberlain doesn't want the OT Board forced to make a quick decision.
  - Bob Chestnut says transportation is part of the marketing plan. There is benefit to having someone pull this strategic information together. A lot of people complain about the County not helping us, maybe the OT board should figure out how the county can help.
  - Barbara Jemison thinks fragmentation might make the marketing better.

**\*\*Note: Hyde County revised this request on 4/13/2015 from \$100K to \$60K\*\***

### Conclusion

- Total amount currently un-appropriated is \$484K
- Total appropriations requested amount to \$496,354
  - \*\* Note: This amount doesn't reflect Hyde County's revised request \*\***
- Trudy asks Bill to give update for EMS.
  - Bill says last year the Board asked the County for a plan for after hours. Justin Gibbs thinks that the County is capable maintaining service without asking for more money. The biggest challenge will be finding a new location by December.

Motion to adjourn by Trudy. Second by Clayton. All in favor, none opposed.

### Discussion of Appropriations Requests

- Ocracoke Brownie Girl Scout Troop (\$650 requested)
  - Motion by Trudy to fund the Ocracoke Brownie Scouts \$650. Second by Marlene. All in favor, none opposed.
- Ocracoke Friends of the Library (\$2,165 requested)
  - Motion by Marlene to fund the Friends of the Library \$2,165. Second by Trudy. All in favor, none opposed.
- Greater Hyde County Chamber of Commerce (\$2,500 requested)
  - Motion by Clayton to fund the Greater Hyde County Chamber of Commerce \$2,500. Second by Trudy. All in favor, none opposed.
- Ocracoke Alive (\$6,000 requested)
  - Motion by Marlene to fund Ocracoke Alive \$6,000. Second by David. All in favor, none opposed.
- Hyde County for McClees Consulting (requested \$10,000)
  - Motion by Marlene to fund Hyde County \$10,000 for consulting services from Henri and Joe McClees. Second by Trudy. All in favor, none opposed.
- Ocracoke Preservation Society (requested \$10,500)
  - Motion by Marlene to fund the Ocracoke Preservation Society \$10,500. Second by Clayton. All in favor, none opposed.
- Ocracoke Health Center (requested \$22,000)
  - Motion by Marlene to fund the Ocracoke Health Center \$22,000. Second by David.
    - Discussion: Trudy feels that \$7,000 for the website start up is valid but that the upgrades for the EMS building should be included in budgeting for the programming that will take place in the building.
    - Vote: Marlene and David vote in favor. Trudy, Clayton, and Frank vote opposed.
  - Motion by David to fund the Ocracoke Health Center \$11,000. Second by Trudy. All in favor, none opposed.
- Ocracoke School (requested \$23,381.56)
  - Motion by Marlene to fund the Ocracoke School \$23,381.56. Second by David. All in favor, none opposed.
- Ocracoke Youth Center & Community Park (requested \$48,000)
  - Motion by Clayton to fund the Ocracoke Youth Center/Ocracoke Community Park \$48,000. Second by David. All in favor, none opposed.
- Ocracoke Community Center (requested \$60,983)
  - Motion by Frank to fund the Ocracoke Community Center \$32,500 in total (18,250 for operating and \$10K for schedule A minus flooring, and 4,250 for exterior). Second by Clayton. All in favor, none opposed.

## Conclusion

- The Board agrees to reconvene Wednesday, April 15, 2015 at 7:00 p.m. in the Ocracoke Community Center to continue review and consideration of requests made by the Ocracoke Child Care, Ocracoke Civic and Business Association, the Ocracoke Fire Protection Association, and Hyde County for Tourism and Marketing Plan.
- Motion to adjourn by Trudy. Second by Clayton. All in favor, none opposed.

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

**Meeting Date:** May 4, 2015  
**Presenter:** Clint Berry, Utilities Director  
**Attachment:** Yes

**ITEM TITLE:** Hyde County Utilities Rules and Regulations Revision

**SUMMARY:** The Hyde County Utilities will no longer be billing for the Engelhard Sanitary District and we no longer bill for Trash Collection so we would like to request that the reconnect fee be lowered from \$150.00 to \$75.00. This is located under section X11. Suspension of Service (c.).

**RECOMMEND:** Approve.

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Motion Made By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Motion Seconded By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Vote:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

NORTH CAROLINA INSTRUCTION 1933-A.1  
Guide 3

Rules and Regulations  
Of  
Hyde County Water System

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I. Classification of Service

All services are classified under three categories to include residential and churches, commercial, and institutional users.

- A. Residential and Churches
- B. Commercial
- C. Institutional

II. Rate Schedule and Tap On Fees

A. Rate Schedule: Residential and Churches

(1) First 2000 gallons	@	\$25.00 minimum
2,001 - 15,000 gallons	@	\$6.00/ 1,000
all over 15,000	@	\$7.00/ 1,000

(2) Trailer Courts and Multi-dwelling units served through one meter. "Trailer Court" shall mean any rental or sales of trailer spaces or trailer being used for any purpose. These installations shall be billed as per the County's regular published rates or \$25.00 per user, per month, whichever is greater.

B. Rate Schedule: Commercial

(1) First 2000 gallons	@	\$32.00 minimum
2001 - 15,000	@	\$7.00/ 1,000
15,001 - 30,000	@	\$8.00/ 1,000
All over 30,000	@	\$9.00/ 1,000

C. (2) Institutional Rate

First 1,000,000	@	\$10,000.00 minimum
All over 1,000,000 gal.	@	\$11.00/1,000

Tap-on Fee:

(1) Prior to loan closing:

- a.. For one meter-\$50.00
- b. All additional meters above one-\$50.00 each

- (2) During construction:  
\$100.00 (Equivalent to bid cost to corporation plus 10%)
- (3) After completion of the facility, the regular tap-on fee will be:

Meter Size	Cost
3/4"	\$1,000.00
1"	Actual cost + \$900.00
2"	Actual cost + \$1,500.00

### III. Application For Service

- A. Service will be supplied only to those who have become Members.
- B. Consumers will make application for service, in person, at the office of the county and at the same time make the deposit guarantee required below.
- C. The County may reject any application for service not available under a standard rate or which involves excessive service cost or which may effect the supply of service to other customers or for other good and sufficient reasons.
- D. The County may reject any application for service when the applicant is delinquent in payment of bills incurred for service previously supplied at any location, provided that when the owner of the premises has been served water and has not paid for the same, the County shall not be required to render service to anyone at said location where the water was used until said water bill has been paid.

### IV. Deposit

- A. All members will make a minimum cash deposit of \$100.00. Deposit shall not draw interest.
- B. The individual in whose name the deposit is made shall be responsible for payment of all bills incurred in connection with the service furnished.
- C. A separate deposit is required for each meter installed.
- D. The deposit receipt is not negotiable and can be redeemed only at the County offices.
- E. Where the County finds that the request for a deposit refund is questionable, the County may require the applicant for refund to produce the deposit receipt properly endorsed.
- F. All Tenant Dwelling will be required to pay a minimum

cash deposit of \$150.00 to have service connected.

V. Initial or Minimum Charge

- A. The initial or minimum charge, as provided in the rate schedule shall be made for each meter installed, regardless of location. Each meter requires a separate meter reading sheet, and each meter reading sheet shall cover a separate and individual account.
- B. In resort areas, where service is furnished to a consumer during certain months only, the minimum charge per service for the period of non-use shall be regular minimum as set out in the published rates of the county.
- C. Water furnished for a given lot shall be used on that lot only. Each consumer's service must be separately metered at a single delivery and metering point. Each commercial unit and each storeroom or stall used for business purposes shall have a separate meter. All commercial use, including storerooms and stalls for business purposes, shall be metered separately from any residential use and vice versa, whether or not in service or to be installed in the future.

VI. County's Responsibility and Liability

- A. The county shall run a service line from its distribution line to the property line where the distribution line runs immediately adjacent and parallel to the property to be served and for which a tap-on fee then in effect for each size of meter will be charged.
- B. The County may install its meter at the property line or at the County's option, on the consumer's property or in a location mutually agreed upon.
- C. When two or more meters are to be installed on the same premises for different consumers, they shall be closely grouped and each clearly designated to which consumer it applies.
- D. The County does not assume the responsibility of inspecting the consumer's piping or apparatus and will not be responsible therefor.
- E. The County reserves the right to refuse service unless the consumer's lines or piping are installed in such a manner as to prevent cross-connections or backflow.
- F. The County shall not be liable for damage of any kind whatsoever resulting from water or the use of water on the consumer's premises unless such damage results directly from negligence on the part of the County. The County shall not be responsible for any damage done by or resulting from any defect in the piping, fixtures, or

appliances on the consumer's premises. The County shall not be responsible for negligence of third persons or forces beyond the control of the County resulting in any interruption of service.

- G. Under normal conditions, the consumer will be notified of any anticipated interruption of service.

## VII. Consumer's Responsibility

- A. Piping on the consumer's premises must be so arranged that the connections are conveniently located with respect to the County's lines or mains.
- B. If the consumer's piping on consumer's premises is so arranged that the County is called upon to provide additional meters, each place of metering will be considered as a separate and individual account.
- C. Where meter is placed on premises of a consumer, a suitable place shall be provided by consumer for placing such meter unobstructed and accessible at all times to the meter reader.
- D. The consumer shall furnish and maintain a private cutoff valve on the consumer's side of the meter; the County to provide a like valve on the County's side of such meter.
- E. The consumer's piping and apparatus shall be installed and maintained by the consumer at the consumer's expense in a safe and efficient manner and in accordance with the County's rule and regulations and in full compliance with the sanitary regulations of the North Carolina Department of Human Resources.
- F. The consumer shall guarantee proper protection for the County's property placed on the consumer's premises and shall permit access to it only by authorized representatives of the County.
- G. In the event that any loss or damage to the property of the County or any accident or injury to persons or property is caused by or results from the negligence or wrongful act of the consumer, his agents or employee, the cost of the necessary repairs or replacements shall be paid by the consumer to the county; and any liability otherwise resulting shall be assumed by the consumer.
- H. The amount of such loss or damage or the cost of repairs shall be added to the consumer's bill; and if not paid, service may be discontinued by the County.

- I. In the event that your service requires a cross connection device you will have to comply with Attachment A.

VIII. Extensions To Mains and Services

- A. The County may construct extensions to its water lines to points within its service area but the County shall not be required to make such installations unless the consumer makes application for service and advanced payment to the County for the entire cost of the installation.
- B. All line extensions shall be evidenced by contract signed by the County and the person advancing funds for said extension, but each contract shall be null and void unless approved by the county Board of Commissioners.
- C. No refund shall be made for any revenue received from any lines leading up to or beyond the particular line extension covered by contract.
- D. It is understood that the County may, at it's option, at any time within the one-year period refund, in full, the difference between the amount that has already been refunded and the amount deposited.
- E. Water distribution lines to serve undeveloped subdivisions will be handled as follows:
  - (1) The developer will submit plans for review and approval by the County, its engineer and the State Board of Health.
  - (2) The developer will install the lines in accordance with the approved plans.
  - (3) Upon completion of the new extension, the developer will deed the complete facility, to include all right-of-ways, easements, permits, franchises and authorizations or other instruments needed, for the operation and maintenance of the facility, to the County. The County will not reimburse the developer for the extension.

IX. Access To Premises

- A. Duly authorized agents of the County shall have access at all reasonable hours to the premises of the consumer for the purpose of installing or removing County property, inspecting piping, reading or testing meters or for any other purpose in connection with the county's service and facilities.
- B. Each consumer shall grant or convey or shall cause to be granted or conveyed, to the County a perpetual easement and right of way across any property owned or controlled by the consumer wherever said perpetual easement and

right of way is necessary for the County water facilities and lines so as to be able to furnish service to the consumer.

X. Change of Occupancy

- A. Not less than three days notice must be given in person or writing, at the County office, to discontinue service for a change in occupancy.
- B. The Outgoing party shall be responsible for all water consumed up to the time of departure or the time specified for departure, whichever period is longer.

XI. Meter Reading Billing Collecting

- A. Bills for water will be figured in accordance with the County's published rate schedule then in effect and will be based on the amount consumed for the period covered by the meter readings, except where a consumer orders turn-off less than one month after turn-on, the minimum bill to such consumer for such period shall be equal to the minimum charge for one full month's service.
- B. Charge for service commences when meter is installed and connection is made, whether used or not. Thirty (30) days may be allowed for hooking on initial installation of the water system.
  - B.1. After 60 day if minimum payment has not been made on meter not in use, the County has the authority to remove service from consumers property. Upon need a fee of \$150.00 will be charged to reconnect.
- C. Readings from different meters will not be combined for billing, irrespective of the fact that said meters may be for the same or different premises, or for the same or different consumers or for the same or different services.
- D. Bills are due when rendered and become delinquent fifteen(15) days thereafter whereupon a penalty of 10% will be added; and if not paid in twenty-five (25) days, service shall be discontinued by the County.
- E. Failure to receive bills or notices shall not prevent such bills from becoming delinquent or relieve the consumer from payment.

XII. Suspension of Service

- A. When services are discontinued and all bills paid, the deposit will be refunded.
- B. Upon discontinue of service for nonpayment of bills, the

deposit will be applied by the County toward settlement of the account. Any balance will be refunded to the consumer; but if the deposit is not sufficient to cover the bill, the County may proceed to collect the balance in the usual way provided by law for the collection of debts.

- C. Service discontinued for nonpayment of bills will be restored only after bills are paid in full, redeposit made and a service charge of \$75.00 paid for each meter reconnected.
- D. When services are discontinued at the request of property owner or tenant, a service charge of \$150.00 will be required before service can be continued.
- E. The County reserves the right to discontinue its service without notice for the following additional reasons:
  - 1. To prevent fraud or abuse
  - 2. Consumers wilful disregard of the County's rule
  - 3. Emergency repairs
  - 4. Insufficiency of supply due to circumstances beyond the County's control.
  - 5. Legal procedures
  - 6. Direction of public authorities
  - 7. Strike, riot, fire, flood, accident or any unavoidable cause.
- F. The County may, in addition to prosecution by law, permanently refuse service to any consumer who tampers with a meter or other measuring device.

#### XIII. Complaints-Adjustments

- A. If the consumer believes his bill to be in error, he shall present his claim, in person, at the County's office before the bill becomes delinquent. Such claims, if made after the bill has become delinquent, shall not be effective in preventing discontinuance of service as heretofore provided. The consumer may pay such bill under protest and said payment shall not prejudice his claim.
- B. The County will make special meter readings at the request of the consumer for a fee of \$25.00 provided, however that if such special reading discloses that the meter was over read, no charge will be made.
- C. Meters will be tested at the request of the consumer upon payment to the County of the actual cost of making the test provided; however, that if the meter is found to over register beyond 2 per centum of the correct volume, no charge will be made.
- D. If the seal of a meter is broken by other than the county's representative or if the meter fails to

register correctly or is stopped for any cause, the consumer shall pay an amount estimated from the record of this previous bill and/or from other proper data.

XIV. Abridgement or Modification of Rules

- A. No promise, agreement or representation of any employee of the County shall be binding upon the County except as it shall have been agreed upon in writing, signed and accepted by the acknowledged officers of the County.
- B. No modification of rates or any of the rules and regulations shall be made by any agent of the County.

XV. ADOPTION OF RULES

Until further order of the Board of Directors of this County, the Rules and regulations as the same are herein above set out are hereby adopted as of the date hereof to become effective on and after May 4, 2015.

Done this the 4<sup>th</sup>. day of May, 2015.

ATTEST:

\_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
CHAIRMAN, HYDE COUNTY BOARD  
OF COMMISSIONERS

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

**Meeting Date:** May 4, 2015  
**Presenter:** Clint Berry, Utilities Director  
**Attachment:** Yes

**ITEM TITLE:** Engelhard Sanitary District Billing

**SUMMARY:** Engelhard Sanitary District request for the Hyde County Utilities to no longer do the billing for them as of April 27<sup>th</sup>.

**RECOMMEND:** Approve.

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Motion Made By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Motion Seconded By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Vote:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

NORTH CAROLINA

HYDE COUNTY

THIS AGREEMENT, made and entered into as of January 5, 2009, by and between the COUNTY OF HYDE, a political subdivision of the State of North Carolina established under Article 2 of Chapter 153A of the North Carolina General Statutes, and the ENGELHARD SANITARY DISTRICT, a political subdivision of the State of North Carolina established under Article 2, Part 2 of Chapter 130A of the North Carolina General Statutes.

W I T N E S S E T H:

That for and in consideration of the mutual promises and covenants hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party, the parties contract and agree as follows:

1. The purpose of this agreement is to more effectively and efficiently collect sewer charges made by the Engelhard Sanitary District and the water and solid waste charges made by Hyde County.
2. This agreement shall be effective January 1, 2009, and shall continue through and including June 30, 2010, unless renewed by the parties.
3. During the period governed by this agreement, Hyde County shall bill for and collect the monthly charges for sewer due to the Engelhard Sanitary District. Engelhard Sanitary District shall promptly provide Hyde County with the information necessary for this purpose including the name and address of the person contracting for the service and the amount of the monthly charge on that account. Engelhard Sanitary District shall promptly notify Hyde County of any changes to these accounts, including the identity and address of the account holder for each location at which service is provided. In the event of a rate change by Engelhard Sanitary

**COPY**

District, the District will notify Hyde County of the change at least sixty (60) days before it becomes effective to allow ample time to incorporate this change into the County's billing system. Engelhard Sanitary District will reimburse Hyde County for any costs incurred in the billing system software to incorporate the rate change. This cost, if any, shall be in addition to the fees provided in paragraph 6 below.

4. Hyde County shall provide all personnel necessary to send out bills, receive payments and take any necessary collection measures for Engelhard Sanitary District sewer charges which shall be included with the Hyde County charges for water and solid waste or other proper billing.

5. Hyde County shall provide an accounting to Engelhard Sanitary District of the payments it has received for Engelhard Sanitary District sewer charges and the identity of the payor. With that accounting Hyde County will pay to Engelhard Sanitary District the amount of sewer charges it has collected for the month preceding less the fee described below. This accounting and payment shall be made not later than the end of the month next following the month in which the payments were received.

6. Hyde County shall retain ten percent (10%) of the Engelhard Sanitary District sewer charges collected to cover its costs and overhead in the collection of these charges. In the event any legal action is required by Hyde County to collect sewer charges or to enjoin occupancy of a property to which sewer service has been terminated, the Engelhard Sanitary District shall reimburse Hyde County for all such costs and Hyde County is authorized to deduct such costs from the payments collected for the Engelhard Sanitary District in future months.

7. If, due to nonpayment of sewer charges, it becomes appropriate to shut off sewer

service to a customer of the Engelhard Sanitary District, Hyde County shall notify the Engelhard Sanitary District which shall then promptly turn off the sewer service to that location.

7. This agreement may be amended upon the approval of the governing board of each of the parties but any amendment shall be in writing and signed by the appropriate officers of each board.

8. This agreement shall cover only amounts coming due to the Engelhard Sanitary District from and after January 1, 2009 and Hyde County will have no duty to bill for or collect any charges owed to the Engelhard Sanitary District for service provided prior to that date. However Hyde County will accept payments from customers of the Engelhard Sanitary District for service provided prior to January 1, 2009 and shall account for and make payment of them to the Engelhard Sanitary District less the fee provided in paragraph 6 hereof.

9 This agreement may be terminated upon sixty (60) days notice by either party without penalty.

10. This agreement shall be governed by the laws of the State of North Carolina.

IN WITNESS WHEREOF, Hyde County has caused this Agreement to be executed in its name by its Chairman, attested by its Clerk, and its seal duly affixed thereto all by authority of the resolution of its Board of Commissioners, and Engelhard Sanitary District has caused this Agreement to be executed in its name by its Chairman, attested by its Clerk, and its seal duly affixed thereto all by authority of the resolution of its Board of Commissioners, in duplicate originals, one of which is retained by each of the parties, all as of the day and year first above written.

COUNTY OF HYDE

[Signature]  
Chairman

ATTEST:

[Signature]  
Clerk

ENGELHARD SANITARY DISTRICT

[Signature]  
Chairman

ATTEST:

[Signature]  
Clerk

NORTH CAROLINA

HYDE COUNTY

I, JANE HODGES, a Notary Public in and for the state and county aforesaid, certify that Lois Stotesberry personally appeared before me this day and voluntarily acknowledged that she is Clerk of the Hyde County Board of Commissioners and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by Geo. Thomas Davis, Jr., its chairman, sealed with its official seal, and attested by herself as its Clerk. The undersigned Notary Public has personal knowledge of the identity of the principals or satisfactory evidence of the principals' identity.

Witness my hand and notarial seal this the 20<sup>th</sup> day of January, 2009.

[Signature]  
Notary Public

My commission expires: 8-16-2012

NORTH CAROLINA

HYDE COUNTY

I, Lois Stotesberry, a Notary Public in and for the state and county aforesaid, certify that Charles G. Gibbs, personally appeared before me this day and voluntarily acknowledged that ~~she~~ he is Clerk of the Engelhard Sanitary District and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by Thomas J. Etheridge, Jr., its Chairman, sealed with its corporate seal, and attested by herself as its Clerk. The undersigned Notary Public has personal knowledge of the identity of the principals or satisfactory evidence of the principals' identity.

Witness my hand and notarial seal this the 29<sup>th</sup> day of January, 2009.

Lois Stotesberry  
Notary Public

My commission expires: 12-30-2012

S:\SID\Engelhard Sewer\Hyde County Board\Collection Agreement.2009.wpd



*Engelhard Sanitary District  
PO Box 579  
Engelhard, NC 27824*

April 10, 2015

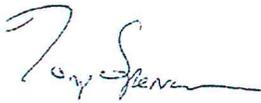
Clint Berry, Director  
Hyde County Utilities  
PO Box 66  
Swan Quarter, NC 27885

Dear Clint:

The Engelhard Sanitary District desires to resume responsibility for sewer billing effective May 1, 2015. As agreed, the bill issued by the county on or about April 25 will be the last combined invoice, and the county may continue to accept payments until May 31 under the existing terms. We understand that any combined water and sewer payments received on June 1 or thereafter will be applied to water accounts only and any sewer only payments will be returned to the consumer. We ask for your help in publishing this to our mutual customers.

Thank you again for the county's efforts in assisting the District in the collections process and we look forward to a continuing productive partnership.

Respectfully,

A handwritten signature in black ink, appearing to read "Tony Spencer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Tony Spencer, Chair

*Engelhard Sanitary District  
PO Box 579  
Engelhard, NC 27824  
252-925-4170 (Repair Line)*

April 15, 2015

For the past six years, the Engelhard Sanitary District (District) has billed for services through Hyde County Utilities, combined with water bills where appropriate. By mutual agreement, the last combined bill from Hyde County will be sent on or about April 27. This bill is due on or about May 15. Beginning May 31, the District's clerk will bill you directly and separately for sewer service.

Hyde County will continue to accept the District's sewer payments through May 25. Any combined water and sewer payments received by Hyde County after May 25 will be applied solely to water accounts and any sewer only payments will be returned.

You may begin sending your payments directly to the District on May 1. The new payment address will be:

Viola Williams, Clerk  
Engelhard Sanitary District  
PO Box 155  
Swan Quarter, NC 27885  
252-945-7195 (Billing Questions)

As a reminder, sewer service fees are applicable for all locations with sewer facilities installed, regardless of usage. A recent audit has shown several locations have not been billed correctly for an unknown period, which will be corrected with the new system.

When you receive your new bill, please notify the clerk of any desired changes to the billing information, which must include either a business or a responsible adult (preferably at the residence). The bill will reflect information for the property owner of record, as ultimately responsible, even if service is billed to a tenant.

As always, the District asks that you please help your neighbors and your community by keeping your bill current at all times.

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

**Meeting Date:** May 4, 2015  
**Presenter:** Clint Berry, Utilities Director  
**Attachment:** Yes

**ITEM TITLE:** 2015 Community Waste Reduction and Recycling Grant

**SUMMARY:** Hyde County Solid Waste has applied for a grant to make some improvements at three of our convenience sites. The grant will be for \$14,916.00 and the local match will be \$2,984.00 for a total project of \$17,900.00.

**RECOMMEND:** Approve.

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Motion Made By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Motion Seconded By:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.

Vote:  Barry Swindell  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher  
 Earl Pugh, Jr.



North Carolina Department of Environment and Natural Resources

Pat McCrory  
Governor

Donald R. van der Vaart  
Secretary

April 13, 2015

Clint Berry  
Public Utilities Director  
Hyde County Public Utilities  
Post Office Box 66  
Swan Quarter, North Carolina 27885

Dear Mr. Berry:

Enclosed please find two (2) copies of DENR Grant Contract No. 6456 between the North Carolina Department of Environment and Natural Resources and Hyde County for a 2015 Community Waste Reduction and Recycling Grant project titled "Improving Special Waste and Recycling Collections in Hyde County".

Please have an *authorized official* sign each of the enclosed two documents (**original signatures are required**). **Return the two original-signed documents (the entire document)** to the following address by June 10, 2015 for execution by the Department:

Purchasing and Contracts Section  
DENR Financial Services Division  
1605 Mail Service Center  
Raleigh NC 27699-1605

Please be advised that no work can be performed under this contract until both the **Grantee and Department** have executed the contract. *Failure to return the documents by the above stated date for execution by the Department may result in the Department's withdrawal of the offered contract.* Should you have any questions, please contact me at (919) 707-8528.

Sincerely,

Allison N. Phipps, Purchasing Manager  
Financial Services Division  
Purchasing and Contracts Section

Enclosures

cc: Joseph Fitzpatrick, NC DENR Division of Environmental Assistance and Customer Service

## DESCRIPTION OF THE GRANT PROJECT

### Improving Special Waste and Recycling Collections in Hyde County

Hyde County intends to install cement pads for special waste collections at the Scranton, Ponzer and Fairfield Convenience Sites. It will also add a cement pad and electrical connections for a recycling compactor - to be installed at a later date - at the Scranton Site. The county will also update and print the recycling and solid waste management brochures.

Hyde County, a rural county with less than 6,000 residents, is located on the coast far from the nearest recycling markets. The county accepts special wastes and commingled recyclables at its six staffed convenience sites. Last year the county recycled 240 tons of household and commercially generated recyclables plus special wastes and electronics.

With this grant the county intends to improve the collection sites by installing cement pads that are 20 feet by 6 feet upon which to collect recyclable Lead-acid batteries, antifreeze, motor oil, cooking oil and motor oil filters. The materials will be placed upon reused pallets on the cement pads, thus reducing their contact with standing water. This should extend the life of the collection containers and help prevent the potential contamination of ground water. The county currently collects these materials, but this will place them in one location to make them easier to locate and access. These improvements will be made at the Scranton, Ponzer and Fairfield sites. It is estimated that the cost will be at most \$3,500 per site.

The county will also install a cement slab and electrical service in the location of the commingled recycling container at the Scranton Site. It plans to install a commingled recycling compactor at that spot within the next year or two. Having a recycling compactor at that site will protect the value of the recyclables and reduce blowing litter. The recycling market is Eastern Carolina Vocational Center in Greenville, NC, which is 75 miles from the Scranton Site. Hauling compacted recyclables has proven to increase the weight per load from about 1.5 – 3.3 tons per load to 5 – 9 tons. Each haul currently costs the county \$292.

Hyde County will also print new recycling and solid waste management program brochures and distribute them to the residents. The county will work with Albemarle Regional Solid Waste Management Authority to update the program information and post it on the county and regional web pages. County and Authority staff will conduct educational programs for special interest groups, government staff and school-children.

**PROJECT MILESTONES AND IMPLEMENTATION DATES**

Install the cement pads; electrical components, January 31, 2016  
Print educational materials

Submit the final grant report to DEACS June 30, 2016

**2015 Community Waste Reduction and Recycling Grant  
Improving Special Waste and Recycling Collections in Hyde County**

**BUDGET**

Item	State Grant Funds	County Match	Estimated Total Cost
Cement slabs for special wastes at three sites	\$8,750	\$1,750	\$10,500
Cement slab, electrical installation, and rock for ground preparation for compactor at Scranton Site*	\$5,833	\$1,167	\$7,000
Program brochures	\$333	\$67	\$400
<b>Total</b>	<b>\$14,916</b>	<b>\$2,984</b>	<b>\$17,900</b>

\*Hyde County intends to seek a Convenience Center Commingled Recycling Grant to support the purchase of a recycling compactor to be installed at the Scranton Convenience Site. Community Waste Reduction and Recycling Grant Funds are being sought to support the other infrastructure required in order to install the compactor.

In addition to the funds committed to this grant, the county dedicates Water Department labor, vehicle use, fuel and other resources to collecting commingled recyclables and special wastes such as tires, electronics and scrap metals. The Water Department oversees the solid waste budget and operates the collection sites. The county assures the state that these programs will be sustained.

**DESCRIPTION OF PERSONEL**

**Hyde County**

Mr. Bill Rich, Hyde County Manager

30 Oyster Creek Rd.

PO Box 188

Swan Quarter, NC 27885

Ph: 252-926-5292

Fax: 252-926-3701

[brich@hydecountync.gov](mailto:brich@hydecountync.gov)

Mr. Clint Berry, Utilities Director

Water Department

Ph: 252-945-4468

Fax: 252-926-3703

[cberry@hydecountync.gov](mailto:cberry@hydecountync.gov)

James Blount, Solid Waste Supervisor

Water Department

Ph: (252) 926-4463

[iblount@hydecountync.gov](mailto:iblount@hydecountync.gov)

**Regional**

Ms. Anne Blindt, Recycling Coordinator

Albemarle Regional Solid Waste Management Authority

[ablindt@arhs-nc.org](mailto:ablindt@arhs-nc.org)

Ph: 252-338-4458

Fax: 252-337-7921

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

**Meeting Date:** May 4, 2015  
**Presenter:** Clint Berry, Utilities Director  
**Attachment:** Yes

**ITEM TITLE:** WATER LINE EXTENSION

**SUMMARY:** Hyde County Utilities have picked four of the 49 roads that are currently not served by County water to install water mains on. We put a Request for Qualifications out and three Engineering firms submitted a qualifications package. The Request for Qualifications were ranked by Clint Berry, Kris Noble, and Rosemary Johnson. Green Engineering received the highest ranking and a proposal was requested to perform the services required to design and permit the installations with (NCDENR) Public Water Supply. Hyde County Utilities have budgeted funds for this fiscal year and next year also to perform the work.

**RECOMMEND:** Approve Proposal.

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**Motion Made By:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

**Motion Seconded By:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

**Vote:** \_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

April 7, 2015

Hyde County Water Department  
1059 Main Street  
Swan Quarter, North Carolina 27885

Attention: Mr. Clint Berry

SUBJECT: Proposal for Engineering Services  
Water Main Extensions  
Hyde County, North Carolina

Dear Mr. Berry:

Green Engineering, P.L.L.C. appreciates the opportunity to present to you our Proposal for Engineering Services for the extensions of four (4) separate water mains in Hyde County. The project will consist of the extensions of water mains on the following roads:

- Bridgman Road (SR 1126) ±2,700 LF
- Mapletown Lane (SR 1165) ±3,500 LF
- Seth Road (SR 1307) ±4,200 LF
- Refuge Road (SR 1363) ±3,500 LF

Our proposed scope of design services are as follows:

- Topographic survey of the proposed water main route.
- Preparation of construction drawings and project specifications inclusive of a Bid Form for obtaining prices from local contractors for comparison to in-house installation costs.
- Provide a construction cost estimate.
- Obtain NCDOT Encroachment Agreement(s), Water Permit/Authorization to Construct and Sedimentation/Erosion Control Permit (if required).

Green Engineering will provide the above scope of services for the lump sum amount of Fourteen Thousand Eight Hundred Dollars (\$14,800.00).

Construction phase services, mainly observation of the pressure testing of the newly installed water mains and certification of the installation to NCDENR, will be performed on an hourly rate basis. Hyde County will photograph progress and provide such information to our office for our files.

Green Engineering is in a position to begin immediately upon receiving a notice to proceed. I trust the information contained in this Proposal is sufficient for your review. Please let me know if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "E. Leo Green". The signature is fluid and cursive.

E. Leo Green, P.E., P.L.S.

Hyde County Waterline Extension 2015, Waterline Extension

Swan Quarter, NC Bid      Opening Date: 4/17/2015 10:00 A.M.

Tally Sheet for Engineering Proposals

Ranker's Name	Rivers	Quibble	Green	
Clint Berry	90	75	95	
Kris Noble	80	65	90	
Rosemary Johnson	90	65	95	
<b>Total Points</b>	260	205	<b><u>280</u></b>	

Proposal Talled by:

Name & Title: Kris Cahoon Noble

Date: 4/17/2015

*Kris Cahoon Noble*

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

**Meeting Date:** May 4, 2015  
**Presenter:** Tammy Blake, Director, Human Resources  
**Attachment:** No

**ITEM TITLE:** RFP FOR HEALTH INSURANCE FOR COUNTY EMPLOYEES

**SUMMARY:** Report on the RFP for Health Insurance for our employees. Three companies responded: John Hackney Insurance Agency, JWB Insurance Group and Snipes Insurance Service.

**RECOMMEND:** Discuss and Take Action.

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Motion Made By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Motion Seconded By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Vote:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

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

**Meeting Date:** May 4, 2015  
**Presenter:** Bill Rich, County Manager  
**Attachment:** No

**ITEM TITLE:** OCRACOCKE EMS STATION

**SUMMARY:** Manager Rich will present update on relocation of the Ocracoke EMS Station.

**RECOMMEND:** Receive report.

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**Motion Made By:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

**Motion Seconded By:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

**Vote:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

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

**Meeting Date:** May 4, 2015  
**Presenter:** Bill Rich, County Manager  
**Attachment:** No

**ITEM TITLE:** SUNDAY HUNTING

**SUMMARY:** Manager Rich will present update on Sunday hunting.

**RECOMMEND:** Receive report.

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**Motion Made By:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

**Motion Seconded By:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

**Vote:**  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

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

**Meeting Date:** May 4, 2015  
**Presenter:** Commissioner John Fletcher  
**Attachment:** No

**ITEM TITLE:** TOPICS FOR DISCUSSION

**SUMMARY:** Commissioner Fletcher will discuss:

- a) Hatteras Ferry Runs
- b) Day Pass for Beach
- c) Sales Tax Resolution
- d) North Carolina Driver's Licenses for Ocracoke Summer Workers

**RECOMMEND:** Receive report.

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Motion Made By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Motion Seconded By:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher

Vote:  Barry Swindell  
 Earl Pugh, Jr.  
 Dick Tunnell  
 Ben Simmons  
 John Fletcher